

Spring 2017 CALENDAR

May 29Memorial Day
 July 4.....Independence Day

COMMUNITY PROGRAMS

Personal Enrichment
 Kids' College
 College Classics
 432-685-4518

The marketing schedule contains policies, regulations, and procedures which were in effect as we went to press. The Continuing Education department reserves the right to modify or amend any statement, policy or price in accordance with unforeseen conditions. All community Programs Continuing Education courses are charged student service fee.

Equal Opportunity Statement

Midland College is an equal opportunity employer/educator. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by Midland College, on any basis prohibited by applicable law, including, but not limited to race, color, age, marital status, national origin, religion, gender, disability, or status as a qualified disabled veteran or veteran of the Vietnam era.

Statement of Accreditation

Midland College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate and baccalaureate 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 Midland College.

WORKFORCE EDUCATION

Customized Training
 432-681-6329 or 681-6326

Health Sciences CE
 432-681-6364 or 681-6305 or 681-6338
ce.midland.edu/hsce

Petroleum Professional Development Center
 432-683-2832 Ext. 200 or 202
ce.midland.edu/ppdc

Risk Management Institute
 432-681-6335 or 681-6302
ce.midland.edu/rmi

Transportation Training
 432-681-6318 or 681-6302
ce.midland.edu/tt

Workforce Continuing Education

Business Skills
 Computers
 Concurrent
 Electrical
 Professional Studies
 Real Estate
 Workforce Programs
 432-681-6335 or 681-6301
ce.midland.edu/wf

ARTS & CRAFTS

DE-STRESS BY PLAYING WITH ART MATERIALS

Doing simple drawings, paintings and sculptures with materials from your childhood have proven to reduce stress levels. We will get out the Crayola's, watercolors, pastels and clay to play. Fun sessions which will let your inner child loose while letting you explore some basic techniques. You will be encouraged to plug into your playlist or just enjoy the studio's stereo while you have fun creating your masterpieces. All materials will be provided. This class is for a beginner or experienced artist. Classes will held at ArtQuest, 700 D Andrews Hwy., 682-2469.

9005 164Q **Jun 8 - 29** **6:30 – 8:00 pm**
 Thu \$75 Fritzi Heron



CREATE A PASTEL PET PORTRAIT

Have fun using pastel (color chalk) to do a portrait of your pet or favorite animal. You bring a photo(s) and I will provide the pastels, paper and erasers. I will help you transfer your photo to the paper. I will demonstrate color selection and creating fur/feather textures. Pastels are a low stress medium because it applies quickly and corrects easily. This class is for a beginner or experienced artist. All materials will be provided. Classes will be held at ArtQuest, 700 D Andrews Hwy., 682-2469.

9006 164Q **Jun 7 - 28** **6:30 – 8:30 pm**
 Wed \$80 Fritzi Heron

WIRE DRAGONFLY, BUTTERFLY AND OWL JEWELRY

We will be exploring some fun designs with dragonflies, butterflies and owls to make rings, charms, pendants or earrings in copper wire. No experience in wire work is required. Beginners can learn how to use jewelry-making tools and become familiar with basic wire techniques. Experienced jewelers can learn some new designs and ideas to incorporate into their jewelry. Basic tools are provided. All copper wire is supplied. Students are encouraged to bring their own beads to customize their pieces in their favorite colors and bling! Some suggestions would be Swarovski crystals 4-6 mm, round beads 4-7 mm and seed beads 11/0 or larger. Classes will be held at ArtQuest, 700 D Andrews Hwy., 682-2469.

9007 164Q **Jul 10 - 17** **10:00 am – 12:00 pm**
 Mon \$50 Susan May

WIRE RINGS AND THINGS

We will be making fun wire wrapped rings from copper wire and beads. We will start with a basic wire ring and progress to more complicated designs adding beads and techniques as we go. No experience in wire work is required. Beginners can learn how to use jewelry-making tools and become familiar with basic wire techniques. Experienced jewelers can learn some new designs and ideas to incorporate into their jewelry. Basic tools are provided. All copper wire and basic beads are



supplied. Students are encouraged to bring their own beads to customize their pieces in their favorite colors and bling! Some suggestions would be Swarovski crystals 4-6 mm, round beads 4-7 mm or flat beads in various sizes you would like on a ring. Classes will be held at ArtQuest, 700 D Andrews Hwy., 682-2469.

9008 164Q	July 24 - 31	10:00am – 12:00 pm
Mon	\$50	Susan May

SEWING FOR EVERYONE

This course will focus on the basics of sewing clothing and reading/using patterns. We will go over simple alterations for better fitting garments and tailor’s tips for more professional results. You MUST bring your own working sewing machine and two spools of contrasting color thread. A complete supply list will be provided.

9075 164Q	Jul 15 – Aug 19	2:30 – 5:00 pm
Sat	\$50	Cindy Franks

9076 164Q	Jul 15 – Aug 19	6:00 – 8:30 pm
Sat	\$50	Cindy Franks

SEWING CLASS: part #1

This class is suggested for people with little or no sewing experience. In this class, you will learn the enjoyable fundamentals of sewing. You will learn all the basics to get you started with any sewing project. We will begin with the proper use of the sewing machine, threading, safety, proper posture, stitch drills, and how to make 3 different seams. You will start with our simple projects, and then move into more complicated ones. Materials list will be provided before the class begins. (Supplies are not included in the price of the course). You will need to bring your sewing machine to class. You always have the option of continuing with more advanced classes which will allow you to further enhance and develop your skills. It is highly suggested taking this class before taking any of the more advanced classes, so you will fully enhance your skills.

9066 164Q	Jun 22	10:00 am – 12:30 pm
Thu	\$45	EWS Staff



SEWING CLASS: part #2

This part #2 sewing class will continue from part #1 class and progress into the more complicated projects. Materials list will be provided before the class begins.. You will need to bring your sewing machine to class. You always have the option of continuing with more advanced classes which will allow you to further enhance and develop your skills. It is suggested for you to begin with the Sewing Class part #1, before attempting this class. **Supplies are not included in the price of the course**

9067 164Q	Jun 28 – Jul 12	10:00 am – 12:30 pm
Wed	\$90	EWS Staff

SEWING CLASS: part #3

This sewing class will continue from part #2 sewing class and progress into a more complicated project. In this class, you will learn how to read the pattern booklet, mark, cut out the fabric, pin and sew together your PJ pants. You will learn additional specialized techniques in construction used by top European and domestic designers. Some of the things that you learned in part #2 sewing class will be utilized in this class. Our instructors will approach this and all classes in a non-intimidating way, providing the environment for students to master their skills and express their creativity. Materials list will be provided before the class begins. You will need to bring your sewing machine to class. It is suggested for you to begin with the parts #1 and #2, before attempting this class. **Supplies are not included in the price of the course.**

9068 164Q	Jul 11 – Jul 18	10:00 am – 12:30 pm
Tues	\$90	EWS Staff

KNITTING CLASS: part #1

This is a beginner's class for teens and adults with little or no knitting experience. In this class, they will learn the enjoyable fundamentals of knitting. These first timers will learn some of the basics to get them started with any knitting project. We will begin with the proper knitting terminology and quickly go into finger knitting. This is a method to get you used to the art before they have the needed skills to handle the knitting needles and the patience to fix stitches that will come apart or slip. They will have the enjoyment of carrying the yarn around their fingers to create a loose weave.

Supplies are not included in this class.

9069 164Q	Jun 22	12:30 pm – 3:00 pm
Thu	\$45	EWS Staff
9070 164Q	Jun 29	12:30 pm – 3:00 pm
Thu	\$45	EWS Staff



KNITTING CLASS: part #2

This teens and adults knitting class will continue from the Beginning knitting class part #1 and progress into a more complicated project. In this class, some of the things that they learned in the Beginning knitting class will be utilized in this class. This class will continue your appreciation for the art of knitting and further enhance their newly found enjoyment and talents. Yes, before you ask, you will get to use your NEW knitting needles to begin knitting, casting on and the knit stitch. Our instructors will approach this and all classes in a non-intimidating way, providing the environment for students to master their skills and express their creativity. You always have the option of continuing with more advanced classes, which will allow you to further enhance and develop your skills. It is highly suggested to begin with the knitting part #1 class before attempting this and other more advanced classes. **Supplies are not included in this class.**

9071 164Q	Jun 28	12:30 pm – 3:00 pm
Wed	\$45	EWS Staff
9072 164Q	Jul 12	12:30 pm – 3:00 pm
Wed	\$45	EWS Staff

KNITTING CLASS: part #3

This teens and adults knitting class will continue from the Beginning knitting class part #2 and progress into a more complicated project. In this class, some of the things that they learned in the part #2 class will be utilized in this class. This class will continue with your appreciation for the art of knitting and further enhance your newly found enjoyment and talents. You will get to use your knitting needles to continue knitting. Our instructors will approach this and all of classes in a non-intimidating way, providing the environment for students to master their skills and express their creativity. It is highly suggested to begin with the knitting part #1 and part #2 classes before attempting this more advanced class.

Supplies are not included in the price of this class.

9073 164Q	Jul 11	12:30 pm – 3:00 pm
Tue	\$45	EWS Staff
9074 164Q	Jul 18	12:30 pm – 3:00 pm
Tue	\$45	EWS Staff

FITNESS

ARTHRITIS FOUNDATION AQUATIC CLASS

This class meets in the Aquatic Wellness Pool where the temperature is maintained around 91-93 degrees. The exercises consist of range-of-motion and strengthening, and balance and coordination activities. A few of the benefits of the aquatic environment include ease of movement, relaxation of muscles, non-weight bearing, and increase in circulation. Participants are able to improve their joint flexibility and reduce their pain and stiffness while supported by the water's buoyancy and resistance. The classes also provide a friendly, fun atmosphere in which participants can make new friends and try new activities in a safe environment. Located at COM Aquatics, Inc. @ 3003 N. "A" Street.

9341 164Q	Jun 6 – Jul 13	10:00 – 11:00 am
Tue & Thu	\$45	Tammy McAlister
9342 164Q	Jul 18 – Aug 24	10:00 – 11:00 am
Tue & Thu	\$45	Tammy McAlister

DEEP WATER RUNNING

This class will meet in the FMH Foundation Natatorium. One of the best cross-training workouts for runners, water running is neuromuscular specific so it replicates running without the pounding. This workout is for those who want to increase their training but not increase their chances for injury. Because of the physics of drag, it requires more muscular involvement, thus strengthening more muscles than dry land running does without the impact. Come Train HARD and Train SMART! Located at COM Aquatics, Inc. @ 3003 N. "A" Street.

9335 164Q	Jun 5 – Jul 12	6:15 – 6:45 pm
Mon & Wed	\$45	Julia Barrett
9333 164Q	Jun 6 – Jul 13	12:15 - 12:45 pm
Tue & Thu	\$45	Julia Barrett
9336 164Q	Jul 17 – Aug 23	6:15 – 6:45 pm
Mon & Wed	\$45	Julia Barrett
9334 164Q	Jul 18 – Aug 24	12:15 – 12:45 pm
Tue & Thu	\$45	Julia Barrett



RESTORATIVE YOGA

This class is in our Doss Room. Experience the delight of Hatha Yoga that is suitable for people of all ages. Whatever your level of fitness, you will be able to make real and lasting improvements to your health. This is achieved with a series of low impact breathing and stretching exercises, which work the body and focus the mind. After these exercises there is a relaxation period which calms the mind and body and helps to relieve stress. Sign up for this unimposing form of Yoga, which is great for all. Located at COM Aquatics, Inc. @ 3003 N. "A" Street.

9337 164Q	Jun 6 – July 13	12:00 – 1:00 pm
Tue & Thu	\$45	Mary Lambeth
9338 164Q	Jul 18 – Aug 24	12:00 – 1:00 pm
Tue & Thu	\$45	Mary Lambeth



SHALLOW WATER AEROBICS

This class meets in the Mabee Pool. Shallow water is a great way to challenge your body. The pool floor is utilized to add as much power as needed by each participant to increase the intensity of a workout. There is some impact, however this is significantly reduced due to the buoyancy of the water and the benefit of canceling out the majority of a person's body weight. Located at COM Aquatics, Inc. @ 3003 N. "A" Street.

9339 164Q	Jun 6 – Jul 13	8:30 - 9:30 am
Tue & Thu	\$45	Tammy McAlister
9340 164Q	Jul 18 – Aug 24	8:30 - 9:30 am
Tue & Thu	\$45	Tammy McAlister

YOGA

This class meets in our Doss Room and combines a combination of static and flowing yoga poses to help improve your strength, flexibility, balance and mental focus. Participants can also expect to experience stress relief and relaxation.

Exercises/poses may be modified to accommodate most fitness levels. Please bring your own yoga mat if you have one. If you do not, you may borrow one of our exercise mats, however, we do not have any yoga mats available for use. Located at COM Aquatics, Inc. @ 3003 N. "A" Street.

9331 164Q	Jun 5 – Jul 12	6:30 - 7:30 pm
Mon & Wed	\$45	Timothy Cliffe
9332 164Q	Jul 17 – Aug 23	6:30 - 7:30 pm
Mon & Wed	\$45	Timothy Cliffe

MUSIC

MIDLAND COMMUNITY BAND



This is not your high school band. There are no auditions, and it doesn't matter if it has been years since you last played. The group is geared toward those who played in high school or college. There are some school instruments available. This group performs two concerts per semester and occasionally performs in the community. Class is located at the Allison Fine Arts building, room 126. For more information, call 432-553-0632. This class ends with a concert on July 4!

9460 163Q	May 29 – Jul 3	7:00 – 9:00 pm
Mon	\$55	Mark McDonald

LEARN TO PLAY THE PIANO or VOICE LESSONS

Would you like to learn the basics skills of learning and playing the piano? Or would you like to take voice lessons and learn to sing or sing better? Take individualized courses by Janice N. Archer. Music is provided by the instructor or you can bring your own. Enjoy music from different genres such as spiritual, mariachi or rock and roll. All dates and times are to be set by Janice N. Archer. Cost is \$22 for half-hour sessions. Short or long term lessons available; any age is accepted and classes are taught in English or Spanish. Call instructor at 631-3966 or the Continuing Education for further information.

SPECIAL INTEREST



DRIVER EDUCATION (ONLINE) Midland College and Safety-USA are proud to offer three online Texas Education Agency-approved driving courses. The Safety-USA Teen Driver Education course (course fee \$129.95) is required for

students ages 14-17 seeking their Texas driver license for the first time. The Adult Driver Education course (course fee \$65) is required for first-time Texas driver license applicants ages 18-25. The Defensive Driving course (course fee \$25) is approved for traffic ticket dismissal by all Texas courts and can also be used for a discount on automotive insurance. Safety-USA has offered comprehensive courses to over 100,000 people and has over 10 years of experience in driver training and driver safety courses. They have designed online course that remain the best in the industry. All courses are available online and are completed at one's own pace. Texas-based customer service is offered 24 hours a day, 7 days a week. For more information or to register, please visit <http://tx-dps.com/affiliates/midland-college> and click on the "Courses" tab and then on the "Online Driver Education".



Learn to Ride!

Motorcycle Training Center and Midland College presents The Course for Motorcycle Riders. The owners, managers and rider coaches at the Motorcycle Training Center Inc. are dedicated to providing the highest quality motorcycle operator safety courses in the State of Texas. We provide the classes required to obtain your Texas Motorcycle License! To register go to <http://www.texasmtc.com>.

LICENSE TO CARRY

This class teaches the laws relating to the carrying of a concealed handgun in the state of Texas, basic Handgun Safety and Storage, Use of Force and Non-Violent Dispute Resolution. The Concealed Handgun class includes 10 hours (minimal) of laws and related curriculum relating to the carrying of a Concealed Handgun in the State of Texas; class booklet; student handgun proficiency demonstration; and two copies of a certificate of class completion (CHL-100), one for the state and one for your records. All of the above is included in the cost of this class. For renewing your Concealed Handgun License, call Kaye Mauldin at (432)-889-7774.



Courses are held on Saturday's from 9:00 am - 4:00 pm, and the cost is \$100. Members of the Midland Shooters Association will receive a \$10 credit. Class will be conducted at 4108 East County Road 160, Midland, Texas.

9259 164Q	Jun 17
9260 164Q	Jul 15
9261 164Q	Aug 19

OPEN WATER SCUBA CLASS

This course introduces students to the theory and practice of SCUBA diving (Self-Contained Underwater Breathing Apparatus). The course includes online book study, four pool dives and four open water dives. Students receive Open Water SCUBA certification from PADI (Professional Association of Dive Instructors) upon completion. **Materials (PADI materials are paid from Course fees and handed out in class)**

* **Online Class code will be emailed to student first day of class.**

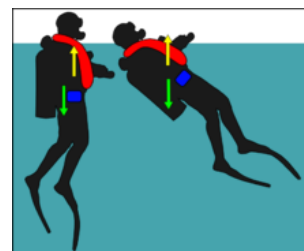
PADI Open Water Dive Manual (Online) with Dive Tables

PADI Dive Log

*Mask, Snorkel, Fins, Booties (student will be required to purchase (\$210) or rent (\$55))

You will also need to provide your own transportation and feed yourself on field trips (e.g. water & bananas).

- Fins should allow the diver to wear booties for thermal protection.
- Check out dives will be scheduled once class starts and will be conducted on a Saturday and Sunday at Balmorhea State Park.
- To order Snorkel package go to: <http://www.midlandscuba.com/store.html>.
- **Class ages are 10 yrs old and up**



Book work will be done online and pool sessions will be done Monday through Thursday at COM Aquatics, Inc. (7:00 – 9:30 pm). Cost of the course is \$400.

9705 164Q	Jun 19 – 22
9706 164Q	Jul 17 – 20
9707 164Q	Aug 7 – 10

Please email Sarah Anderson (PADI Instructor) once registered so online codes can be issued
dive@midlandscuba.com.

HOW TO WRITE AN AWARD WINNING SCREENPLAY

This is an online course

Learn to write a screenplay that will get you noticed by creating memorable, compelling characters, using unique locations, hooking your reader in the first ten pages, creating authentic dialogue, and much, much, more! Day to day lessons will be sent out by email and returned to instructor for review & comments. Course work is on one's own time as independent writing.

You will finish the course with a finished screenplay ready to enter into festivals and sell.

Since 1983 David's artistic work has been published & produced in magazines & newspapers, on the screen and stage throughout Europe and the U.S., including columns in Germany's largest Woman's Magazine *Bild der Frau* *Kurier Szczecinski* (Poland) in the 1990's, where his book, *Moja Gwieznda Terapia* (Star Therapy) was first published. David's second book, *Hitler's Astrologer* from Tate Publishing, covers the true story how the Third Reich used astrology and the occult during WWII, which is now, along with five other screenplays, an award winning screenplay, and starting production in Midland this year. For more information on this instructor, go to <http://www.davidbryantperkins.com>.



9662 164Q	Jun 5 - 27	Online
Mon	\$160	David Bryant Perkins

VOICE-OVERS...NOW IS YOUR TIME! Online course

YOU'VE HEARD LISA FOSTER ON TV AND RADIO COMMERCIALS! Now hear Lisa LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Lisa will show you a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! Lisa Foster's voice can be heard on commercials and narrations for such clients as: Crest Toothpaste, Olay, Café Appassionato, LA Weight Loss, Advanced Laser Clinics and Sleep Train.

9703 164Q	Jun 13	8:00 – 10:00 pm (online)
Tue	\$50	Lisa Foster
9704 164Q	Jul 25	7:00 – 9:00 pm (online)
Tue	\$50	Brian Thon





Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. It's no wonder that many long-lasting friendships have formed in our lively and intelligent discussion areas.

All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. All courses are \$99.

How to Get Started:

- 1) Visit our Online Instruction Center at www.ed2go.com/midlandcollege.
- 2) Click the Courses link, once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll. Here you will choose a username and password that will grant you access to the Classroom. After this, it is necessary to register and pay at www.midland.edu/cp and click on the "Courses" tab then on "Ed2Go Online Courses" for more information.
- 3) When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with the username and password you selected during enrollment.

Start Dates:

A new section of every course in this catalog will begin on **every third Wednesday of the month**.

Requirements/Compatibility

For any ed2go course, you will need Internet access, a non-shared e-mail address, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins.

Visit <http://www.adobe.com/downloads> and click **Get Adobe Flash Player** and **Get Adobe Reader** to download these free plug-ins. Most of our courses are Macintosh compatible. If a course is not Macintosh compatible, this information will be stated on the course's Requirements tab when you view the course details. Please visit our Online Instruction Center for more information.

Courses Offered:

Test Prep

SAT/ACT Prep - Part 1 & 2

GMAT Preparation

GRE Preparation - Part 1 & 2

LSAT Preparation - Part 1 & 2

Speed Spanish

Imagine yourself speaking, reading and writing Spanish. Now you can with Speed Spanish! This course is designed for anyone who wants to learn Spanish *pronto*. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. *¡Qué Bueno!*

Achieving Success with Difficult People

Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have relationships that are more successful with difficult bosses, co-workers, students, neighbors or family members? Join this class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.

Grammar Refresher

Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you're a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.

These and many more classes are available, visit www.ed2go.com/midlandcollege.

COMMUNITY PROGRAMS CONTINUING EDUCATION

ONLINE REGISTRATION PROCESS

You can register for many (*but not all*) of our courses online. Simply browse through our courses by clicking the "Courses" menu button e or use the quick links found to the right to view courses in a specific category. Click a course to get more information and add the course to your [virtual shopping cart](#). If you have difficulties or have questions regarding this process, please contact one of our staff members today.

Go to "Courses" above, pick your course and click on "Cart" to add and pay for your class! START SEARCHING for classes NOW!

POLICIES AND REGISTRATION INFORMATION

TUITION AND FEES

Tuition and fees must be paid in full by 12:00 pm (noon) two business days prior to the first class day. Some departments may require payment earlier, students need to verify, at time of registration, when their payment will be due. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the CE schedule. Tuition and fees are based on the number of course hours, instruction costs, and equipment and building.

REGISTRATION

Register online at www.midland.edu/cp, by phone at 432-685-4518 or in person by going to the Continuing Education office in the Scharbauer Student Center, room 214.

PAYMENT OPTIONS

Credit/debit card payments are no longer accepted over the phone

Cash, checks, money orders, traveler's checks, Visa, MasterCard and Discover are accepted for course payment. Course payments may be made in person or online at the following location:

www.midland.edu/cp or

Cashier's office
Scharbauer Student Center
Midland College
3600 N. Garfield
Midland, TX 79705

SOCIAL SECURITY NUMBERS

A social security number is required to identify students' permanent records. The Midland College registration system automatically encrypts a student's social security number into a student identification number. The student ID is used for all internal printed material and provides additional protection of a students' privacy.

SOCIAL SECURITY NUMBERS (continued)

Students are urged to become familiar with the student ID number and to use it when communication with College offices. Students are requested to provide their social security number to the College for maintenance of their student records; it also allows the College to meet federal and state-reporting requirements.

REFUND/CANCELLATION POLICY

Courses that lack sufficient enrollment will be cancelled by 12:00 pm one business days prior to the first class day. If a course is cancelled, the continuing education department makes every effort to notify all registered students promptly. Students will only be contacted if a course is cancelled or if any changes are made to the course information originally published in the CE schedule.

Each Continuing Education class has a minimum student enrollment requirement that has to be met in order for the class to make. Paid students that are enrolled in a cancelled course will automatically be issued a refund from our accounting department. No cash refunds will be issued.

Students will receive a 100% refund (less a \$10 processing fee) if they drop by 12:00 pm two business days prior to the first class day; they will receive an 80% refund, less \$10, if they drop before the second class day. With the exception of extenuating circumstances, students will not receive a refund for a one-day class if they drop on the day of the class. No refunds will be given after the second class day. **It is the student's responsibility to cancel their registration.** Allow 30 days for refund.

PARKING PERMITS

Students enrolled in CE courses on the Midland College, Main Campus, will receive their parking permit on the first day of class from the instructor.