

## How to get information and register for a non-credit class at Columbus State Community College

<p><b><i>Where can I get information about non-credit courses?</i></b></p>	<ul style="list-style-type: none"><li>• <b>On the web:</b> <a href="http://www.csc.edu/Workforce">www.csc.edu/Workforce</a></li><li>• By telephone: (614) 287-5858 [En español: (614) 287-3929]</li><li>• By e-mail: <a href="mailto:cewdreg@csc.edu">cewdreg@csc.edu</a></li><li>• In person: Non-Credit Registration Office, Room 1090 Center for Workforce Development (315 Cleveland Ave.), during normal business hours.</li></ul>
<p><b><i>What do I need to register for a non-credit class?</i></b></p>	<ul style="list-style-type: none"><li>• Most of our classes are open to anyone at any time.</li><li>• Some classes — such as Basic English, Language Arts and GED Preparation — require a <b>placement test</b> in order to be sure you start in the correct level. The Non-Credit Registration Office can give you information about testing schedules and costs for those classes.</li></ul>
<p><b><i>How can I register for a non-credit class?</i></b></p>	<ul style="list-style-type: none"><li>• On the web: You can register for most of our courses online at <a href="http://www.csc.edu/cewd/register">www.csc.edu/cewd/register</a> Click on “CougarWeb for Continuing Education” and follow the steps to register for your classes. You may pay with a credit card at the time of registration or request to be invoiced for your class.</li><li>• By telephone: (614) 287-5858 [En español: (614) 287-3929]</li><li>• In person: Center for Workforce Development (315 Cleveland Ave.), Room 1090 during normal business hours.<ul style="list-style-type: none"><li>• In-person payments may be made by credit/debit card, check or money order.</li><li>• Cash payments must be made at the Cashier’s Office in Rhodes Hall.</li></ul></li></ul>
<p><b><i>What else do I need to know?</i></b></p>	<ul style="list-style-type: none"><li>• For some classes, you will need to purchase materials. You will receive this information when you register for the class.</li><li>• If the class lasts longer than five weeks, you should purchase a parking sticker if you plan to park on campus.</li><li>• If you need to drop your class or change your schedule, you must contact the Non-Credit Registration Office. Be sure to check the policies of your class about schedule changes, deadlines to drop a class, and eligibility for a refund of fees.</li><li>• Most non-credit classes are held in the Center for Workforce Development. Contact the Non-Credit Registration Office if you have a question about where your class will meet.</li></ul>

***Welcome to Columbus State!***  
***It’s where the world is going.***

