

# Continuing Education Department Policies

## Blackboard

As CE students you are invited to join the CCS community through its online Blackboard system at [bb.collegeforcreativestudies.edu](http://bb.collegeforcreativestudies.edu). On Blackboard you can do the following: access your CCS email account and find "How To" steps to forward your CCS email to a personal address, check out campus events and calendar information, verify your current student account tuition and fee balances, research using the CCS Library catalog, access WebAdvisor, access information related specifically to your classes under My Courses, find out about on-campus public events.

## CCS SmART Identification Card

CCS policy requires students to have their CCS SmART Card identification on their persons at all time while they are on campus. Please keep your card as it is reactivated for every semester you are enrolled in a CCS CE class.

If your CCS SmART Card is lost or stolen, you must report it immediately to CCS Campus Safety at **313.664.1444**. Lost or stolen cards should be deactivated immediately by logging into Blackboard.

Log into [www.bb.collegeforcreativestudies.edu](http://www.bb.collegeforcreativestudies.edu), click the CCS SmART Card tab, click "Report a lost or stolen card." This will freeze your card. You may obtain another card from Campus Safety. Please note that you must supply a police report for the \$20 replacement fee to be waived. If you lose your CCS SmART Card, a replacement fee of \$20 will be charged to obtain a new one. This fee is payable at the CE Office, suite 602 Taubman Center, or the CCS Cashier's Office, first floor of the Art Centre Building, Ford Campus. There are a number of reasons why your CCS SmART Card may stop working: the card is bent or cracked, the magnetic strip is scratched or the magnetic strip has become demagnetized. If your CCS SmART Card is damaged or not working, please bring it to the Campus Safety Office, first floor Taubman Center, to determine if the card is still functional and the problem can be diagnosed. Hours of operation are Monday - Friday, 8 a.m. - 4 p.m. For additional information about withdrawal and refund policies, please see page 20.

## Course Changes and Cancellations

CCS retains the right to make changes to or cancel any course it offers. Classes may be cancelled on, or before, the first scheduled class meeting day if enrollment is insufficient. If a class is cancelled, you may request a transfer to another class;

otherwise, you will automatically receive a full refund of tuition and fees for the class that was cancelled. Refunds take about 15 business days. CCS reserves the right to withdraw or modify courses, instructors or schedules; to revise tuition and fee structures; or to amend College policies for the efficient operation of the College without prior notice. On occasion, an individual class may need to be cancelled due to illness, emergency or other unforeseen circumstance. In such a case, the instructor will notify each student enrolled in the class of the cancellation. CCS announces inclement weather cancellations of classes on the CCS campus through the news media. Students attending off-site classes should contact the respective institutions for information on weather-related closings. Cancellation of classes held off-site are determined solely by the hosting institution. Queries about off-site class cancellations should be directed to the host institution.

## Classroom Assignments

Students will be mailed a registration confirmation that indicates the course room assignment and instructor whenever possible. Classroom location lists also will be posted on main building doors during the first two weeks of class. However, room assignments may change and efforts will be made to notify students of changes in advance.

## Student Advising

CE students who wish to speak with an advisor about entering one of our certificate programs or precollege programs can call **313.664.1530**.

## Students with Special Needs

Students who have special needs should notify the CE office at the time of registration. Such notification will allow us time to plan support to the student and instructor. CCS reserves the right to limit enrollment to students with special needs if the course content is such that the student may be in harm's way or if the student is not able to participate in the program with reasonable supervision.

## Grades

### Noncredit Courses

At the end of the term, each CE student will receive a grade for each course(s) they take. CE grades for noncredit courses are as follows:

"P" Passing – indicates the student has satisfactorily accomplished the anticipated course objectives.

“NG” – No Grade and indicates there was insufficient evidence to justify a “Passing” grade.

“F” – Failure and indicates the student clearly did not satisfactorily accomplish the anticipated course objectives.

### Viewing Your Grades

Grades are not mailed, but are published to WebAdvisor through Blackboard and can be found at [bb.collegeforcreativestudies.edu](http://bb.collegeforcreativestudies.edu). Grades are available at the end of the CCS academic semester, which may be different than the Continuing Education course duration. Please contact us if you are not able to view your grades within three weeks of the end of the academic semester. Students will need to use their CCS login and password to access this information. To view your grades, please follow this information: CAMPUS> Continuing Education-for students>View Your Grades> Login (WEBADVISOR) > select Term> SUBMIT.

Students can request an official or unofficial transcript by calling the CCS Registrar's Office at **313.664.7670**. Official transcripts are available by written request for a fee of \$5. Mail requests to Registrar, CCS, 201 E. Kirby, Detroit, MI 48202-4034.

### Registration

Full payment is due at the time of registration for all CE certificate and noncredit courses unless otherwise stated. For your convenience, MasterCard, Discover, American Express and Visa credit cards are accepted. Students registering for certificate courses must register using the certificate course code(s) of the course(s) that they are registering for that semester. Registration is possible online, over the phone, in person or by mail. Tuition and fee charges are subject to change without notice. The College reserves the right to withdraw or change the program format or courses, instructions and schedules; to revise tuition and fee structures; and to amend College policies for the efficient operation of the College.

### Student Withdrawals and Refunds

Students who do not wish to remain in a course they have registered for must call the Continuing Education Office at **313.664.1530** to formally withdraw from the course. Students who withdraw from a noncredit course or Young Artist class before the second class session will be granted a 100% tuition refund; no refund is granted after the start of the second class session. (Note: Students who withdraw from a CE course scheduled for shorter than 13 contact hours will not be granted a refund after the course has started.) Not attending a class does not constitute an official withdrawal from the course. No refunds will be granted after the terms

of the refund policy. To officially withdraw, call **313.664.1530**.

### Tuition Discounts

CCS graduates are eligible for a 20% tuition discount on noncredit CE courses. The Office of Academic Advising and Registration will verify eligibility. Seniors 60 years of age and older who are not degree students at CCS are eligible for a 10% tuition discount on noncredit CE courses. Only one type of discount (alumni or senior citizen) may be applied per student, per course, per semester. Discounts are applied only to the course tuition cost; lab and material fees are not discounted. Discounts do not apply to certificate program courses.

### Security

The Office of Campus Safety and Security at CCS can be found at the following locations:

Ford Campus: First floor of the Kresge-Ford Building, **313.664.7444**.

Taubman Center: First floor, east side of the building, **313.664.1444**.

The parking decks and campuses are under security watch 24/7.

### Parking

Free parking is available in the CCS parking structures to students while attending a CE class. Registered students are required to have a valid, activated SmART Card to access the structures. A temporary parking pass will be provided with your registration confirmation and must be presented to enter the structures. The parking structures should only be accessed during your scheduled class time and, if any, associated open lab time. Temporary parking permits also are available at the Continuing Education Office by presenting proof of current course registration.

### Photography Release

CCS reserves the right to use photographs, taken either in class or on the CCS campus, of CE students and/or their art, for the purposes of instruction and advertising and promoting CCS and its programs. Students, or parents of students who are minors, who do not wish to comply with this policy must notify the CE Office in writing when they register.

### Student Code of Conduct

CCS reserves the right to deny enrollment to, or expel, any student whose behavior, attitude or level of development is inconsistent, in the sole discretion of CCS, with the creative environment, growth and harmony of the education process.