

Commonly Asked Questions

Who is eligible to take Continuing Education courses?

Admission to Continuing Education courses/noncredit courses is open to any adult, 18 or older, who is not currently enrolled in public school. Students 16 to 18 may enroll, when space is available, as long as they have written permission from their high school principal. We require students under the age of 18 to submit a permission form, which can be obtained from the Continuing Education office, with all appropriate signatures prior to class registration.

How much are registration fees for Continuing Education courses?

Registration fees vary according to the type of course and are set by the College according to State Board of Community Colleges regulations.

The registration fee schedule is as follows:

- * Community Service - The majority of these courses are self-supporting. Fees are determined by course length and total cost.

- * Human Resources Development - No fee to those who are unemployed, have been notified of impending layoff, or meet eligibility requirements. Others may enroll by paying the advertised fees.

- * Occupational Extension - Fees are determined by course length according to the following schedule. For 1-24 hours of instruction, the fee is \$65; 25-50 hours, \$120; 51 or more hours, \$175. Additional fees may be charged for materials/supplies, insurance, etc.

- * Small Business Center Seminars - A small fee may be charged.

The College reserves the right to revise fees on a course-by-course basis, depending upon total instructional and support costs. N.C. residents 65 years or older are exempt from registration fees, except in courses that are marked with an X.

Do I get a refund if the course is canceled?

Students will receive a 100 percent refund if a course fails to “make” due to insufficient enrollment.

Do I get a refund if I am unable to take the course I registered for?

A student who officially withdraws from a course prior to the first meeting date will be eligible for a 100 percent refund. After an Occupational Extension course begins, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the course. No refunds will be made after the 10 percent point, even if the student has not attended the course up to that point. No refunds are given for self-supporting courses (course codes beginning with SEF... or CSP...) except for course cancellation.

If I repeat taking a course, does the registration fee increase?

Unless duplicated registrations are required for certification, students who take an Occupational Extension course (the same course title) more than twice within a five-year period are required to pay a fee more in line with the actual cost of providing instruction. An example of the difference in pricing is as follows: For a 33-hour course, the fee for a person who is taking the same course for the third time would be \$214.50 (\$6.50 per hour) rather than the current \$120 registration.

Will I get a certificate for taking Continuing Educations courses?

Certificates of completion are awarded by request if the participants successfully complete the course with a satisfactory grade.

Do I have to register before the start date of the course?

Yes, you may register and pay for a course(es) any time up to the first day of the course. However, we suggest you register early to secure your place in the course or ensure that there is sufficient enrollment in the course.

If a large number of people are interested in a course, and we know in time, we may be able to set up an additional section to accommodate everyone. On the other hand, your registration makes it possible for us to notify you if there is insufficient interest in the course and it has to be canceled.

Do I have to pay the registration fees at the time of registration?

Yes, you must pay at the time of registration. Registration and prepayment of fees are required in advance to reserve your space in the course.

How do I register for Continuing Education Courses?

Three Easy Ways to Register

1. By Mail:

You may register by mail by downloading and printing the CE registration form. Please complete the form and mail it with your check or money order (payable to RCC) to Continuing Education Registration, Randolph Community College, P. O. Box 1009, Asheboro, NC 27204-1009. Please do not send cash.

2. In Person:

You may register in person by downloading and printing the CE registration form and bring it with your payment (check, cash, credit card [VISA, MasterCard] or money order) to the Continuing Education office at the Asheboro Campus or to the reception area at the Archdale Center. You may register Monday through Thursday at the Asheboro Campus from 8 a.m. to 7 p.m. and at the Archdale Center from 8 a.m. to 10 p.m., on Fridays at either location from 8 a.m. to 3 p.m.

3. Phone Registration:

You may phone in your registration by calling the Asheboro Campus at 336-633-0268 or the Archdale Center at 336-862-7980 and we will charge your fees to your VISA or MasterCard account. When you call, please have ready the course section number for the courses you wish to register along with all the information included on the CE registration form. You may register Monday through Thursday at the Asheboro Campus from 8 a.m. to 7 p.m. and at the Archdale Center from 8 a.m. to 10 p.m., on Fridays at either location from 8 a.m. to 3 p.m.

Call 336-633-4165 to register for Concealed Carry courses at the RCC's Emergency Services Training Center located off of Old Cedar Falls Road.

Call 336-862-7980 to register for Motorcycle Safety courses held at RCC's Archdale Center.

Call 336-633-0216 to register for Small Business Center courses.

Will I need to purchase books and supplies for Continuing Education courses?

This depends on the course(es) you register for. Some courses do require books and supplies to be purchased in order to complete the course; others do not require books or supplies. If books and supplies are required for your course(es), they can be purchased at the Campus Store*.

Randolph Community College's Campus Store is located directly behind the Student Services Center on the Asheboro Campus. It is connected to the back door of the Student Services Center by a covered walkway.

In addition to textbooks for continuing education courses, the Campus Store carries postage stamps, greeting cards, OGIO bags, drinks & snacks, plus many RCC Insignia items including clothing, blankets, binders, pens, and insulated tumblers.

Hours may vary during registration periods, semester breaks, inventory, holidays, weather-related delays, campus wide events and other changes to the normal college operational schedule.

*Most Ed2Go courses do not require textbooks. For the few courses that do require books, they must be purchased by the student from a resource of his/her choice. These books are not carried in the RCC Campus Store.

What is the next step after I have registered for a course?

Please plan to attend the course(es) you registered for. You will not be contacted unless there is a change in the course; for example, if the course is postponed or canceled.

Who can I call if I have questions?

If you have questions related to registering for Continuing Education classes, please contact RCC for assistance. In Asheboro, call (336) 633-0268; in Archdale, call (336) 862-7980. We want to help you!