



SYLVA, NORTH CAROLINA

ABOUT CONTINUING EDUCATION

Last updated 2/21/06

[Class Schedules](#)

Cashiers Center
Community Service
Healthcare Professions
Training

Cherokee
Prof Licensure &
Certification
Teacher Certificate
Renewal
Cisco Certification

Jackson Campus
Professional Development
Adult High School
Compensatory Education
General Ed Development
(GED)
GED Preparation
GED Testing
Human Resource
Development (HRD)
Literacy Education

Macon Center

**Public Safety Training
Complex**
Basic Law Enforcement
Training (BLET)

General Information

Continuing Education is committed to the concept of life-long learning. It is the purpose of Southwestern Community College to provide an opportunity for citizens to develop their fullest potential in whatever vocational, intellectual or cultural areas they desire. It is also the purpose of Southwestern Community College to offer low-cost educational opportunities to any adult regardless of educational background.

Continuing education courses are offered at various locations throughout Jackson, Macon and Swain counties and the Qualla Boundary. Continuing Education welcomes requests for courses and suggestions for providing improved services to the three-county area.

Extension courses offered through Continuing Education are designed to prepare students for entry into an occupation, to upgrade the occupational competency of already employed individuals or to work toward self-improvement.

These extension courses do not earn academic credits that are recognized in a degree or diploma program; however, a certificate is sometimes awarded upon successful completion of a course or series of courses. For some courses, Continuing Education Units (C.E.U.'s) are awarded. One C.E.U. may be given for each ten contact hours of participation in an organized Continuing Education class.

Emergency Medical
Services Training
Fire & Rescue Services
Training
Law Enforcement Training

Swain Center

Customized Business
Training
E-Commerce
Focused Industry Training
New & Expanding Industry
Training
REAL Entrepreneurship
Small Business Counseling
Small Business Seminars
Small Business Resource
Center

**visit the SCC Center
nearest you!**

Schedule of Classes

Eligibility

Admission is open to adults who are at least 18-years old and who are not enrolled in public school. Sixteen to 18-year olds may enroll in some courses when space is available and pending proper permission. Continuing Education Units (CEUs) of credit are available.

Preregistration/Enrollment

Preregistration is essential on or before the date designated on course announcements or quarterly schedules. Students may preregister by mail or by calling the closest continuing education office:

- **Business Assistance & Developmental Center**
828.488.6413 Fax: 828.488.2982
- **Cashiers Center**
828.586.4091, ext. 272 Fax: 828.743.0458
- **Cherokee Center**
828.497.7233 Fax: 828.497.7135
- **JacksonCampus**
828.586.4091, ext. 206 Fax: 828.586.3129
800.447.4091, ext. 206
- **Macon Center**
828.369.7331 Fax: 828.349.9692
- **Public Safety Training Complex**
828.369-0591 Fax: 828.369.2428
- **Swain Center**
828.488.6413 Fax: 828.488.2982

Cost

There is no registration fee for Basic Skills, GED, Compensatory Education, Adult High School or New and Expanding Industry Training classes. Senior citizen residents of North Carolina are fee exempt for some classes, as are firefighters, rescue personnel,

EMS personnel and law enforcement officers.

The registration fee for continuing education classes is based on the length of the course. Fees are as follows:

0-10 hours	\$ 50
11-30 hours	\$ 55
31-100 hours	\$ 60
more than 100 hours	\$ 65

Some classes are contracted on a self-supporting basis and are not fee exempt for any group of individuals.

Other Fees

Computer Use and Technology Fee (per Occupational computer class) \$5 per class. Public Safety classes are fee exempt.

Course Repetition

Effective Sept. 1, 1993, the North Carolina Community College System established a Course Repetition Policy requiring students, including senior citizens, who take occupational extension courses more than twice within a five-year period, to pay the full cost of the course. This provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled; therefore, EMS, fire, law enforcement and rescue personnel are exempt from the repetition policy as long as classes taken are job-related and subject to the certification or licensing provisions.

Students may enroll in community service courses as many times as necessary to accomplish their individual educational/training goals, provided they continue to show progress, do not prohibit others from participating, are willing to pay fees and do not violate policies of the North Carolina Community College System.

Refund Policy

Registration fee refunds are granted only under the following circumstances:

- For classes that are scheduled to meet four times or less, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the first day of class(es).
- For classes that are scheduled to meet five or more times, a 75 percent refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the class(es). *Requests for refunds will not be considered after the 20 percent point.*

For contact hour classes, refunds must be requested within 10 calendar days from the first day of class. Self-supporting classes are not eligible for refunds.

Certification Guarantee

The continuing education instructors at Southwestern Community College (SCC) back their commitment to quality with a Licensure and Certification Guarantee.

In this case, guarantee means if students take a class in SCC's continuing education curriculum in a field that requires state certification or licensure (by an agency outside of the college) and pass that class, then they will pass the certification or licensure. If they do not pass the certification exam, then their registration fees will be reimbursed or take the class again at no cost. According to members of the continuing education staff at SCC, this is the first program of its kind in the state of North Carolina.

The list of programs covered by the guarantee includes the following classes: Electrical Contractor's license, Waste Water Treatment, Detention Officer, General Instruction for Law Enforcement, General Contractor, Auto Safety Inspection, Telecommunicator, Emergency Medical Services, Emergency Medical Technicians (including Basic, Intermediate and Paramedic),

N.C. Building Code Officials (including building, plumbing, fire, mechanical and electrical inspection).

[Class Schedules](#)

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