



COLLEGE *for* Creative STUDIES



201 E. Kirby Detroit MI 48202-4034

CONTINUING EDUCATION
TAUBMAN CENTER, SUITE 602
TELE 313 664-1530
FAX 313 664-1536

August 11, 2010

Dear CCS Certificate Student,

Thank you for choosing to continue your professional education with the College for Creative Studies Continuing Education department. We have created the following set of guidelines to aid you with completion of the certificate program at CCS with financial assistance through Michigan Works!

Because CCS and MI Works! are independent of each other, we have separate guidelines that need to be followed. It is the responsibility of the student to ensure that they are fulfilling both CCS's requirements and those of MI Works! It will be important that you maintain regular communication with your MI Works! case worker, to ensure you honor the contract you have with them and the commitment to learning you have made with CCS.

Please keep in mind the following:

REGISTRATION AND PAYMENT

- A. You are not automatically registered for classes each semester, and should reference their Individual Training Plans. Registration can be done in person, over the phone, by fax or online. Registration online or over the phone can be done using a credit card. Be sure to select the "AC" section of a course.
 1. **Online.** www.collegeforcreativestudies.edu/ce
 2. **Telephone.** 313-664-1530
 3. **Fax.** 313-664-1536
 4. **Mail.** CCS Continuing Education Department, 201 E. Kirby St. Detroit, MI 48202
 5. **In person.** CCS Taubman Center, 460 W. Baltimore St., Suite 602, Detroit, MI 48202
- B. CCS requires payment at the time of registration. Students cannot register without payment or a commitment to pay from the Michigan Works! Office they are working through (each office has their own procedures and they may differ from office to office.)
- C. Payment can be made in the form of a credit card, voucher or Enrollment Authorization Form and Card Funding Agreement. If you are enrolled using a Enrollment Authorization Form and Card Funding Agreement, at the end of the semester you will need to check with your Case Worker on when your credit card is ready to pay for your course.
- D. Michigan Works may require you to pay for the class yourself and then reimburse you once you have begun the semester.

- E. Students enrolled in a CCS CE course are responsible for tuition.
- F. Students who have a balance on their account cannot register for the next semester until the balance has been paid. It is the student's responsibility to work with their Michigan Works office to ensure payment for their courses has been made. Questions regarding balances to a student's CCS account can be directed to Star Sharp DiFonzo in CCS Business Services at 313.664.7439 located on the first floor of the Art Centre Building (ACB) on the Ford Campus; 201 E. Kirby St., Detroit.
- G. Any payments rejected by MI Works! for tuition or fees incurred by you through registration of a CCS course, will be your personal responsibility.

TEXTBOOKS AND SUPPLIES

- H. Textbook or required material must be pre-approved by MI Works! and must be purchased from the CCS Bookstore in order to be covered by approved MI Works! funds.
- I. If you have been approved to use MI Works! funds for purchasing text books, they can be purchased at the CCS bookstore **within the first two weeks of class.** Purchases made after the first two weeks must be made by the student via cash, personal credit card or money order.
- J. **Due to CCS licensing agreement with Adobe, the CCS Bookstore can only sell the Adobe Suite to students enrolled in a degree program. CE STUDENTS CANNOT PURCHASE THE ADOBE SUITE THROUGH THE BOOKSTORE.** The CE office can issue enrolled students a letter verifying their enrollment that can be used to purchase software at a student rate with other sources.
- K. The Continuing Education office places book orders for CE course instructors. It is your responsibility to purchase required books and materials from the CCS Bookstore. If you are issued a Tuition Voucher or Enrollment Authorization Form, and it has already been submitted to the CE office, you may charge the books to your student account. If you were issued a MI Works! credit card, you should use it to purchase your text books after you have registered for your class(es). The CCS Bookstore is located on the first floor of the Taubman Center

CCS Bookstore 2010-2011 hours of business.

M-Th, 8:15 a.m. to 7:00 p.m.,
Fri. 8:15 a.m. to 4:00 p.m. and Sat. 11-4:00 p.m.

ADVISING

- L. Individual advising sessions for CCS CE certificate students takes place by appointment in the CE office located in the CCS Taubman Center, 460 W. Baltimore St., Suite 602, Detroit.

M. Advising hours are available Wednesday-Friday, 10-4 pm. Please call Tara Kowalewski, CE Assistant Director and Certificate Student Advisor at 313.664.1534 to make an appointment.

ATTENDANCE AND PERFORMANCE

- N. You are responsible for meeting the project, attendance and completion requirements for each certificate course required by your program, as they are outlined in each course syllabus. All CCS certificate students are required to earn a grade of C or better in their courses in order for that course to fulfill the requirements of the certificate program. Simply attending a course does not justify a grade of C or better and students who do not prove ability and knowledge in the content area of their course(s) will be required to re-take the course(s) before progressing through the program.
- O. Repeating a course requires that you pay any related tuition and fees a second time. CCS will not take a repeat registration unless full payment is made at the time of registration by cash, personal credit card, or approved MI Works! credit card, Tuition Voucher or Enrollment Authorization Form.