

Certificate & Online Program Application

USA Certificate Programs provide:

- Instructors who are subject matter experts
- High quality instruction
- Current materials and information
- Skill based learning
- Transferable to the job

If you are exploring new career opportunities or wish to enhance your present career, USA Special Courses offers six certificate programs. Excellent educational alternatives, these non-degree programs take an average of two years to complete, provide hands-on "real world" applications, and are taught by practicing professionals in their respective fields. Choose your area of interest from the following:

- Accounting Assistant
- Paralegal Studies
- Medical Office Manager
- Photography
- Online Certificate Programs

Details about each certificate program are described on the following pages. Required and elective courses are given. The application form on this page may be used to apply for any certificate program. In addition:

1. Students working on two or more certificate programs may not apply the same required and elective courses to more than one program. Substitutions must be made in order to meet minimum classroom contact hours.
2. Certificate programs must be completed by the student within five years from the date of the first class taken. (Effective Fall Term 1989) Exception: Photography three (3) years.
3. Students are under the certificate curriculum in effect at the time of their application into the program until they finish the program. Course changes made after the application DO NOT affect your curriculum requirements.
4. Courses taken prior to certificate declaration may be applied to a certificate program with a one-year grace period, with retroactive payment of the certificate application fees.
5. Students usually take two to three years to complete a certificate program. The pace is determined by the student's personal needs and schedule. Please note that many courses include time consuming homework assignments.



Date: _____

Please check the certificate program you are applying for:

- Accounting Assistant Photography Paralegal Studies
 Medical Office Manager Non-Profit Management
 Online Program: (title) _____

Personal Information:

Name: _____

Address: _____

City/ State/ Zip: _____

Day Telephone: _____ Evening Phone: _____

E-mail Address: _____ Cell: _____

Employment Information:

Employed By: _____

Number of years of employment in a related field (if applicable): _____

Briefly describe your experience in related work: _____

Briefly describe experience in supervisory work: _____

Educational Background: (Highest degree attained)

High School Diploma: _____ Institution: _____ Date: _____

Associate Degree: _____ Institution: _____ Date: _____

BA or BS Degree: _____ Institution: _____ Date: _____

Masters Degree: _____ Institution: _____ Date: _____

Other: _____

List any course(s) you have taken and passed within the last three years which you think might apply towards this certificate program (include transcript/ verification letter):

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Course: _____ Institution: _____ Date: _____

Application Information:

A high school diploma, GED certificate or college grade report is required for admission*. To apply, send completed application form, copy of diploma, and **\$25 nonrefundable application fee**** to:
 University of South Alabama Special Courses,
 2001 Old Bay Front Drive, Mobile, Alabama 36615-1427.

* Not required for Photography Certificate.

** A \$65 fee is required for applications to the Paralegal Studies Certificate program, which includes required reading and writing assessment prior to starting classes.

Use this form to apply for any certificate programs described throughout this catalog. For more information about the certificate programs or availability of courses, please call (251)431-6405.

Courses taken prior to certificate declaration may be applied to a certificate program with a one-year grace period, with retroactive payment of the certificate application fees.

- Anyone 18 years or older can attend Special Courses. Individuals under 18 may enroll in our Exam Reviews, Speed reading, and Camp/Youth Programs.

- Continuing Education Units (CEUs) are awarded for many Special Courses. One CEU is equal to "ten contact hours of participating in any organized, continuing education experience under responsible sponsorship, capable direction and qualified instruction."

NOTE: CEUs and CPEs for Accountants are available for some courses. See individual course descriptions. CEUs for most courses are only awarded for successful completion of classes as defined by attendance at 80% of class sessions, unless otherwise specified in course descriptions.

- The Center for Continuing Education and Conference Services maintains a record of all students who attend a program/course offered or sponsored by the Center. Records or transcripts may be requested at any time by calling (251)431-6405 for a \$5 fee.

- Textbook requirements are listed below course descriptions. For many courses, you will need to purchase the text. For specific textbook information, contact the University of South Alabama Bookstore at 251-460-7011. Textbooks for instructor-led Special Courses are in the Continuing Education section of the textbook department.

Some Course fees include the cost of the text or other course materials. These textbook costs are non-refundable if you attend the first class meeting. Please see the individual course descriptions for further details.

- Some classes are available to USA retirees at no charge, on a space available basis. Be sure to inquire at registration if discounts are available on desired course.

- If you need any of the auxiliary aids or services identified in the Americans with Disabilities Act, please call (251)431-6405.

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.



**Need us after 5:00 pm
the week of January 19 ?**

**You can call (251) 431-6405
until 6:00 pm!**

REGISTRATION CANCELLATION & REFUND POLICY

If you decide to cancel your registration, we will be glad to issue a refund according to the following schedules:

Regular Courses:

- Up to one business day prior to the first class meeting—full refund
- On the day the class begins—no refund
- Failure to attend **does not** constitute withdrawal

Computer Classes:

- Up to three business days prior to the first class meeting—full refund
- After three business days prior to the first class meeting—no refund
- Failure to attend **does not** constitute withdrawal

Registration Cancellation may be made by telephone, mail or e-mail and must be received by our office no later than 5:00 PM. Substitutions are always welcome. PHONE: 251-431-6405 or 251-431-6536 for computer classes.

Course Cancellation Policy

The University of South Alabama reserves the right to cancel any course for which there is not sufficient enrollment. Should a course be canceled after you enroll, you may transfer to another class or receive a full refund. Decisions to cancel a course, based on enrollment, are made one to three business days prior to the course start date, see course description for specific cancellation details.



We Need YOU!

Do you have a hobby or interest that you can share with other adults? Earn extra money by teaching adult enrichment classes. We are looking for exciting new classes on a variety of topics, including but not limited to:

- Feng Shui • Sailing • Pilates • Canning Basics • French
- Architectural & Food Photography • Introduction to Tea
- Container Gardening • Cheese Appreciation • Cooking
- Legal Aspects of Medical Office Management
- Introduction to Tax Preparation
- Management Skills for the Medical Office
- Anatomy and Physiology for Managers & Coders

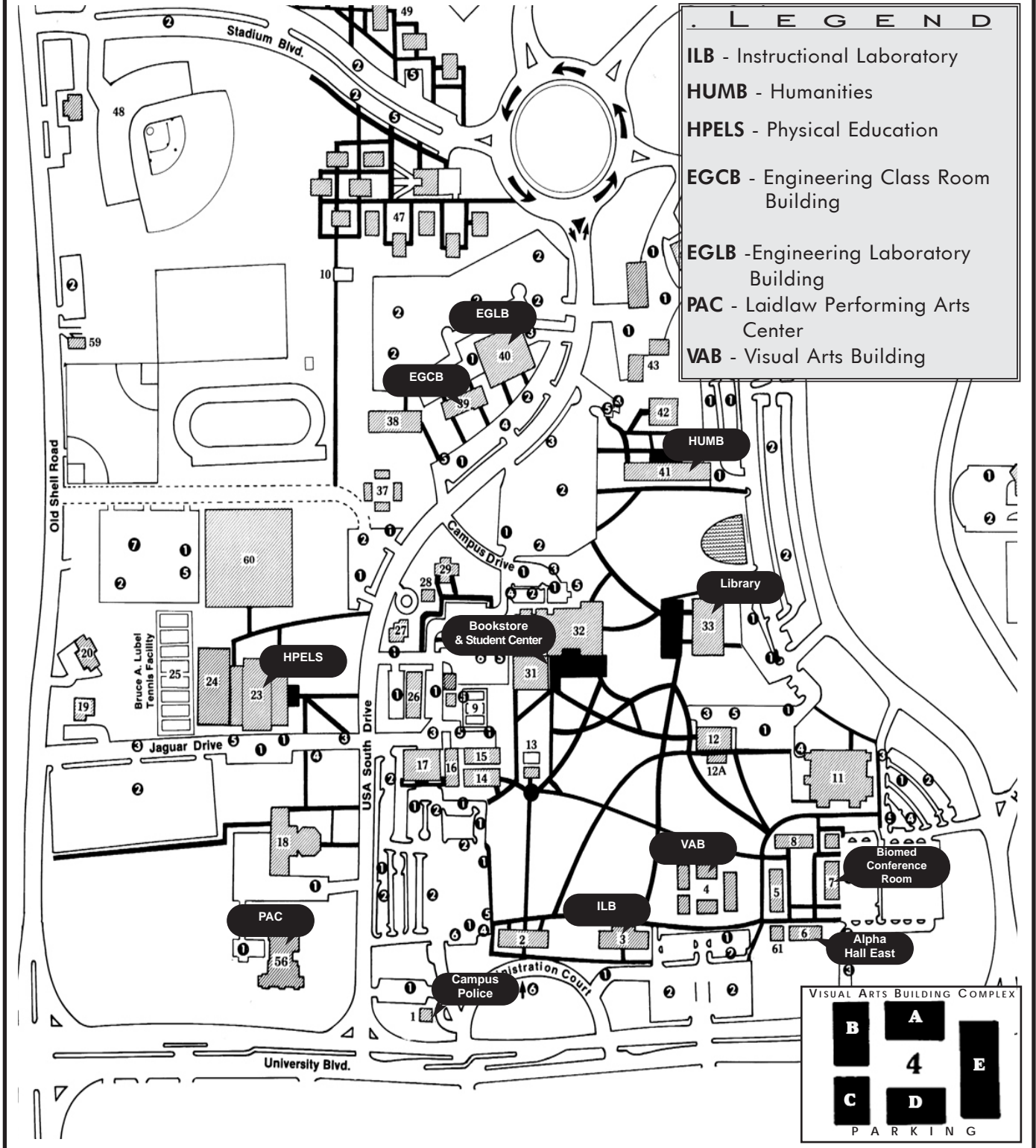
Courses offered through the USA Center for Continuing Education must be educational in nature. If you would like to submit a course for consideration, please send a resume, a course proposal, including course objectives and content outline, and contact information for two references to:

Catherine Drake

cdrake@usouthal.edu

PH: (251) 431-6405 / Fax: (251) 431-6408

CAMPUS MAP



The Center for Continuing Education follows official University of South Alabama decisions regarding class closings. Information about class closings due to inclement weather or other emergencies can be obtained by calling the USA Emergency/Weather Hotline **460-6999** or online at **www.southalabama.edu**



Special Pricing

The following discounts are available when registering for classes shown in this catalog**:

- When you register for your third class within a 6 month period, take \$5 off the registration fee
- When you and a friend register for a Special Courses class at the same time, you can take \$5 off your registration fee. **NOTE: You do not have to register for the same course.**
- Other courses such as Exam Reviews and Quickbooks offer discounts for taking multiple classes. Be sure to check course description for those offering discounts.
- Each term selected courses will be featured with a special bundle-pricing. These courses will be highlighted with the starburst.



**Some exceptions apply.

PLEASE NOTE:

1. Only one discount can apply to a registration
2. Computer application courses and online courses/certificate programs do not qualify for discounts
3. USA Employees and retirees-Ask About discounts available when registering

\$5

Bring a Buddy Coupon

\$5



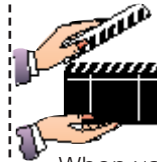
When you register for a Special Courses class, get a friend to sign up, too and **YOU SAVE \$5!**

You don't have to register for the same course.

However, both registrations must be made at the same time.

Registration Name to Apply To Discount:

Not valid when used with another discount offer. Not all courses are eligible for discounts. Check the course description to see if a course is eligible. (Please include this coupon if registering by mail.)



Take 3 & Get 5!

When you register for your third class within a 6 month period, **take \$5 off** the registration fee!

It's our way of saying thanks for your repeat business! *Just mention this coupon when you register for your third class!*

Not valid when used with another discount coupon. Not all courses are eligible for coupon discounts.



A great gift idea & perfect for special occasions...GIFT CERTIFICATES!

Birthdays, holidays, and anniversaries...Special Courses make terrific gifts any time of the year! Simply choose the course you'd like to send someone, complete the enclosed form, and mail it to us with your payment. You can call or FAX the information and apply the course fee to your VISA, MasterCard, Discover or American Express. We will mail a gift certificate and personal message to your friend or relative.

Course Title: _____ From: _____

Starting Date: _____ Address: _____

Course #: _____ Fee: _____ City: _____

Recipient's Name: _____ State: _____ ZIP: _____

Address: _____ Phone #: _____

State: _____ ZIP: _____ Message: _____

Phone: _____

Is this a surprise? Where should the gift certificate be sent? _____

Date of Arrival? _____ Signature: _____

Payment Information

Check Enclosed / Check Number: _____

(Payable to USA Special Courses)

VISA MasterCard

American Express Discover

Card Number: _____

Expiration Date: _____ / _____

Cardholder's Name: _____


NON CREDIT REGISTRATION FORM


Continuing Education registration is continuous, which means you may register for any course up until the day it begins, as long as it has not been filled. Registrations are accepted on a first-come, first-served basis. Many courses have limited enrollment and fill quickly, so we urge you to... **please register early!**

NOTE: All course fees are due at the time of registration!


There are five ways to register:

 **1. PHONE-IN (251) 431-6405:**
Call 431-6405 to register by telephone. There is no need to fill out a registration form -- we'll do it for you! Payment may be made by VISA, MasterCard, American Express or Discover.


 **2. FAX (251) 431-6408:**
FAX us your registration form for added convenience!
CREDIT CARD CUSTOMERS ONLY. Fax available 24 hours a day, seven days a week.

 **3. MAIL-IN:**
Fill out the registration form on the back cover. Photocopy for additional registrations. Enclose your check, money order or VISA/MasterCard/American Express/Discover number and expiration date.

Mail to:
Special Courses Registration
University of South Alabama
2001 Old Bay Front Drive
Mobile, AL 36615-1427

 **4. IN-PERSON:**
Register in person at one of the locations listed below:
USA Center for Continuing Education
M-F, 8 am- 5 pm
2001 Old Bay Front Drive
2nd Floor
USA Brookley Campus

USA School of Continuing Education
Dean's Office
M-F, 8 am - 5 pm
USA Main Campus,
307 University Blvd.
Alpha Hall East Building lobby

 **5. ON-LINE:**
Register via the Internet with a credit card at:
www.usacontinuinged.com

The University of South Alabama does not discriminate in its student and employment practices in violation of any applicable laws. The University of South Alabama is an Equal Opportunity/Equal Access educational institution.

Noncredit Courses Registration Form

Winter Term 2010

Are you a new student? yes no

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail : _____ Cell Phone: _____

Place of Employment: _____ Occupation: _____

Special Needs Request: _____

Course# _____ Title: _____

Starting Date: _____ Time: _____ Fee: _____

How did you obtain this catalog?

Received at home: _____ Received at work: _____ Called/ Requested _____

Picked up at: _____ Friend/ Colleague: _____ Media: _____

Other: _____

Payment Information:

Check Amount: _____ Check #: _____ Bank: _____

VISA MasterCard American Express Discover

Card#: _____ Expiration Date: _____

Cardholders Name: _____

For Office Use Only:

Data Entry Date Note

Pay Posted Confirmed

Refunded Date Account#

Noncredit Courses Registration Form

Winter Term 2010

Are you a new student? yes no

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail : _____ Cell Phone: _____

Place of Employment: _____ Occupation: _____

Special Needs Request: _____

Course# _____ Title: _____

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How did you obtain this catalog?

Received at home: _____ Received at work: _____ Called/ Requested _____

Picked up at: _____ Friend/ Colleague: _____ Media: _____

Other: _____

Payment Information:

Check Amount: _____ Check #: _____ Bank: _____

VISA MasterCard American Express Discover

Card#: _____ Expiration Date: _____

Cardholders Name: _____

For Office Use Only:

Data Entry Date Note

Pay Posted Confirmed

Refunded Date Account#

We gladly accept the following credit cards for registration fees.

