

Registration and Policy Information for Noncredit Classes

Registering for Noncredit Community Education Courses

Students who desire to take noncredit courses offered through the Center for Workforce & Community Education do not need to apply for admission to the College. On-line registration for non-credit classes is available at www.germannna.edu/workforce. Registration by mail, fax, phone, and in-person is also available. Tuition payment is due at the time of registration. Ongoing registrations are accepted until one week prior to the class start date, and minimum enrollments are required to ensure that classes will run. Late registration may be available if minimum enrollment numbers have been met. Contact the Center for Workforce & Community Education at (540) 891-3012 for information and registration.

Refund Policy for Noncredit Courses

Once registered for a class, participants have reserved a space that obligates them to pay the advertised tuition/fees. Students may request course transfers or refunds seven or more calendar days prior to the start of class. No course transfers or refunds may be made fewer than seven days prior to the start of class. Employers who are providing tuition for their employees are also reserving space and are obligated for course tuition/fees.

Policy on Seniors Taking Noncredit Classes

Senior citizens who are 60 years of age or older, and domiciled in Virginia for one year, are eligible free tuition for noncredit courses. All classes must achieve a minimum enrollment of tuition-paying students. Seniors may register for a maximum of three classes per semester, and may register three days prior to the start of class, providing space is available. Some restrictions may apply. To register for a noncredit class, contact the Center for Workforce & Community Education at (540) 891-3012.

Policy on Students Ages 16 - 18 Taking Noncredit Classes

The Center for Workforce & Community Education occasionally receives requests from individuals who are less than 18 years of age, to enroll in classes. Individuals between the ages of 16 – 18 may enroll in noncredit classes designed for adults at Germanna Community College, provided that both the parent/guardian and the student sign the Germanna Workforce form letter indicating (a) they understand and acknowledge the class is designed and intended for adults, and (b) they understand that behavior that is not that of a responsible adult may result in the student being asked to leave the class or campus. The Center for Workforce retains the right to deny enrollment for individuals under age 18 in courses the college deems potentially hazardous, unsafe, or otherwise inappropriate for minors. Contact our office at (540) 891-3012 for information on registering 16 – 18 year old students. Motorcycle safety classes are open to students who hold either a valid learner's driving permit or a valid driver's license. To register for Motorcycle classes, please call (540) 937-2913.

Healthcare programs

The Center for Workforce & Community Education offers a variety of healthcare credentialing courses. Information and application materials and forms may be downloaded from the Workforce website at www.germannna.edu/workforce/healthcareprograms.asp.

Continuing Education Units (CEUs)

Continuing Education Units are awarded upon successful completion of professional course requirements. The CEU is a nationally recognized standard for recording participation in noncredit continuing education. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Veterans Benefits

Several noncredit career and industry credential courses are approved for education and training benefits through the Department of Veterans Services. Call (540) 891-3023 for additional information.

On-Line Education

The Center for Workforce & Community Education provides a wide variety of on-line educational opportunities through Ed2go, JER Group, Red Vector, The Income Tax School, and Gatlin Educational Services. All materials are made available over the internet and you have access to an instructor. To register, go to www.germannna.edu/workforce/onlineclasses.asp. Senior Citizen exemptions do not apply to on-line offerings. Please call (540) 937-2900 for online course information.

