Enrollment in Continuing Education (general studies) courses and public service (PS) courses will be accepted without application for admission to the college. There is no application fee, nor is it necessary to have transcripts of previous work. People 12 years of age or older are eligible to enroll in public service classes (16 years of age or older for Continuing Education credit classes) with the exception of some courses where the age limit is set by the State of Illinois, such as real estate. Classes for children will have the age limit noted in the course description.

Registration begins January 5, 2016. Online Registration Preferred! – Deadline for Early Registration is January 21, 2016 at 4:00 p.m.

If the registration form is not filled out correctly, the form will be returned to the student. To reserve a seat in the class, students must pre-pay and complete the registration process (students must provide an email address to register online) by January 21, at 4:00 p.m. Students may also register at the first or second class meeting. However, those students who have pre-paid will have seating priority if the class has filled. We are no longer taking payments and we are encouraging students to register online. Any student with a past due balance at John A. Logan College cannot be enrolled in Continuing Education classes until payment is made. Students pre-registering will receive a confirmation from the college stating they are in the class. If the class has filled due to pre-registration, an additional section may be offered if instructors and classroom space are available. Students with personal laptop computers may be admitted to a closed class with permission from the dean for community education.

Students registering in class should bring the following information to class:
< Student ID Number or last 4 of social security
< Name and Address (No P.O. boxes please)
< Date of Birth - Email address
< Home and Business Telephone Numbers

Students who register in class will be billed by mail for the tuition and/or course fee and will have two weeks after the class begins to pay their tuition. The college will no longer accept payments when students register in class. Students will be billed. If payment has not been paid within two weeks of the class starting date, the student will not receive a refund.

* Make checks payable to John A. Logan College and send to our Bursar’s Office.

No student will be admitted to class after the second class meeting without special permission from the dean for community education.

Tuition. Tuition for Continuing Education (general studies) courses is computed at a rate of $109 per semester hour. Tuition costs for all general studies courses and public service courses are listed following the description in the schedule of classes which follows.

* Prices quoted in this brochure are subject to change prior to the start date of the class.

Citizens 60 years of age or older will not be required to pay for any class which has a listed tuition; however, this waiver does not apply to any class listing a “fee” or having a course number which begins with a PS (example: Ballroom Dance–PS 564). Senior citizens will be charged a laboratory fee for any general studies or public service (PS or MED) class if a cost is listed.

Congratulations!
If you are 60 years of age or older, you are required to pay fees, but are exempt from paying tuition for Continuing Education credit classes.

Money for the cost of materials (COM) will be collected in class by the instructor.

Students withdrawing from classes, for whatever reason, during the first two weeks will receive a 100% refund as long as they request to be dropped on their online account. This can be found under Academic, then Current Sections.

Affirmative Action, Non-Discrimination of Disabled. John A. Logan College is committed to equal access and equal opportunity for all students. Admission, financial aid, student employment, curriculum requirements, extra-curricular participation, counseling, placement service, athletic programs, or any other service or program of the college, shall be provided without regard to sex, race, color, religion, age, national origin, or disability when such college activity is consistent with the applicable laws and regulations.

The admission and retention of, as well as services, programs, and activities for, students with identified disabilities will be in accordance with applicable laws and regulations.

Insurance. John A. Logan College does not provide accident insurance for any student registered in a continuing education class. Students wanting such coverage should make arrangements with their local insurance agent.