

## What is Continuing Education?

Continuing Education is a non-credit, enrichment program for students of all ages and stages of life. Our classes range from an hour or two, to several hours over a few weeks, depending upon the subject matter.

We offer both personal enrichment classes, like DIY home repair, world languages, arts and crafts, finance, recreation and fitness, and professional development classes like computer skills, career pathways, and project management.

We do not have any residential requirements for our classes, but we do, however, have an age requirement. Our classes are designed for students ages 18 and up, unless otherwise stated in the course description.

Our classes are not traditional college credit classes and do not apply to a degree program. If you are looking for traditional college credit classes, reach out to Admissions and Enrollment here:

<https://stlcc.edu/admissions/contact-admissions-enrollment-services.aspx>

## I saw a class in the online registration system and now I cannot find it.

### What happened?

Registration for our classes generally closes three business days before a class starts. After the registration deadline, the course disappears from our website. This is a function of the registration system and cannot be changed at this time.

Some classes have an earlier registration deadline especially for classes where supplies are included, and trips/tours which require reservations. Deadlines are listed in the online registration system under each course.

If you have a question about a class you have registered for or saw a class online that is no longer showing up on our site, please contact us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu), or 314-984-7777.

## Can you tell me about your online classes?

Our online classes are conducted live, via Zoom. Cameras are optional but encouraged.

A link to the online class will be emailed to students approximately two business days before the class starts. If you have not received your zoom link one business day before the class, please contact us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu), or 314-984-7777, during business hours.

Sometimes our emails end up in a Junk or Spam folder. Please be sure to add [stlccconed@stlcc.edu](mailto:stlccconed@stlcc.edu) to your contacts to ensure we are delivered to your inbox.

Recordings by students and instructors are prohibited.

## Can I register more than one student at a time?

No. You will need to register each student independently. You will need full name, date of birth, address, phone, and email to register each student. Please close your browser between students to prevent any registration errors.

## How can I find my class location?

Class locations can be found on the Continuing Education page of the STLCC website, under Class Location, here: <https://stlcc.edu/programs-academics/continuing-education/continuing-education-class-locations.aspx>. For specific information about a location, contact us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu), or 314-984-7777.

## Are books required for my class and how can I find them?

If a book is required for your class, the book and purchasing information will be emailed to you approximately one week before your class. The information will also be listed in the course description of the class, in the online registration system.

Textbooks can be purchased either at online retailers or via the STLCC bookstore: [stlcc.textbookx.com](http://stlcc.textbookx.com).

## What if I need to withdraw from a class?

For most classes, you can withdraw from a class up to three business days before a class starts, and still receive a refund. Some of our classes, like trips, require an earlier deadline. For these classes, the deadline to withdraw will be posted in the course description in the online registration system.

Requests for withdrawal must be submitted in writing to the Continuing Education office by email at [CEdropbox@stlcc.edu](mailto:CEdropbox@stlcc.edu) or via mail to 3221 McKelvey Road, Suite 250, Bridgeton, MO 63044. Please allow 30 days for refund processing.

## Where is my refund?

If you have withdrawn from a class, or your class was cancelled, please allow 30 days for refund processing. If you submitted payment via credit/debit card, your refund will be returned to the account used for payment. If you submitted payment via check or cash, you will be issued a check, mailed to the address on record.

## What happens if there is severe weather on the day my class is scheduled to meet?

If time permits, we will contact you by email if your class is canceled due to severe weather. Because sometimes weather can change rapidly, please check your email and the STLCC website before heading to class.

STLCC also uses a collegewide hotline to share updates regarding inclement weather and emergencies. STLCC's emergency hotline can be reached by calling 314-539-5454. To sign up for automated SMS notifications of STLCC campus closures or emergencies, visit [stlcc.edu/alerts](http://stlcc.edu/alerts).

When STLCC cancels classes, online and off-campus Continuing Education classes are also canceled. In addition, when a particular host school district or institution closes, the Continuing Education classes at that location will not meet.

If a class is cancelled due to weather or other emergency, every effort will be made to make up the missed class. You will be notified of any rescheduled classes via email.

## What happens if my class is cancelled or changed?

If your class is cancelled, you will be notified via email and will receive a refund. Please allow 30 days for refund processing.

If there is a change to your class, you will be notified via email. If a class is rescheduled and you cannot attend the make-up date, contact us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu), or 314-984-7777, to discuss options.

## How can I get a catalog or be added to your mailing list?

You can email us your name and address to [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu) or call us at 314-984-7777 to receive a catalog and be added to our mailing list. We can also add you to our electronic mailing list if you provide an email address.

If you would like to opt out of receiving physical or electronic copies of our catalog, please email us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu) or call us at 314-984-7777 to request to be removed from our direct mailing list. Because we use Every Door Direct Mailing to help keep costs in check, we cannot remove you from the USPS postal list, but we will not mail directly to your home or business if you opt out of our mailings.

## How can I get added to the waitlist for a class?

You can add yourself to the waitlist by finding your class here <https://applications.stlcc.edu/Continuing-Education/classes/index.asp>, emailing us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu), or calling us at 314-984-7777.

## I am interested in teaching for Continuing Education. How can I learn more?

We are always looking for instructors with innovative ideas and knowledge to share! We have a whole webpage of information on teaching for Continuing Education. Please look for the TeachForCE page on the Continuing Education page of the STLCC website, here: <https://stlcc.edu/programs-academics/continuing-education/ce-instructor-application.aspx>.

Please note: Our classes are all non-credit, enrichment classes geared for community members. They are not part of traditional college credit classes.

## Can you tell me about your Accelerated Training classes?

STLCC Workforce Solutions Group offers a variety of opportunities to help adults train for in-demand occupations in shorter duration formats. A complete listing and details can be found on the Accelerated Job Training page of the STLCC website, here: <https://stlcc.edu/programs-academics/accelerated-job-training/>.

## Who can I contact if I require accommodations for a class?

If you require accommodations for a disability in order to participate in any program or activity, please contact the Access Office at [stlcc.edu/disability](http://stlcc.edu/disability) as soon as possible in advance of the class for consideration of your request. A student may submit this application at any time during their enrollment, but the College recommends submitting the application as early as possible to allow time to make any necessary arrangements.

## How can I reach you if I have additional questions?

We are always happy to help and can be reached by emailing us at [cedropbox@stlcc.edu](mailto:cedropbox@stlcc.edu) or calling us at 314-984-7777.