CE Policies and General Information

Attendance
While many Continuing Education (CE) courses have special attendance requirements, 80 percent (80%) attendance is the typical requirement for Continuing Education for the CE student to receive a passing grade, a certificate of completion (when applicable), and continuing education units (CEUs) from the college.

Grading Policy
Most Continuing Education courses are graded on a CE Pass/Not Recorded basis. To Pass a CE course, the student is required to attend 80% of the class hours (e.g. 80% of a 24-hour class would require attending 19.2 hours of the class); however, certain courses may have different special attendance requirements. Failure to achieve 80% attendance will result in a grade of N/R. Exception: Continuing Education Mirror courses are graded according to Standard Letter Grade (e.g. A, B, C, D, and Not Recorded).

Continuing Education Units (CEUs)
Upon receiving a Passing grade for successful completion of a CE class, the student will be awarded Continuing Education Units (CEUs). The formula for determining the number of CEUs to be awarded is: 1 CEU for every 10 hours of instruction (e.g. 8 hour class = .8 CEU). Grades for CE classes will be reflected on their CE transcript.

Minimum Age
Most of our Continuing Education classes are designed for adults seeking job skills training and are restricted to students 18 years of age or older. Children’s programs and other activities allow for exceptions.

Course Cancellation
Courses are subject to cancellation if the predetermined minimum enrollment is not attained. If a class is cancelled, every effort will be made to notify students by phone or email prior to the first class meeting. A 100% refund will be granted; or, the student may request to be transferred to another available class. Continuing Education reserves the right to cancel classes, change times, dates and locations of course offerings. Students will be notified, whenever possible, by phone or email, of date changes and time changes. Room changes will be posted.

Emergency Closing of the College
The President of the college or his/her designee shall have the authority to discontinue instructional sessions due to extreme weather or other emergency conditions. Students may contact Alamo Colleges DPS for information: Non-emergency (210) 485-0099; Weather (210) 485-0189.

Enrollment
Many CE classes must be limited in size due to the nature of the subject matter and/or the size of available facilities. Although most CE classes are open to students who believe they can benefit from the instruction, some courses are restricted to those students with specific prerequisites. As a result, students may not be able to register for these courses without department approval.

Refunds
Requests for refunds must be made in writing to the appropriate Continuing Education Program Manager. Continuing Education adheres to Alamo Community District policy on all refund requests. NO EXCEPTIONS

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WILL BE MADE. Refund requests may require up to 30 days to process. Refunds will be made as follows: 100% PRIOR TO 1st CLASS SESSION.

Senior Citizen Program
Northwest Vista College allows senior citizens to enroll in various Continuing Education courses, free of tuition, on a space available basis. Space availability is determined as of 12:00 noon the first day of the class. Senior citizens wishing to attend a course on a tuition-free status must contact the responsible Program Manager to determine their eligibility. “Senior “Citizen” means a person 65 years of age or older. Senior Citizens have the option of full participation or auditing the class. Auditing exempts the student from taking any required testing and prohibits the earning of a certificate of completion. Full participation mandates the student to take all required course work and testing to demonstrate mastery of the subject to earn a certificate of completion. This program does not extend to Online courses or parking fees.

Class Confirmation and Location
Students are responsible for confirming beginning dates and times 24 hours in advance of start date. Please call three days before course start date for location of class:

Call (210) 486-4406 for general CE classes, mirror and contract classes
Call (210) 486-4427 for ESL classes
Call (210) 486-4907 for Community Education classes
Call (210) 486-4421 for TIER/Robotics classes

Smoking Policy
Northwest Vista College is a smoke-free campus.

Our Instructors
The Instructors for our Continuing Education classes come from education (public and higher education), business, industry, government, and the community. They are selected because of their education, skills and experience in their respective fields. Each instructor will share knowledge and practical insights gained through years of experience in successful careers and other professional experience.

Parking
Alamo College students no longer need a parking decal to park in student designated areas and parking garages. Students without a decal who park in reserved areas will receive a parking citation.

Title IX
The Alamo Colleges are an EOE. For any special accommodation issues or an alternate format, contact the Title IX Coordinator at (210) 485-0200.