



Community Education



SUMMER 2011

Welcome!

The summer months may be hot but Community Education offers a variety of “cool” classes and seminars. This summer you can find your inner poet, learn to speak Spanish the easy way, paint like the Old Masters, or get fit in our indoor pool. Browse the catalog for even more opportunities to learn something new!

Summer is also the time when we offer kids’ camps. Check out this year’s camp offerings beginning on page 4. Our ever-popular soccer camps (led by Gordon soccer coach Scott Henderson) are back - as well as other fun and interesting camps designed to keep your kids from saying “I’m bored!” during the lazy days of summer!

Come join the fun at Gordon this summer!

Beverly Dyche
Community Education Program Coordinator

COMMUNITY EDUCATION HIGHLIGHTS

Register online for Community Education courses

Registering for our campus community education courses is easier than ever! Students can browse and sign up for courses, and change their personal information on the Community Education page on the main Gordon Website. Visit <http://www.gdn.edu/commed/> and select the “Registration” link on the left side of the page.

Of course, our friendly and helpful staff is still here to help you complete your registration as well. For more information, please read the Registration Process section in the back of the catalog.

Anywhere, anytime...just a click away!

We offer over 300 online classes every month. Featured online class topics can be found throughout this catalog wherever you see this symbol:



For complete information on all of our online classes visit: www.ed2go.com/gdn

Cover photo by Barnesville resident (and Gordon staff member) Linda Littiken

Table of Contents

Kids' College & Camps 4

Spanish Camp	4
Wordsoup	4
Creative Writing Workshop	4
SAT/ACT Prep	5
Knit It!	5
Crochet 4 Kids	5
Ready, Set, Art!	6
Awesome Artists	6
Soccer Camp	7

Personal Enrichment..... 8

Spanish A & B	8
Pottery	9
Watercolor Card Workshop	9
Violin	10
Poetry Writing	10
Beginning Oil Painting	11
Secrets of Better Photography	11
Beginning Charcoal Drawing	11
Pet Preventative Medicine	12
Dog Bite Prevention Seminar	12

Business and Professional Development..... 13

CPR for Healthcare Professionals	13
Intro to Quickbooks 2010	13
A to Z Grantwriting	13
Achieving Top Search Engine Positions	13
Insurance Pre-Licensing	14
Online Insurance Pre-Licensing	14

Spanish for Law Enforcement Professionals	19
Spanish for Medical Professionals	19

Health and Fitness..... 15

Aquatic Aerobics	15
Fitness Swimming for Seniors	15

Senior University..... 15

Fitness Swimming for Seniors	15
Genealogy Basics	15

Online Courses..... 16

ed2go	16-17
Gatlin Educational Services	18
Spanish for Law Enforcement Professionals	19
Spanish for Medical Professionals	19
eLearning Center	19

Registration Process..... 20

Map..... 22

Registration Form..... 23



Follow us on Facebook!

**Join the Gordon College Community Education fan page at:
www.facebook.com/gordoncommmed**

Kids' College & Camps

Spanish Camp

Learn Spanish through active play. In these camps, the Spanish language is taught through physical action, acquiring vocabulary through gestures, drawings, and acting out a story. You'll also learn to create your own stories using the same vocabulary. At the end of camp, the class will present the story as they have learned it to family and friends. Different stories will be used in each session—so students may attend one camp or both!

Session I

Ages 8-14

Students will learn and act out the story of "The Boy Who Cried Wolf"

Instructor: Pamela Tingen

Location: Fine Arts 110

Dates: Monday - Friday, June 20-24

Time: 9 am to noon

Registration Fee: \$89

Course No.: 11C0620

Session II

Ages 8-14

Students will learn and act out the southwestern tale "The Coyote and the Crow"

Instructor: Pamela Tingen

Location: Fine Arts 110

Dates: Monday - Friday, July 18-22

Time: 9 am to noon

Registration Fee: \$89

Course No.: 11C0718

Wordsoup

Ages 9-12

Do you like to write stories and poems? Then this is the camp for you—it's all about writing! Discover the stories that exist within you and in the world around you. Explore your creativity with fun outside activities, skits, team writing, and more!

Instructor: Rachel Scoggins

Location: Academic 209

Dates: Monday - Friday, June 20-24

Time: 8:30 am to 12:30 pm

Registration Fee: \$74

Course No.: 11C0620W

Creative Writing Workshop

Ages 14-18

If you love to write and perhaps even dream of being a published writer, sign up for this summer workshop where you'll exchange ideas with other teenage writers and receive tips and tricks to spark your creativity and improve your writing skills. Led by Gordon English instructor (and contributing writer for *Kitchen Drawer* magazine) Rachel Scoggins, this weeklong workshop will leave you inspired and informed!

Instructor: Rachel Scoggins

Location: Academic 209

Dates: Monday - Friday, June 20-24

Time: 1 to 5 pm

Registration Fee: \$74

Course No.: 11C0620C

Attention High School Students!



Want to get a jumpstart on preparation for the SAT or ACT? Take one of our online SAT/ACT prep courses this summer!

Our online SAT/ACT prep courses help prepare you for specific question types on both exams. They also give you pointers in time management, anxiety relief, scoring and general standardized test-taking. Get your best possible score on the SAT and/or ACT by enrolling in one of our online courses today!

Class sessions start on: June 15, July 20, and August 17

Registration Fee: \$86

To register for this class or for more information: www.ed2go.com/gdn

Knit It!

Ages 10-15

Knitting may look hard but it's really easy once you learn how to do it! Learn the basic stitches that will turn two needles and a ball of yarn into hats, scarves, belts—even cell phone covers! Supply list will be furnished upon request or registration.



Instructor: Julie Souza
 Location: Nursing & Health Sciences 120
 Dates: Monday - Friday, July 18-22
 Time: 1 to 4 pm
 Registration Fee: \$54
 Course No.: 11C0718K

Crochet 4 Kids

Ages 8-12

Learn how to hold and manipulate a crochet hook to create fun items like belts, headbands, flowers and more! At least one project will be completed by the end of camp and you'll go home with ideas for other ways to use your newfound crochet talent! Registration fee includes set of crochet hooks; students will need to provide their own yarn. (details provided upon registration)

Instructor: Julie Souza
 Location: Nursing & Health Sciences 120
 Dates: Monday - Friday, June 27-July 1
 Time: 1 to 4 pm
 Registration Fee: \$62
 Course No.: 11C0627

Art Camps

Ready, Set, Art!

Ages 6-9

The perfect camp for budding artists! Campers will focus on painting and drawing, and weaving plus learn to make their own paper.

Instructor: Ellen Tatum

Location: Fine Arts 206

Dates: Monday - Friday, July 11-15

Time: 9 am to noon

Registration Fee: \$89

Course No.: 11C0711R



Awesome Artists

Ages 10-15

Explorations in painting and drawing for the older camper plus unique projects involving the metal encaustic technique as well as yarn weaving.

Instructor: Ellen Tatum

Location: Fine Arts 206

Dates: Monday - Friday, July 11-15

Time: 2-5 pm

Registration Fee: \$89

Course No.: 11C0711A

Soccer Camp

Ages 6 to 16

The Gordon Athletics soccer camp, coordinated by Scott Henderson, is very game-oriented but also has time set aside for individual attention and development. Each player is grouped by skill level so the beginner and advanced player both benefit. Both full- and half-day camps include swimming, soccer ball and T-shirt. Full-day camp also includes lunch. Call ahead for team training.

Full-day camps meets Monday through Thursday from 9 am to 5 pm and Friday from 9 am to noon.
Half-day camps meets Monday through Friday from 9 am to noon.

Full Day Registration Fee: \$125
Half Day Registration Fee: \$75

Dates: June 6 through 10
Course No.:
(Full Day) 11C0606F
(Half Day) 11C0606H

Dates: June 13 through 17
Course No.:
(Full Day) 11C0613F
(Half Day) 11C0613H

Camp Coordinator: Scott Henderson, assisted by Gordon College coaching staff and players

Register early to guarantee your spot!
Department of Community Education
678-359-5123



Personal Enrichment

Spanish A

Adult beginner to intermediate

Learn Spanish in a fun, relaxed atmosphere through an innovative teaching method that uses reading and storytelling to teach language. This 20 hour course focuses on communication skills (listening and speaking) rather than verb conjugation and grammar exercises. The stories and discussions present the most common vocabulary and structures used in everyday language. Grammar is taught intuitively using meaning, not grammatical jargon. By the end of the course, you will have read three short novellas and will be able to write 50-100 words in Spanish on a familiar topic.

Novellas: Pobre Ana

Casi se muere

Pobre Ana bailó tango

Dates: Tuesdays & Thursdays, June 14-July 7

Time: 6:30 to 9 pm

Registration Fee: \$121 (plus materials-see below for resources)

Course No.: 11S0614

Instructor: Pamela Tingem

Location: Instructional Complex 119

Spanish B

Adult beginner to intermediate

While this is a continuation of Spanish A, no requisite to enroll is required. The unique teaching method enables students at any level to progress at their own pace in a multi-level class. Basic language structures and high frequency vocabulary are recycled and used to present new ideas through different stories and discussions. Student will read three new novellas. New students will be able to write between 50-100 words. Continuing students will see improvement with 75+ words added to their written work.

Novellas: Patricia va a California

El viaje de su vida

Viva el toro

Dates: Tuesdays & Thursdays, July 12-Aug 4

Time: 6:30 to 9 pm

Registration Fee: \$121 (plus materials-see below for resources)

Course No.: 11S0712

Instructor: Pamela Tingem

Location: Instructional Complex 118

Each course requires the purchase of the three novellas listed. Approximate total book cost (per course) is \$20.00. Novellas are available via Amazon.com (other sources for purchase provided upon request)

Pottery: Throwing on the Wheel and/or Handbuilding

For beginners and beyond!

Students will study basic but important techniques of throwing pottery forms on the wheel, centering the ball, pulling cylinders, and handbuilding. More advanced students will work on more complex projects. Topics include pulling and attaching handles, sizing lids, applying glaze, firing, and more. The course includes clay, glazes, use of wheel, and firing in the kiln. A tool set is available in the Gordon Bookstore (approximately \$13). Please call 678-359-5053 for store hours. Each session is eight weeks long, meeting every Monday from 7:00 to 9:00 pm.



Instructor: Robert Detamore

Location: Fine Arts 215

Session I

Dates: Mondays, May 16-July 18 (no class on May 30 & July 4)

Time: 7 to 9 pm

Registration Fee: \$88

Course No. : 11S0516

Session II

Dates: Mondays, July 25-September 19 (no class meeting on September 5)

Time: 7 to 9 pm

Registration Fee: \$88

Course No. : 11S0725

Watercolor Card Workshop

Ages 16 to adult

Learn how to create greeting cards that are also works of art! This two-night workshop will get you started toward making cards that your friends and family will want to keep and display. Cards/envelopes provided; students must provide their own watercolors and brushes and/or watercolor pencils.

Dates: Mondays, July 18 and 25

Time: 6:30 to 8:30 pm

Registration Fee: \$34

Course No. : 11S0718

Instructor: Ellen Tatum

Location: Fine Arts 206



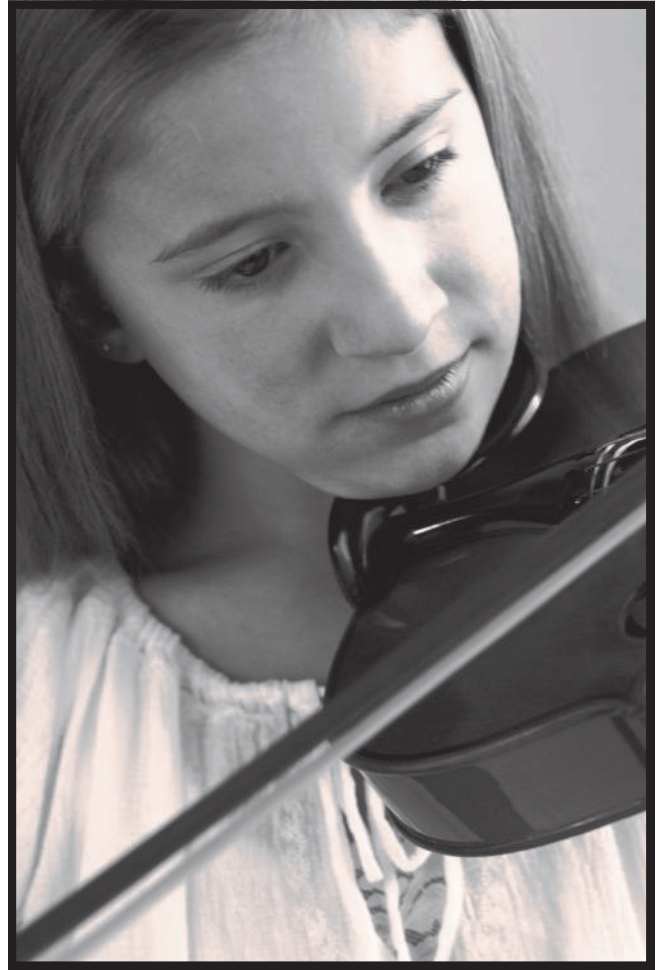
Violin and Viola Lessons

Ages 3 to adult

Sign up for individualized lessons taught in Suzuki or traditional method. Each lesson is 30 minutes long. Recital and group lessons will be scheduled at appropriate levels.

Instrument is not included. Please contact the Department of Community Education for available times and sources for instrument rental and purchase.

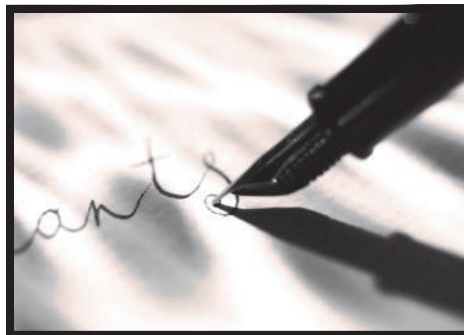
Dates: Mondays, 3 to 7 pm or
Thursdays, 1:30 to 7 pm
Registration Fee: \$94/month
Instructor: Mary Stephenson
Location: Fine Arts 109



Poetry Writing

Explore your inner muse and find your poetic voice as you learn how contemporary poems are put together. Then you will read, review, and workshop your own poems.

Dates: Tuesdays, July 12–August 23
Time: 6:00 to 8:00 pm
Registration Fee: \$89
Course No.: 11S0712P
Instructor: Matthew Silverman
Location: Instructional Complex 307



Beginning Oil Painting

An introduction to basic oil painting techniques, from the Old Masters to direct painting to more contemporary approaches. You will be exposed to color mixing techniques and will become familiar with basic color theory. Supply list furnished upon request or registration.

Dates: Tuesdays and Thursdays, June 21–July 28

Time: 6:30 to 8:30 pm

Registration Fee: \$109

Course No.: 11S0614B

Instructor: Shannon Riddle

Location: Fine Arts 208



Secrets of Better Photography (online)

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

New classes start on: June 15, July 20, and August 17

Registration Fee: \$86

To register for this class or for more information: www.ed2go.com/gdn

Beginning Charcoal Drawing

This course teaches basic charcoal drawing techniques. You will explore different approaches and develop your own drawing “language”, working from your own photographs or still-life items. Supply list furnished upon request or registration.

Dates: Mondays and Wednesdays, July 11-August 17

Time: 6:30 to 8:30 pm

Registration Fee: \$109

Course No.: 11S0711

Instructor: Shannon Riddle

Location: Fine Arts 208

Pet Preventative Medicine

Preventative pet care can ensure that your pet remains a loving member of your family for a long time. Additionally, knowing simple first aid and how to respond in emergency situations can aid in your pet's recovery should a disaster occur. This seminar will help you learn in an hour how to give a lifetime of care to your pet!

Dates: Tuesday, June 14

Time: 6 to 7 pm

Registration Fee: \$21

Course No.: 11S0614P

Instructor: Dr. Jennifer Gardner, DVM

Location: Instructional Complex 205



Dog Bite Prevention Seminar

A dog can truly be man's best friend when you know how to properly communicate and interact with your canine companion. This one-hour seminar is designed to assist adults (particularly parents) in understanding dog behavior, identifying aggression, and how to teach children the proper way to react with both family pets and new dogs they encounter.



Dates: Tuesday, June 21

Time: 6 to 7 pm

Registration Fee: \$21

Course No.: 11S0621D

Instructor: Dr. Jennifer Gardner, DVM

Location: Instructional Complex 205

Business and Professional Development

CPR for Healthcare Providers (American Heart Association BLS)

The American Heart Association's BLS (Basic Life Support) course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of foreign-body airway obstruction. It satisfies the requirements of students enrolled in the Gordon College Nursing program and is also open to area healthcare workers.

An AHA BLS for Healthcare Provider card is included in the registration fee and will be available from the Community Education office upon successful completion of the course.



Dates (pick one):
Monday, June 20
Course No.: 11S0620C

Friday, June 24
Course No.: 11S0624C

Saturday, June 25
Course No.: 11S0625C

Time: 10:30 am to 2:30 pm
Registration Fee: \$50
Instructor: Annette Jackson
Location: Nursing/Allied Health Sciences 117



Introduction to QuickBooks 2010 (online)

Learn how to quickly and efficiently gain control over the financial aspects of your business. \$86

Intermediate Microsoft Excel 2007 (online)

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity. \$86

A to Z Grantwriting (online)

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns and prepare proposals. \$86

Achieving Top Search Engine Positions (online)

Learn proven step-by-step strategies to achieve the highest possible position with the major search engines. \$86

New classes start on: June 15, July 20, and August 17

To register for these classes or for more information: www.ed2go.com/gdn

Insurance Pre-Licensing Courses

In cooperation with the W & W Insurance School

Instructors: Joseph V. White, C.L.U.; Jim Ballinger, Ph.D.; Gale Lawrence

Each pre-licensing course prepares you for the state exam required to become a licensed agent. The courses are divided by insurance lines. The required text book is *PASS Exam Simulator Combo*. Copies are available for purchase from the instructor.

Location: W & W Insurance School, Griffin GA Time: 9 am to 5 pm

<p>Pre-Licensing Property & Casualty- 40 hours Includes commercial and personal lines. Registration Fee: \$200</p> <p>Dates: June 20-24 Course No.: 11S0620I</p> <p>Dates: July 25-29 Course No.: 11S0725I</p> <p>Dates: August 22-26 Course No.: 11S0822I</p> <p>Dates: September 19-23 Course No.: 11S0919I</p>	<p>Property and Casualty Sub-Agent - 20 hours The sub-agent course allows the student to become a licensed sub-agent, no exam needed. Registration Fee: \$150</p> <p>Dates: June 20-22 Course No.: 11S0622I</p> <p>Dates: July 25-27 Course No.: 11S0727I</p> <p>Dates: August 22-24 Course No.: 11S0824I</p> <p>Dates: September 19-21 Course No.: 11S0921I</p>
--	---

<p>Pre-Licensing Life and Health - 40 hours Registration Fee: \$200</p> <p>Dates: June 6-10 Course No.: 11S0606I</p> <p>Dates: July 11-15 Course No.: 11S0711I</p> <p>Dates: August 1-5 Course No.: 11S0801I</p> <p>Dates: September 12-16 Course No.: 11S0912I</p>	<p>Life and Health Sub-Agent - 20 hours The sub-agent course allows the student to become a licensed sub-agent, no exam needed. Registration Fee: \$150</p> <p>Dates: June 6-8 Course No.: 11S0608I</p> <p>Dates: July 11-13 Course No.: 11S0713I</p> <p>Dates: August 1-3 Course No.: 11S0803I</p> <p>Dates: September 12-14 Course No.: 11S0914I</p>	<p>Pre-Licensing Personal Lines - 30 hours Personal lines includes auto and homeowners. Registration Fee: \$150</p> <p>Dates: June 20-23 Course No.: 11S0623I</p> <p>Dates: July 25-28 Course No.: 11S0728I</p> <p>Dates: August 22-25 Course No.: 11S0825I</p> <p>Dates: September 19-22 Course No.: 11S09122I</p>
--	---	--

NEW! Online Pre-Licensing Courses!

Don't have time for traditional classroom-based instruction? Now you can take the state-approved pre-licensing course anytime, anywhere with our online program. Call 678-359-5123 for details.

Presented in partnership with W & W Insurance School

Health and Fitness

Aquatic Aerobics

With your body supported by the water, you can do things you haven't been able to do for years. We begin the class moving easily and slowly, followed by a period of faster work, finishing with a series of cool down movements. All activity is in the shallow end of the pool and no swimming skills are required. Everything is choreographed to various musical selections with different programs on Mondays and Wednesdays.

Dates: Mondays and Wednesdays, 6 to 7 pm

Registration Fee: \$45 per month

Instructor: Joan McGinley

Location: Aquatic Center Pool

Please note: The Gordon College Aquatic Center may close during thunderstorms and other severe weather situations.

Please call 678-359-5123 or 678-359-5101 to verify that class is not cancelled on stormy days.

Senior University

Fitness Swimming for Seniors

Swimming offers optimum health benefits with a minimum of stress on your body. Take advantage of this opportunity to improve your swimming technique and get in shape. Opportunities for competitive swimming are optional. Offered in partnership with the Lamar County Senior Center.

Prerequisite: Students must know how to swim.

Dates: Mondays, Wednesdays, and Fridays, 9 to 10 am

Registration Fee: \$40 per month

Instructors: Laura Huggins and Marcia Clark

Location: Aquatic Center Pool



Genealogy Basics (online)

Learn where to look, who to contact, and how to use research tools to begin an exciting and fascinating exploration of your roots.

New classes start on: June 15, July 20, and August 17

Registration Fee: \$86

To register for this class or for more information: www.ed2go.com/gdn



Learn More



Online Courses

Convenient, affordable, and effective

Our instructor-facilitated online courses are informative, fun, convenient, and highly interactive.

Our instructors are famous for their ability to create warm and supportive communities of learners.

All courses run for six weeks (with a 10-day grace period at the end).

Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

You can complete any course entirely from your home or office. Any time of the day or night.

Learn more today by visiting
www.ed2go.com/gdn

How to Get Started:

- Visit our Online Instruction Center at: **www.ed2go.com/gdn**
- Browse the online catalog to find a course. Follow the easy instructions to enroll. Pay online or call the Community Education Department at 678-359-5123 to pay by phone.
- When your course starts, simply return to the Online Instruction Center and click on ***My Classroom***. Then log in with the name and password you provided during orientation and start your learning adventure!

Start Dates:

A new section of every online course will begin on the following dates:

June 15

July 20

August 17

Requirements:

Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit our Online Instruction Center for access to complete course descriptions, student evaluations, instructor biographies, requirements and other information.



Learn More

Online Courses

Anytime, anywhere...just a click away!

*Learn from the
comfort of
home!*

Choose from more than 300 online classes available every month.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$86

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant-writing campaigns, and prepare proposals. \$86

Medical Terminology:

A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion. \$86

Solving Classroom Discipline Problems

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline. \$86



SAT/ACT Preparation

Our online SAT/ACT prep courses help prepare you for specific question types on both exams. They also give you pointers in time management, anxiety relief, scoring and general standardized test-taking. Get your best possible score on the SAT and/or ACT by enrolling in one of our online courses today!

New course sessions start each month

Cost per six-week session: \$86

**Enroll Today:
www.ed2go.com/gdn**

View the full ed2go course catalog at:
www.ed2go.com/gdn



More Online Courses

Professional Development and Certification Courses

Career-focused online courses designed to give you the latest in learning, and to provide the skills necessary to acquire professional caliber positions in many in-demand occupations



For a complete list of certificate programs, please go to <http://www.gatlineducation.com/gordon/>



Instructor-facilitated courses are available anytime, anywhere. All you need is a Web-enabled computer and a desire to learn. Prepare for a new career or update current skill sets without coming on campus. But don't worry — you won't be on your own. A team of online professionals, anytime scheduling, and educational textbooks combine to give you a relevant, interactive learning experience.

Each online course includes an assigned instructor, online access to course content, and may include textbooks or CD-ROMs. Each program has specific learning outcomes related to industry standards. A passing grade is required to receive a certificate. Details are provided in each online course description.

- ◆ **Healthcare**
- ◆ **Business/Legal**
- ◆ **Internet/Computer/IT Certification (Microsoft and CompTIA Official Curriculum)**
- ◆ **Professional/Technical/Design**
- ◆ **Construction**
- ◆ **Video Gaming Design and Development**

Sample Courses:

- ◆ Leadership & Legacy: Seven Steps to Leading High Achieving Teams (\$1,995)
- ◆ AutoCAD 2007 (\$1,795)
- ◆ Project Management (\$1,495)

Need money for a Gatlin certificate program?

Call 1-817-870-2870 or go to http://www.gatlineducation.com/fin_aid.html

Online Courses for Law Enforcement and Healthcare Professionals!

Spanish for Law Enforcement Professionals

Master the fundamentals of the Spanish language by practicing basic conversational skills and learning essential Spanish terminology for law enforcement situations. **\$86**



Spanish for Medical Professionals

Learn medical Spanish easily, honing your basic conversational skills and mastering key healthcare words and phrases. **\$86**

For information on these and over 300 more online courses, visit www.ed2go.com/gdn or call 678-359-5123.

The eLearning Center

The most comprehensive collection of online continuing education courses from the world's best e-learning course providers.

- ◆ More than 5,000 courses in more than 150 categories
- ◆ Self-study courses, both short and long
- ◆ Available in 14 languages
- ◆ Easy online payment process
- ◆ Extensive library of thousands of self-study courses
- ◆ Open enrollment
- ◆ Students receive a certificate of completion. Most courses allow students to print certificates directly from their computer

Sample courses:

- ◆ Business Etiquette
- ◆ Spanish for Manufacturing
- ◆ Environmental Awareness
- ◆ Nursing, Legal, and many other professional continuing education courses!



For a full list of courses offered, visit <http://www.gordon.thelearningcenter.com/>

Registration Process

Admission

Our Community Education program is designed primarily for adults, so participants should be at least 16 years old unless a different age group is listed in the course description.



If you or your child have special needs, please let us know at the time of registration so that appropriate accommodations can be made.

A waiver of liability must be completed and on file in the Community Education office **before** a class begins if the course involves physical activity or other foreseen risk.

Continuing Education Units



One Continuing Education Unit (CEU) equals 10 contact hours. CEUs are awarded only for professional programs or those addressing significant social issues. CEUs accumulate for each student on a permanent transcript which may be obtained from the Department of Community Education. The CEU is not transferable for academic credit.

Course Cancellation and Refund Policy

If a course is cancelled

- ◆ You will be notified of cancellation at least one day before class is to begin. Please make sure we have current contact information.
- ◆ You will be given the option to use your registration money toward another Community Education course or to have Gordon College issue a refund to you.
- ◆ If a class is cancelled by the College, the registration fee paid by the class registrant will be refunded in full and constitute the registrant's sole remedy for any class cancellation.

To withdraw from a class

- ◆ **We do not offer refunds once a course has started.**
- ◆ Notify the Community Education office at least 48 hours before the course is scheduled to begin. The number to call is 678-359-5123.
- ◆ We will permit substitution of another person if you cannot attend.
- ◆ If materials have already been purchased on your behalf for the course, the cost will be deducted from your refund.

Payment

Registration and payment is required in advance.

Our instructors cannot accept money for registration fees.

Because class enrollment is limited in most classes, it is best to register as early as possible. If your registration and payment is received after the course is filled, you will be given the option to be placed on a wait list or we will return your registration fees.



By Check

- ◆ Make payable to Gordon College
- ◆ Must be received before the class starts.
- ◆ Deliver in person or mail with a completed registration form to:



**Gordon College
Department of Community Education
419 College Drive
Barnesville, Georgia 30204**

Students who pay with checks drawn on accounts without sufficient funds will be charged a \$25 fee and must pay registration fees using another method. In addition, personal checks will no longer be accepted for future registrations.

Cash or Credit Card

- ◆ *We do not have change available in our office. Please bring exact change.*
- ◆ Cash payments should be made in person.
- ◆ Credit card payments may be done in person, over the telephone, online, or via fax.

**In Person**

- ◆ Walk-in registrations are always welcome.
- ◆ The Community Education building is on Spencer Street across the street from the Melton residence hall parking lot.
- ◆ Hours: 8-5 Monday through Friday.
- ◆ Park in the lot behind our office (entrances from College Drive and Spencer Street).

Company Payment

Purchase orders or company authorizations may be faxed or mailed with a completed registration form. The authorization must be on company letterhead and signed by a company official stating the student's name, course, and to whom to send the invoice.

Parking

The following lots are available for Community Education students and are indicated on the map included in this catalog:



- ◆ lot adjacent to the pool
- ◆ lot beside Fine Arts and Academic buildings
- ◆ Sports Complex Lot off of College Drive

Guest parking passes will be mailed with your registration confirmation. Please do not park in faculty and staff parking spaces which are marked by green lines in each lot. If you do, you may be ticketed by campus police. If you have any questions or concerns about parking, please contact our office at 678-359-5123.

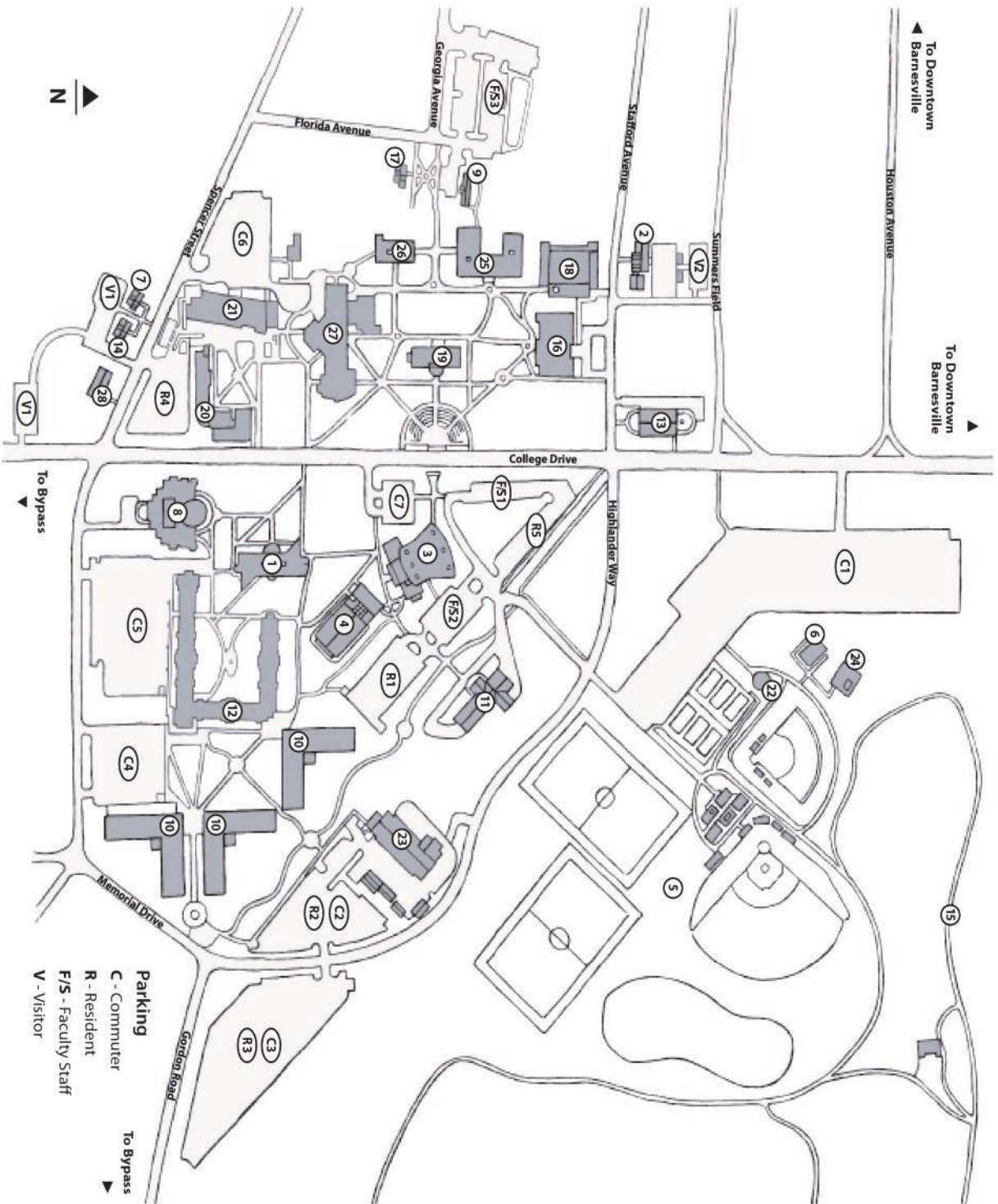


**Gordon College
Department of Community Education
419 College Drive**



**678-359-5123 phone
678-359-5191 fax**

**We now offer online registration for our classes:
<http://www.gdn.edu/commed/>**



- Parking**
- C - Commuter
- R - Resident
- F/S - Faculty Staff
- V - Visitor

- 1 - Academic Building
- 2 - Alumni House
- 3 - Alumni Memorial Hall
- 4 - Aquatics Center
- 5 - Athletic Complex
- 6 - Beach Volleyball Court
- 7 - Community Education
- 8 - Fine Arts Building
- 9 - Georgia House/Human Resources
- 10 - Gordon Commons
- 11 - Gordon Hall/Public Safety
- 12 - Gordon Village
- 13 - Guillebeau Hall
- 14 - GYSTC
- 15 - Highlander Trail
- 16 - Hightower Library
- 17 - Honors House
- 18 - Instructional Complex
- 19 - Lambdin Hall
- 20 - Melton Hall
- 21 - Nursing and Allied Health Building
- 22 - Pavilion
- 23 - Plant Operations/Central Receiving
- 24 - Racquetball Courts
- 25 - Russell Hall
- 26 - Smith Hall
- 27 - Student Center
- 28 - Welcome Center



Community Education Registration Form

419 College Drive
Barnesville, GA 30204
Telephone 678-359-5123
Fax 678-359-5191
E-mail debbiec1@gdn.edu

Please print:

Course Number(s)	Course Title(s)	Course Date/Time	Fee
------------------	-----------------	------------------	-----

Last Name, First Name, Middle Initial of Student	Preferred Name
--	----------------

Student's Date of Birth	Name of Guardian (if under 18)
-------------------------	--------------------------------

Preferred Mailing Address	City, State and Zip Code
---------------------------	--------------------------

Day Phone	Evening Phone	E-mail Address
-----------	---------------	----------------

Credit Card Number

Expiration Date

Cardholder's Name (Please Print)

Cardholder's Signature

Method of Payment	Amount
Cash	
Check Payable to Gordon College	
VISA	
Mastercard	
American Express	
Discover	

Pymt _____
Mail _____

Please feel free to duplicate this form!



Department of Community Education
419 College Drive
Barnesville, GA 30204
<http://www.gdn.edu/commed>

Change Service Requested