

registration



Process

in person at the Continuing Education window located in W140:

Monday through Thursday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 4:30 p.m.
Saturday	8:30 a.m. to 1:00 p.m.

Registration fees are payable by cash, check, money order, MasterCard, Visa, Discover, American Express or debit card.

by mail complete the registration form at the back and mail to:

Mountain View College
 Attention: Continuing Education
 4849 West Illinois Avenue
 Dallas, Texas 75211-6599

Be sure to include a check or money order made payable to MVC or include your MasterCard, Visa, Discover or American Express number along with the expiration date and signature.

by phone 214-860-8835 **or fax** 972-698-3075

Phone-in and fax registrations are only accepted with a Mastercard, Visa, Discover or American Express card. **No acknowledgement of mail, fax or phone registration is mailed. You will be notified only if your enrollment cannot be processed.**

Register early to guarantee a place in the class of your choice. Registration is on a first-come, first-served basis. Many classes have limited spaces available. It is to your advantage to register as soon as possible to ensure enrollment.

Legend

locations

LLC

J.L. LaManna Learning Center
 2969 South Hampton | Dallas, Texas 75224
 phone: 972-860-7851 | fax: 214-333-8104
 Office hours: Monday-Friday from 8:30 a.m.-5:00 p.m.

MVC

Mountain View College
 4849 West Illinois Avenue
 Dallas, Texas 75211
 www.mountainviewcollege.edu

days

M Monday **T** Tuesday **W** Wednesday **R** Thursday
F Friday **S** Saturday **U** Sunday

Course Listing Information

Basic Keyboarding ← course title
Basic Keyboarding ← state-approved title
POFT 1010 ← course ID

fee

\$125

course length

24 HRS

WECM description

→ Skill development in keyboarding. Emphasizes alphabet, number, and symbol keys by touch. Instructor-led class for students with little or no previous typing experience. Students will learn the computer keyboard and practice drills which help develop speed and accuracy. The keyboarding software can be read in English or Spanish. Student must provide a 3.5" high density diskette, Flash disk or CD-RW required. No enrollment after first class meeting. Textbook required. Min. Age: 18. ← MVC description

60107 9:00am - 12:00pm MTWR 1/7 - 1/17 LLC

↑
course section

↑
time

↑
day(s)

↑
date(s)

↑
location

Mountain View College Mission Statement

Mountain View College empowers people and transforms communities. Mountain View College is a comprehensive community college providing:

- freshman and sophomore undergraduate courses in arts and sciences, including core and field of study curricula, that lead to associate's and baccalaureate degrees;
- technical programs up to two years in length leading to associate's degrees or certificates designed to meet local and statewide workforce needs;
- contract training programs leading to or enhancing employment in semi-skilled and skilled occupations designed to meet business and industry needs;
- continuing education programs for occupational upgrading or personal enrichment;
- educational programs and P-16 partnerships designed to fulfill the commitment of an open-door policy enabling the enrollment of all students;
- student support services designed to assist students in achieving their educational goals and foster personal growth;
- adult literacy, language acquisition, and other basic skills programs for adults;
- community and economic development programs and partnerships that add value to students and transform communities; and
- such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

Continuing Education Mission Statement

Continuing Education and Contract Training Services delivers and supports comprehensive, flexible, diverse, visionary instruction and services that are responsive to the needs of its public, private and corporate citizens through the provision of workforce training, personal and professional development courses for persons of all ages, and other outreach programs which enhance individual, community and economic development.

important policies



Waiting lists

When a student is interested in registering for a class that has been filled, his/her name, work and home phone numbers can be placed on a waiting list in the order that the request is received. This list does not guarantee a spot for the student. The list is a reference for Continuing Education to contact individuals interested in registering for a class if a space becomes available.

Financial aid

Texas Public Educational Grant funds are available for certain Continuing Education courses. Additional information on how to apply for these funds is available through MVC's Financial Aid Office. Call **214-860-8688** for details.

Books and supplies

Books and supplies are not included in the course fees unless stated in the course description. Questions regarding textbook costs should be directed to Follett Bookstore at **214-331-5474**.

Cancelled classes

The Mountain View College Office of Continuing Education reserves the right to cancel, combine, or change the time, date or place of a course offering if needed. Register at least **72 hours** in advance of class start date to avoid class cancellation! If a C.E. course is canceled due to low enrollment or other unforeseen circumstances, every effort is made to contact students before the start of class. If the class is canceled, the student receives an automatic 100% refund. Registering early will assist the Continuing Education office in communicating changes or cancellations to students in time to avoid any inconvenience.

Online registration and payment

Online registration and payment options are available through <http://econnect.dcccd.edu> by selecting the Continuing Education Workforce Training Student Menu.

Third attempt to enroll in a course

Effective for Fall Semester 2005, the Dallas County Community College District will charge a higher tuition rate to students registering the third or subsequent time for a course. All third and subsequent attempts of the majority of credit and Continuing Education and Workforce Training courses will result in higher tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. For more information or for a complete list of exempt credit and non-credit courses, please go to www.dcccd.edu/ThirdCourseAttempt.

Equal opportunity

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

Family Educational Rights & Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the college may release information classified as "directory information" to the general public without the written consent of the student. For more information, please see our Web page at www.mountainviewcollege.edu.

Refunds

Students who submit a request for withdrawal, either written or verbal, from a Continuing Education course shall have their tuition and mandatory fees refunded according to the following refund schedule:

- **prior to the first class day of the course** **100%**
(i.e., by the close of business on the last business day preceding the first scheduled course meeting day)
- **during the first two class days of the course** **80%**
(i.e., by the close of business on the second scheduled course meeting day)
- **after the second class day of the course** **none**

Concurrent classes (non-credit enrollment in credit classes)

All courses available to Continuing Education students through the concurrent enrollment option are indicated in the **credit** schedule with the **+** symbol. Other credit courses may be available upon special request. Special request forms can be filled out in the Continuing Education Office. See the Mountain View College credit schedule for complete course offerings or call the Continuing Education Office at **214-860-8835** for information. Registration for students in these classes must be made through the Continuing Education Office.

Certificates

At the conclusion of the course, you receive a certificate of completion. To be eligible to receive this certificate, you must have attended **80%** of the class meetings. In state-funded workforce/technical classes, C.E.U.s are awarded. One Continuing Education Unit (C.E.U.) is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. If you are working on an Achievement Award program, you may be required to take a competency test to receive your certificate for the course. One certificate per person per class will be printed. Transcripts will be provided for all official requests.

Student Code of Conduct

The purpose of policies about student code of conduct and discipline is to provide guidelines for the educational environment of the college. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn and develop. This environment also demands appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Students must exercise these freedoms with responsibility. Information about the Student Code of Conduct can be accessed via the Internet at: <https://www1.dcccd.edu/cat0304/ss/code.cfm>.

Accreditation

Mountain View College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees and certificates.

All terms mentioned in this schedule that are known to be trademarks or service marks have been appropriately capitalized. These product names are used only for identification purposes and their use in this schedule should not be regarded as affecting the validity of any trademark or service mark.

Schedule design and layout | Marcy Miller

Course formatting | Lauren Black