

REGISTRATION

PROCESS

in person at the Continuing Education Admissions window located on the second level of the Student Services building. Hours are:

REGULAR HOURS:

Monday & Thursday 8 a.m.–7 p.m.
Tuesday & Wednesday 8 a.m.–5 p.m.
Friday 8 a.m.–5 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 of the schedule and mail to:

Mountain View College 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 acknowledgment 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

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

ONL
Online course

TBA
To be arranged

days

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

COURSE LISTING INFORMATION

Medical Terminology ← course title **\$256** ← fee
MDCA 1013 ← course ID **32 HRS** ← course length

This course focuses on the study of word origin and structure through the introduction of prefixes, suffixes, root words, abbreviations and symbols to include diagnostic procedures, medical specialties and surgical procedures. Emphasis will be on identification, definition, spelling and the application of medical terms relating to each organ system. Minimum Age: 18. ← course description

60201 **6:00 PM - 8:30 PM** **MW** **6/5 - 7/17** **MVC TBA** **Combs**

↑ course section ↑ time ↑ day(s) ↑ date(s) ↑ room number ↑ instructor

WECM COURSE TITLES AND DESCRIPTIONS

For WECM (Workforce Education Course Manual) course title and description, please refer to:
www.theccb.state.tx.us/AAR/UndergraduateEd/WorkforceEd/wecm/

MOUNTAIN VIEW COLLEGE MISSION STATEMENT

Mountain View College empowers people and transforms communities. As a comprehensive community college, we provide exemplary education through higher education programs, workforce development, educational support services, continuing education opportunities and community partnerships. We promote student success and professional development while practicing good stewardship and sustainability.

MOUNTAIN VIEW COLLEGE VISION STATEMENT

Mountain View College empowers people to improve their lives and communities through exemplary education. The college is committed to building a diverse and inclusive learning community that promotes students' success, good stewardship, employee achievement and positive global impact.

MOUNTAIN VIEW COLLEGE CORE VALUES

Enduring beliefs and principles that guide Mountain View College:

- Dedication to student learning and success
- Commitment to integrity through honesty, fairness and transparency
- Demonstration of outstanding customer service, good stewardship and sustainability
- Cultivation of teamwork, mutual respect and common purpose
- Celebration of diversity and community

CONTINUING EDUCATION MISSION STATEMENT

Continuing Education at Mountain View College provides lifelong learning for individuals and the community. We are committed to delivering quality non-credit services designed to enrich lives of people of all ages by providing learning opportunities for personal and professional growth and interests.

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 **214-860-8868** 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 the 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 C.E. 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 eConnect <http://econnect.dcccd.edu> by selecting the Continuing Education Workforce Training Student Menu.

Third attempt to enroll in a course

Effective as of the Fall 2005 semester, the Dallas County Community College District began charging 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, 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, go to www.dcccd.edu/pc/cost/3rdcrseatmpt.

Concurrent classes (non-credit enrollment in credit classes)

See the MVC credit schedule for complete course offerings or call the Continuing Education Office at **214-860-8835** for information. Registration in these classes must be made through the Continuing Education Office.

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, see our webpage at mountainviewcollege.edu.

Accreditation

Mountain View College is accredited by the Southern Association of Colleges and Schools, Commission on Colleges to award the associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mountain View College.

Equal opportunity statement

The Dallas County Community College District provides educational opportunities without regard to race, color, age, national origin, religion, sex, gender, gender identity, gender expression, disability, or sexual orientation, or any other basis prohibited by law.

Dallas County Community College District complies with the Americans with Disabilities and Veterans Acts. If you require special accommodations in order to apply for a position, please contact MVC's Human Resources Office at 214-860-8703.

Nondiscrimination statement

The Dallas County Community College District prohibits all forms of discrimination and/or harassment against any student, employee, guest, or visitor on the basis of race, color, religion, gender, national origin, age, disability, sex, sexual orientation, gender identity, gender expression, or any other basis prohibited by law.

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**

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 a 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 located on this webpage: <https://www1.dcccd.edu/catalog/ss/code.cfm>

Section 2 Item B Page 12 of 40 Acknowledgment of Funding Source/Equal Opportunity

Contractor shall give credit to the Board, as well as the WIA, ARRA or other specific funding source(s), and acknowledge compliance with nondiscrimination and equal opportunity laws, in all outreach, recruitment and marketing activities and materials, including all oral presentations, written documents, publicity and advertisements regarding any Board-funded activity. When issuing statements, press releases, request for proposals, bid solicitations and other documents describing activities funded under this contract, Contractor shall acknowledge funding source. Contractor may not use the Board's brand or logo without expressed authority.

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.