



## ***Frequently Asked Questions (FAQs)***

### ***What is Continuing and Professional Education?***

Clayton State University's Center for Continuing and Professional Education (CaPE) classes are attractive to students looking for a quick, intense approach into new careers. CaPE classes do not count towards degree programs and are not for credit, but are competency-based and responsive to real industry needs.

CaPE engages life-long learners in cost-effective, accessible, and relevant coursework that addresses personal and professional goals through top-quality instruction, innovative programming, and in-demand professional certificates. Our programs and courses are designed to promote success in ever-changing local, national, and global markets and communities

Many CaPE classes and programs prepare you for industry-recognized certifications. Successful completion of CaPE courses earns continuing education units (CEU's) Continuing Education programs are a unique opportunity to obtain valuable knowledge and skills for personal enrichment and career enhancement.

Need more information about CaPE? Contact us today!  
Call 678-466-5118 or email us at [ce@clayton.edu](mailto:ce@clayton.edu)

## ***How is Continuing Education different from other CSU classes/courses?***

**Continuing and Professional Education (CaPE)** addresses the educational needs of people in a broad range of jobs and career fields, usually through non-credit, non-degree programs. It may include formal coursework, conferences, or seminars taught on different platforms, including online or in the classroom. People may take advantage of professional education to remain current in their fields, learn new skills, change careers or enhance their marketability.

## ***Will I earn college credit toward a degree in a continuing education course?***

No. Continuing and Professional Education courses offered through CaPE are non-credit and do not apply to degree programs or college credit.

## ***What is a CEU?***

CEU stands for “Continuing Education Unit.” A CEU is a unit of credit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. Such professionals include engineers, financial advisers, accountants, educators, and healthcare workers.

## ***How do I register for a CaPE course?***

Students looking to register for Continuing and Professional Education courses have a number of options.

1. **Online-** Students may register for certain courses via our webpage [www.clayton.edu/ce](http://www.clayton.edu/ce). Students will need to establish an account in order if they have not done so in the past. Registering for an account has no charge associated.
2. **In-Person-** Students may visit our office in person and register for upcoming CaPE courses and program. In person registration is required for any of our Healthcare Programs (Clinical Medical Assistant, Medical Billing, Medical Coding, Patient Care Tech, Pharmacy Tech, Phlebotomy Tech, and RN Re-Entry. A Health Care Program application is also required for these programs with the exception of RN Re-Entry.
3. **Telephone-** Students may contact our office via telephone to register for many of our courses and programs. The telephone number for registration is 678.466.5118.
4. **Fax-** Students may fax registration forms to our office. This is a common form of registration for employers registering several employees at once. A member of our registration staff will contact you upon receipt of the faxed document and request payment information at that time. The fax number for the CaPE office is 678-466-5089.

**\*\*\*Please do not include credit card information on the registration form\*\*\***

Additional payment information:

We gladly accept:

All major credit cards **EXCEPT AMERICAN EXPRESS**

Personal checks that are submitted at least **10 days prior to the course start date.**

***Can I use financial aid to pay for my noncredit courses?***

**CaPE does not accept federal financial aid like degree/credit programs.** However, you may want to consider approaching your employer to inquire about tuition reimbursement options.

**CaPE does not offer payment plans for programs/certificates.**

Another option is the **Sallie Mae Smart Option Loan** for Noncredit Programs.

Sallie Mae® offers the Smart Option Student Loan®. Please visit

<https://www.salliemae.com/student-loans/smart-option-student-loan/> for more information regarding questions relating to Sallie Mae.

**Veterans Educational Benefits** may be available to students if he/she, have served in the military or if a parent or spouse have served. For more information about Veterans Educational Benefits, please contact the US Department of Veterans Affairs by calling 1-888-442-4551.

If you are certain that you qualify for benefits and have a current (dated within the last six months) Certificate of Eligibility (COE), please contact Wendy Quattlebaum, School Certifying Official for Continuing and Professional Education. Wendy may be reached by telephone or email- 678.466.5114 or [WendyQuattlebaum@clayton.edu](mailto:WendyQuattlebaum@clayton.edu)

## **Staff Directory**

**Karen LaMarsh-** Executive Director

**Mary Crowder-** Executive Assistant to Dr. LaMarsh

**Glynn Beard-** Director- Film and Digital Media

**Cassandra Hollis-** Program Coordinator- Film and Digital Media

**Thomas Stein-** Site Coordinator- Jonesboro

**Joanee Buffaloe-** Operations Manager and University Conference Services

**Sara Holmes-** Office Manager

**Wendy Quattlebaum-** Marketing and Program Coordinator

**Tara Henry-** Information Specialist and Customer Relations

### ***How do I find programs that are offered online?***

Please visit [www.ed2go.com/clayton](http://www.ed2go.com/clayton). CaPE partners with ed2go but does not process payments or house any student course registration information pertaining to courses. Students should access the link above for information regarding courses, schedules, refunds, payments, etc. for online courses.

### ***In which locations are on-campus courses offered?***

#### **Campus Locations**

#### **Morrow (Main) Campus:**

2000 Clayton State Blvd.

Morrow, GA 30260

#### **CSU- East:**

5823 Trammell Rd.

Morrow, GA 30260

#### **Fayette County/Peachtree City:**

100 World Drive, Suite 100

Peachtree City, GA 30269

#### **Henry County/McDonough:**

401 Tomlinson St.

McDonough, GA 30253

#### **Jonesboro- University Film Studio/Lucy Huie Hall:**

9151 Tara Blvd.

Jonesboro, GA 30236

### **Who do I contact with questions?**

Please contact our registration desk for course information or more details about locations, payments and course availability- 678.466.5118 or via email [ce@clayton.edu](mailto:ce@clayton.edu).

***I am currently unemployed. Can I receive tuition assistance for continuing education courses or programs?***

**WorkSource Atlanta Regional**, which is managed by the **Atlanta Regional Commission's** Workforce Solutions division, provides a range of services for individuals seeking employment, training and education services.

***These services are offered to people who live, work or have been laid off in Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale counties.***

To find **WorkSource programs**, please search the Georgia Department of Economic Development career center map by visiting this link- <http://www.georgia.org/competitive-advantages/workforce-division/wia-career-centers/>

### **Eligibility Requirements**

Applicants must be unemployed, have been laid off, or meet the low-income threshold. They must also live, work or have been laid off from a job in the seven counties served by WorkSource Atlanta Regional (Cherokee, Clayton, Douglas, Fayette, Gwinnett, Henry and Rockdale). For a complete list of requirements please visit- <http://atlantaregional.org/wp-content/uploads/eligibility-checklist-1.pdf>

***For more information regarding WorkSource Georgia, Atlanta Regional Commission and Workforce Investment Opportunity Act (WIOA) please visit the following links:***

WorkSource Georgia- <https://atlantaregional.org/job-training-education/>

Atlanta Regional Commission- <https://atlantaregional.org/>

WorkSource Atlanta Regional Office locations, contact information and hours of operation- <https://atlantaregional.org/career-resource-centers/>

WIOA Training Application- <http://atlantaregional.org/wp-content/uploads/wioa-training-application.pdf>

## **CaPE General Information, Policies and Procedures:**

**Our Mission:** Clayton State Continuing and Professional Education engages life-long learners in cost-effective, accessible, and relevant coursework that addresses personal and professional goals through top-quality instruction, innovative programming, and in-demand professional certificates. Our programs and courses are designed to promote success in ever-changing local, national, and global markets and communities

**Alumni Discount:** Clayton State University Center for Continuing and Professional Education gives a 10% discount on course registration fees to dues-paying members of the Clayton State University Alumni Association. Please use the Alumni Discount Request form on our CaPE website at [www.clayton.edu/ce](http://www.clayton.edu/ce) or by calling our main office- 678.466.5118.

The request needs to be our sent to and approved by Danielle Moore, Alumni & Annual Giving Programs Coordinator, who will confirm current status with the association. She will forward the request to the Continuing and Professional Education (CaPE) so that the member will be contacted and registration completed. This discount is valid with registrations for alumni. Online courses and some others may be excluded.

**Attendance Policy:** To successfully complete a course and receive a certificate with CEUs, you must attend 80% of the class sessions, actively participate and complete all course requirements. Courses with four or less sessions require 100% attendance.

**Books and Supplies:** Some courses require the student to purchase books and supplies that may not be included in the course fee. Information about the supplies and books (title, author and ISBN) is posted on our website and will be printed on receipts. Students may choose to Amazon, Barnes & Noble or any other preferred retailer. Scrubs and lab coats may be purchased at Walmart, Scrubs and Tees, Uniform Advantage or any other preferred retailer.

**Children:** Most of our courses have been developed for adult learners, therefore, we have a minimum age of 16 years to attend our courses. Unattended children are not allowed at any of our continuing education locations due to safety reasons.

**Clayton State University Library Privileges:** As a Clayton State University Continuing and Professional Education student, you may use the Clayton State University Library during the time that you are enrolled in continuing education courses. Please take a copy of your CE receipt and a valid Georgia driver's license to the library to utilize resource materials and to check out books. For more information, please contact the CSU Library by calling 678-466-4325.

**Course Transfer/Withdraw Policy:** You will be charged a 15% processing fee and receive the following: 85% refund for all withdrawals or credit towards a transfer made ten or more business days before the start date of the course 35% refund for all withdrawals or credit towards a transfer made three to nine business days before the start of the course 0% refund or credit made the day before the start date of the course or anytime following. NOTE: Only ONE transfer is allowed. Please allow two weeks for refunds to be processed. You may choose to send a substitute at no charge. Please call (678) 466- 5118 to make change. Check refunds are subject to a ten day business hold from the date of the check to ensure that funds have cleared out bank.

If you paid by credit card, your account will be credited. Failure to attend a course DOES NOT constitute a formal withdrawal.

**Clayton State University Credit Student Discount Policy:** Degree-seeking/credit students enrolled with Clayton State University are eligible to receive a 10% discount on Continuing and Professional Education courses. To obtain a discount form, please contact our office at 678.466.5118 or visit our webpage [www.clayton.edu/ce](http://www.clayton.edu/ce).

**Inclement Weather:** In the case of any weather that might cause a disruption in the normal events, Clayton State University has an Emergency Weather Plan that includes the Office of University Relations contacting a wide variety of Metro Atlanta news media outlets that report weather-related closings. In case of a weather related closing, or any other type of emergency closing, the University has an extensive media contact list for such emergency situations. For information about all radio and TV outlets that will be contacted upon closing, please visit the University's main webpage at [www.clayton.edu](http://www.clayton.edu).

During any potential emergency weather situation, information about Clayton State's plans will also be available on the University's web page and through the University's main telephone number (678-466-4000). Please do not call the Office of Public Safety, or the Office of University Relations. At times of bad weather or other emergencies, University officials make decisions on whether or not to close the campus based on public safety reports and other considerations. In such cases, the safety and security of the majority of students is a prime consideration.

If the University is closed, then classes are cancelled for all students. If the institution remains open, we recognize that there may be special circumstances that pertain to individual students that are more serious than those that apply to the majority. So, students are advised to use their best judgment about their safety and that of their families in those situations, and to consult with individual faculty members about making up lost time. In the event that other instructional sites are closed, every effort will be made to contact students and instructors by phone and/or email.



**Invoice Policy:** In some instances your company may offer to pay for your course. We can invoice them directly if you supply us with your company's purchase order or educational voucher. Our policy was implemented for the billing or invoicing of course fees. We will continue to accept cash, checks, and charge cards. However, we have implemented a new policy for company invoicing. We will now invoice the student's company only upon receipt of **one** of the following documents:

- Company purchase order. This is the actual purchase order, not just a purchase order number. This may be faxed to us at 678-466-5089.
- Letter of authorization from the student's company that is written on company letterhead and a signed, completed Continuing and Professional Education Billing Form. This letter must state the student has permission to take the course and that the company guarantees payment.
- Corporate educational voucher (currently being used by large companies such as AT&T, Verizon, IRS, etc.)

Once we have received the purchase order or other paperwork, we will be able to register a student for courses. We **will not** accept contingent purchase orders, such as "must receive a passing grade OR grade of 75% or better." If a student is concerned about losing a seat in a

class, but must wait for their company to issue a purchase order, we suggest that the student pay with their personal or corporate credit card and seek reimbursement from his/her company.

**Military Education Benefits:** Various GI Bills are available for many different types of Education Programs. You are just a few steps away from finding out if you are eligible to receive Education benefits. All information can be completed online at <http://www.gibill.va.gov/>. If you don't have the capability to apply online, you can call 1-888-GI BILL-1 (1-888-442-4551) to have a form mailed to you.

**Refund Policy:** Clayton State University Center for Continuing Education is self-supporting, so student registration fees must cover the costs associated with developing and delivering high quality courses. **IF WE CANCEL A COURSE:** Each course is closely monitored to ensure sufficient enrollment. If a specific course does not have sufficient enrollment to cover our costs, we may have to cancel or postpone the course. Students are notified of cancellations three business days prior to the start date and will be notified by phone and/or email. Students may choose to receive a full refund or transfer to a different course. Before a transfer is completed, any differences in registration fees will be refunded, if the amount of the newly chosen course is less than original course fee, a refund will be granted in the form of a paper check. Typically, a refund check takes 4-6 weeks to be processed through our business office.

**Returned Check Policy:** Clayton State University will impose a \$30.00 charge for all returned checks. You will be notified and not allowed to return to class until payment and NSF fee are paid.



**Request for Disability Services Policy:** In order to participate or receive benefit of continuing education programs, any person who can provide documentation of one or more disabilities may be eligible for disability services.

Students requesting interpreters, assistance obtaining books on tap, special seating, Braille, arrangements to accommodate personal attendants and use of special equipment must request services one month prior to anticipated time of enrollment. Less specialized accommodations may be requested two weeks prior to the first week of course. For more information or to request disability services, please call (678) 466-5445.

**Scheduling Policy:** Clayton State University reserves the right to change, cancel or reschedule any course for any purpose without actual notice to any individual. However, every effort will be made to notify registrants of any such changes. If a course is cancelled by the institution, the registration fee will be refunded in full and constitute the sole remedy for any course cancellation.

**Student Code of Conduct:** By enrolling in a Clayton State University Continuing and Professional Education (CaPE) courses, students agree to conduct themselves at all times in a manner conducive to the promotion of a positive and pleasant learning environment for themselves and others. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Clayton State University Student Code of Conduct. Possession, consumption of or the furnishing of alcoholic beverages or drugs on the Clayton State University campus or any area affiliated with Clayton State University is prohibited. Students who are found in violation of the Code of Conduct may be subject to immediate dismissal and may be prohibited from registering for additional Continuing Education courses.

All Continuing and Professional Education students are expected to uphold the highest honor and integrity in completing class assignments. Plagiarism, cheating and all other forms of academic dishonesty are expressly forbidden. A student engaging in, or assisting others to engage in, such acts will result in dismissal without refund and may be prohibited from registering for additional Continuing and Professional Education courses. CEUs will not be awarded and a failing grade will be assigned on the student's transcript (if applicable).

**Transcript Request Policy:** Transcripts will not be issued without written authorization from the student. Processing time is five (5) working days but may vary during peak request times. Requests may be faxed to 678.466.5089 or requested in person in the CaPE Morrow Campus location. You may request a request form to be sent to you by calling our office 678.466.5118.

**Credit for Prior Education and Training:** Continuing and Professional Education (CaPE) does not accept transfer credit or award credit for prior education and/or training.

**Program Completion Policy:** Students have up to one year (12 consecutive calendar months) to successfully complete a course and receive a certificate with CEUs, and must attend 80% of the class sessions, actively participate and complete all course requirements. Courses with four or less sessions require 100% attendance.

**Admissions Policy/ Overview:** There are no general admission requirements although many courses have prerequisites attached such as our healthcare and specific business-related programs. Official transcripts are not required of non-degree/non-credit students. If a student plans to enroll in a course that has a required prerequisite or proof of completed requirements, they must be submitted according to the instructions on the course web page. To maintain high standards, enrollment in each program is limited by the availability of teaching staff and facilities.

**Policy of Nondiscrimination and Affirmative Action:** Clayton State University does not discriminate on the basis of race, color national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: **Director of Human Resources: (678) 466-4230.**

**Standards of Progress:** Students must attend 80% of all class sessions and actively participate and complete all course requirements. Courses with four or less sessions require 100% attendance.

**Attendance Requirements:** Students must attend 80% of all class sessions and actively participate and complete all course requirements. Courses with four or less sessions require 100% attendance.

**Enrollment Policy:** We reserve the right to cancel or reschedule classes due to low enrollment. Such decisions are made three business days prior to the class begin date. If a course is rescheduled for any reason, those registered will be contacted to verify availability for the rescheduled date. If those registered are not available for the rescheduled class date, tuition will be refunded in full. If the class is cancelled tuition will be refunded in full.

**Attendance Policy:** Students registered in instructor-led courses must participate in a minimum of 80% of all activities to receive CEU credits and completion certificates.

**Co-Op Participation Policy:** Not offered/available at this time

## 2018 Academic Calendar

**Continuing and Professional Education (CaPE):** The calendar of classes for CaPE is January 1-December 31. CaPE programs are subject to fall within these dates.

### 2018 Clayton State University Holiday Calendar

#### ○ 2018

- Monday, January 1, 2018- New Year's Day
- Monday, January 15, 2018- Martin Luther King Jr. Day
- Monday, May 28, 2018- Memorial Day
- Wednesday, July 4, 2018- Fourth of July
- Monday, September 3, 2018- Labor Day
- Thursday, November 22 and Friday, November 23, 2018- Thanksgiving and Day After
- Monday December 24- Monday, December 31, 2018- Winter Break

## Conference Services



Welcome to Clayton State University Conference Services where your events are made real! Beautifully located on wooded grounds adorned by five lakes, our University is only 10 minutes from Hartsfield-Jackson Atlanta International Airport and 20 minutes from downtown Atlanta. We offer a variety of rental facilities and competitive rates to accommodate your special needs. We pride ourselves on ensuring your experience is engaging, empowering and everlasting.

As you navigate through our website, you will have the opportunity to explore various facility and catering services options for your event. Complimentary Wi-Fi and parking are just a few of the great amenities offered.

If you are interested in renting facilities at Clayton State University, please submit a Conference Services Facilities Request Form located on our website. Feel free to contact Conference Services should you have additional questions at (678) 466-5113 or [conferenceservices@clayton.edu](mailto:conferenceservices@clayton.edu).

We look forward to serving you!

## Contract Training

CLAYTON STATE UNIVERSITY will develop training customized to the needs of your business. We offer free needs assessment and consultations with our consultants to develop a training program or customize any of our career/ workforce development programs. The training can be delivered at your location on your timeframe.

We can also provide the training in our conference facilities on the main campus in Morrow or CSU Fayette in Peachtree City. Satisfied clients include Delta Airlines, Panasonic Automotive Systems Company and City of Riverdale.

Achieve corporate objectives for organizational awareness and highly-skilled employees. We want to ensure that organizations have access to critical skills training that matches both specific short-term training needs and long-term learning objectives.

Please contact Dr. Karen LaMarsh, Executive Director, Continuing and Professional Education at (678) 466-5115 or [karenlamarsh@clayton.edu](mailto:karenlamarsh@clayton.edu).

### Possible Course Topics:

Any of these topics can be delivered in a Lunch 'n Learn format for your company or organization. Introduce or explore topics with your team! Please contact us about availability and a reasonable quote.

Accent Reduction
Accounting for Non-Financial Managers
Brokerage with Customs
Communication
Computer Skills
CPR
Customer Service
Diversity: More than Black & White
English as a Second Language (ESL)
Improving Team Performance with Leadership
Brokerage Logistics
Issues in Aging/Caregiving
Leadership
Marketing
New Leader Integration
OSHA/Safety Training (10 and 30 Hour Course)
Personal Security
Project Management
Six Sigma Green, Black I, II and Master Black Belt
Spanish
Steam Theory and Practice
Supervisory Skills
Team Building
Time Management
Voice Over
Women in Technology

## Forms

1. **CaPE Registration Form**
2. **CSU Alumni Discount Form**
3. **CSU Credit Student Discount Request Form**
4. **Third-Party Billing Form**
5. **Transcript Request Form**
6. **Refund/Transfer Request Form**
7. **Staff Development Form**

- Payment or payment authorization is required at time of registration and must be received before the first class.
- Receipts or confirmations will not be sent for payments that are faxed or mailed.

\_\_\_\_\_  
Name (First MI, Last) \_\_\_\_\_  
Todays Date

\_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address

**How did you hear about us?**

<input type="checkbox"/> Catalog	<input type="checkbox"/> Former Student	<input type="checkbox"/> Social Media
<input type="checkbox"/> Employer Referral	<input type="checkbox"/> Friend/Family Member	<input type="checkbox"/> Webpage
<input type="checkbox"/> Email	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Word of Mouth
	<input type="checkbox"/> Other	

**CaPE Course Information**

See a full list of available courses and detailed information on our webpage- [www.clayton.edu/ce](http://www.clayton.edu/ce)

Course Title	Course Number	Course Location	Date/Time	Course Fee

Refund Policy:

Clayton State University Center for Continuing Education is self-supporting, so student registration fees must cover the costs associated with developing and delivering high quality courses. **IF WE CANCEL A COURSE:** Each course is closely monitored to ensure sufficient enrollment. Three business days prior to the start date, if we do not have sufficient enrollment to cover our costs, we may have to cancel or postpone the course. We will notify students by phone and email. Students may choose to receive a full refund or transfer to a different course. Before a transfer is completed, any differences in registration fees will be refunded, if amount of new course is less than original fee, or must be paid, if fee for new course is greater than original fee. Please visit our webpage- [www.clayton.edu/ce/policies-and-procedures](http://www.clayton.edu/ce/policies-and-procedures) for additional information.

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date



**Alumni Discount Request Form**

**Request to receive a 10% discount for a Continuing Education Course.**  
This discount is valid for active members of the Clayton State University Alumni Association.  
Visit [clayton.edu/alumni](http://clayton.edu/alumni) to join or renew your membership.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City State Zip  
Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please allow at least fourteen business days for processing.

Course number: \_\_\_\_\_  
Course name: \_\_\_\_\_  
Date and Time: \_\_\_\_\_

You may email this form to Danielle Moore, Alumni & Annual Giving Programs Coordinator, at [DanielleMoore@Clayton.edu](mailto:DanielleMoore@Clayton.edu) or fax to (678) 466-4479.

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**FOR OFFICE USE ONLY**

**Approved**                       **Disapproved**

\_\_\_\_\_  
Danielle Moore, Alumni & Annual Giving Programs Coordinator                      Date

**Fax signed form to Continuing and Professional Education (CaPE) at 678-466-5089.**

Revised 8.17.2017-WQ

**CSU Credit Student 10% Discount Request Form**  
(Payment due at time of registration)

Laker ID: \_\_\_\_\_ Major: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

**CaPE Course Information**

See a full list of available courses and detailed information on our webpage- [www.clayton.edu/ce](http://www.clayton.edu/ce)

Course Title	Course Number	Course Location	Date/Time	Course Fee	Course Fee (after 10% discount)

Refund Policy:

Clayton State University Center for Continuing Education is self-supporting, so student registration fees must cover the costs associated with developing and delivering high quality courses. **IF WE CANCEL A COURSE:** Each course is closely monitored to ensure sufficient enrollment. Three business days prior to the start date, if we do not have sufficient enrollment to cover our costs, we may have to cancel or postpone the course. We will notify students by phone and email. Students may choose to receive a full refund or transfer to a different course. Before a transfer is completed, any differences in registration fees will be refunded, if amount of new course is less than original fee, or must be paid, if fee for new course is greater than original fee.

Student Code of Conduct Policy:

By enrolling in a Clayton State University Center for Continuing Education course, students agree to conduct themselves at all times in a manner conducive to the promotion of a positive and pleasant learning environment for themselves and others. Belligerent, abusive, profane, threatening and/or inappropriate behavior on the part of students is a violation of the Clayton State University Student Code of Conduct. Possession, consumption of or the furnishing of alcoholic beverages or drugs on the Clayton State University campus or any area affiliated with Clayton State University is prohibited. Students who are found in violation of the Code of Conduct may be subject to immediate dismissal and may be prohibited from registering for additional Continuing Education courses. All Continuing Education students are expected to uphold the highest honor and integrity in completing class assignments. Plagiarism, cheating and all other forms of academic dishonesty are expressly forbidden. A student engaging in, or assisting others to engage in, such acts will result in dismissal without refund and may be prohibited from registering for additional Continuing Education courses. CEUs will not be awarded and a failing grade will be assigned on the student's transcript (if applicable). Clayton State University Student Code of Conduct can be found at: <http://www.clayton.edu/Portals/539/docs/Continuing-Education-Student-Code-of-Conduct.docx>.

Please visit our webpage- [www.clayton.edu/ce/policies-and-procedures](http://www.clayton.edu/ce/policies-and-procedures) for additional information.

\_\_\_\_\_  
Student Signature Date CaPE Employee Signature Date



**Continuing and Professional Education  
 BILLING FORM**

Date: \_\_\_\_\_ From: \_\_\_\_\_

Attention: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**INSTRUCTIONS:** Provide the following information to register your employee and arrange for billing. Duplicate this form as needed. Return by fax to (678) 466 - 5089.

EMPLOYEE INFORMATION			
_____	_____	_____	_____
Name	Work Phone	Home phone	
_____	_____	_____	_____
Mailing Address	City/State	Zip Code	Email Address
_____	_____	_____	_____
Course Number	Course Title	Course Dates	Fee
_____	_____	_____	_____
Course Number	Course Title	Course Dates	Fee
_____	_____	_____	_____

BILLING INFORMATION (To be completed by Employer)			
_____	_____	_____	_____
Purchase Order (If required)	Authorized Person (print)	Telephone#	
_____	_____	_____	_____
Company Name	Fax Number	Email Address	
_____	_____	_____	_____
Address	City	State	Zip Code

We agree payment is due upon receipt of invoice. If a formal cancellation is not received within 48 hours of class date and employee does not attend, the company will be responsible for the full cost of the class. The employee is fully responsible for amount of class if the company neglects to pay within 120 days of date of invoice.

\_\_\_\_\_  
 Employer/Rep Signature & Date

\_\_\_\_\_  
 Employee's Signature & Date

## Transcript Request Form

1. Processing time is five (5) working days. Processing time may vary during peak request times.
2. Fee – FREE!
3. Requests may be faxed (678)-466-5089 or mailed.

Legal Name \_\_\_\_\_  
LAST
FIRST
MIDDLE

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Name(s) while attending CSU- CE \_\_\_\_\_

Are you enrolled at CSU-CE for the current term? YES NO If not, when did you last attend: \_\_\_\_\_

Current Mailing Address \_\_\_\_\_

Would you like your transcript?

- ISSUED NOW (5 day processing time)
- HELD FOR CURRENT TERM GRADES

How would you like to receive your transcript?

- PICK UP. Picture ID required. Pick up by family/friends requires written authorization.  
Pick up copies will only be held 60 days.
- MAILED – Enter complete mailing address below.

Mailing Address #1	Mailing Address #2
Number of Copies:	Number of Copies:
Complete Address:	Complete Address:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Transcripts will not be issued without written authorization.  
All financial obligations to the University must be met before a transcript will be issued.**

Updated: 9/19/2017- WQ

**Refund / Transfer Request**

Date Received:			
Student Name:			
Address:		City/State/Zip:	
Telephone #:			
Date of Request:		Course #:	
<b>Reason for Refund / Transfer:</b>			
<input type="checkbox"/>	Student Refund	<input type="checkbox"/>	Transfer to another course Course #:
<input type="checkbox"/>	Transfer to Other Student	-	Student Name:
			Student Telephone:
<b>Prior to First Class</b>		<b>Refund</b>	<b>Credit</b>
10 days or more		85%	85%
2-9 days before		35%	35%
The day before		0	0
<p>Payments made by cash, check, or money order will be refunded by a check in the mail, please allow 4-6 weeks. Credit/debit card transactions will be credited back to the card on which the payment was made. Please fax this form to (678) 466-5089 or mail it to Refund, Clayton State University, Center for Continuing Education, 2000 Clayton State Boulevard, Morrow, GA 30260. Please be sure to call our offices at (678) 466-5050 <u>within the refund period</u> to ensure that your refund Request has been received.</p>			
Student Signature		Date	
<input type="checkbox"/>	Processed	<input type="checkbox"/>	Denied
Date :			
<b>Comments:</b>			
<i>Refund / Transfer Authorization</i>			

**STAFF DEVELOPMENT REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please check one:  
 CSU Employee       Board of Regents Employee  
 CSU Cont. Ed. Instructor

Department (if a CSU Employee): \_\_\_\_\_

Payment:  
 Staff Council funds have been requested. See attached copy of request form. (Must be professional development.)  
 I will personally be responsible for payment.

I request permission to attend the Continuing Education course(s) listed below:

Course Number	Course Title	Campus Location	Date & Time	Staff Fee

Clayton State University Center for Continuing Education shall provide staff development training to employees of Clayton State University and the Board of Regents, by allowing these employees to take continuing education courses at a reduced rate. All full-time faculty and staff employed at least 6 months with Clayton State University and the Board of Regents may attend job related Continuing Education courses at a reduced registration fee on a space available basis. However, the employee is responsible for covering the cost of texts, material and other supplies, if required. If course is conducted during employee's regular work hours, this request must be approved by the employee's immediate supervisor. Forward form to the Center for Continuing Education department for approval and placement on the waiting list for course. Please contact Continuing Education at ext. 5118, 24 hours before the first class session to verify space availability and approval. Please note that, if the class is full, the request will not be approved.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor / Program Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

You may email this form to Program Manager at [ce@clayton.edu](mailto:ce@clayton.edu) or fax to (678) 466-5089.

Thank you!

**FOR CONTINUING EDUCATION USE ONLY – Program Manager for requested course**

\_\_\_\_\_  
Approved  
Initial & Date

\_\_\_\_\_  
Declined  
Initial & Date