

REGISTRATION POLICIES

WHO MAY REGISTER

The Department of Professional Studies and Special Programs is pleased to offer non-credit courses and workshops in communication and the arts. Enrollment in non-credit, non-degree courses and certificate programs is open to individuals who have a high school diploma or GED. Prerequisite requirements apply in some instances.

Emerson College reserves the right to change any provision in this brochure at any time. The College specifically reserves the right to change its tuition rates and any other financial charges. The College also reserves the right to rearrange its courses and class hours, to drop courses for which registration falls below the minimum enrollment, and to change instructor assignments.

REGISTRATION PROCESS

Mail-in Registration

Fill out the registration form and mail it to:
Emerson College
Department of Professional Studies
and Special Programs
120 Boylston Street
Boston, MA 02116

In-Person Registration

You may register in person at 148 Boylston Street, Boston. The Department of Professional Studies and Special Programs is located near the Boston Common and the Boylston Street station on the MBTA's green line.

Telephone/Fax Registration

Call 617-824-8280 between the hours of 9:00 am and 5:00 pm on Monday through Thursday, and 9:00 am to 4:00 pm on Friday. To register by fax, complete the registration form and fax it to 617-824-8158. Payment by credit card is required.

Registration Confirmations

All students who register receive registration confirmation, including the location and address of class(es).

FEES AND PAYMENT

All individuals must pay tuition in full at the time of registration. Individual courses and workshops are as priced.

Certain programs also are as priced. Call 617-824-8280 for information or visit emerson.edu/ce.

Payment can be made with cash, personal check, money order, certified check, American Express, Visa, or MasterCard. Make checks payable to Emerson College.

DROPS AND WITHDRAWALS

Students are considered in attendance until formal written notice of withdrawal is received by Professional Studies and Special Programs. To drop a course without academic penalty, you must officially notify the Department of Professional Studies and Special Programs. Note: Non-attendance of classes and verbal messages to faculty or staff do not constitute official notification. Failure to provide notice in writing will result in a grade of NF. Further, you will be responsible for all charges.

REFUND AND WITHDRAWAL POLICIES

Requests to withdraw (drop only) from non-credit, non-degree programs may be made at any time by e-mail, fax, telephone, or in person to the Department of Professional Studies and Special Programs.

The refund schedule is as follows:

Prior to the first session of any course/workshop: 100% refund.

Before the third session of a course/workshop with eight or more sessions: 75% refund. **No refund thereafter.**

After one or two sessions of a course/workshop with **four to six sessions**: 50% refund. **No refund thereafter.**

No refund for dropping a two-session course/workshop after the first session has met.

CALENDAR

Fall 2009

Sep 14

Fall semester begins

Oct 12

Columbus Day—
no classes

Nov 11

Veterans Day—no classes

Nov 25–29

Thanksgiving—no classes

Dec 22

Last day of fall semester

Spring 2010

Jan 19

Spring semester begins

Feb 15

President's Day—
no classes

Mar 6–14

Spring Break—no classes

Apr 19

Patriot's Day—no classes

May 5

Last day of spring semester

Note:

Course schedules vary. Check course descriptions in this catalog for course schedules or for updated schedule information visit emerson.edu/ce.

For most classes, you may register on a seat-available basis until the first day of the class.

Section E • Optional Information

Please indicate any non-credit certificate program of interest to you:

- | | |
|---|---|
| <input type="checkbox"/> Performing Arts Administration | <input type="checkbox"/> Screenwriting |
| <input type="checkbox"/> Digital Media Production | <input type="checkbox"/> Copyediting |
| <input type="checkbox"/> Marketing and Branding | <input type="checkbox"/> Professional Communication |
| <input type="checkbox"/> Cultural Journalism | <input type="checkbox"/> Graphic Novel Writing |

Would you like to be added to our e-mail list?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Would you like to be added to our snail-mail list?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

Section F • Registration and Refunds

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Bookstore: Barnes & Noble at Emerson College, 114 Boylston St., Boston, MA. 617-824-8696 • emerson.bncollege.com

Non-Credit Professional Certificate Programs: Guidelines

Professional Studies participants may enroll in individual courses and workshops or work toward a non-credit professional certificate in:

- Copyediting
- Performing Arts Administration
- Screenwriting
- Digital Media Production
- Cultural Journalism
- Professional Communication
- Marketing and Branding
- Graphic Novel Writing and Illustration

The following guidelines apply to all non-credit, non-degree certificate individuals at Emerson College:

1. Individuals must satisfy the certificate program requirements published for the term in which they register for the first course toward the certificate.
2. All individuals must complete coursework for a certificate program within a period of three years from their initial date of registration.
3. Only learning activities offered by Emerson College's Department of Professional Studies and Special Programs may be applied to fulfill the requirements of a certificate program.
4. Enrollment in non-credit, non-degree certificate programs is open to all individuals who have a high school diploma or GED. Prerequisite requirements apply in some instances. To receive a certificate, individuals must submit a Request for Certificate Form to the Department of Professional Studies and Special Programs within one year of program completion.

Visit emerson.edu/ce for additional program information and registration policies.

Note: Course fees are as priced. Totals for certificate programs may vary based on such elements as each participant's choice of elective courses.

Questions?
E-mail us at continuing@emerson.edu or call 617-824-8280.

The Department of Professional Studies and Special Programs welcomes individuals who have an interest in communication and the arts. Enrollment in non-credit, non-degree certificate programs is open to all individuals who have a high school diploma or GED. Prerequisite requirements apply in some instances. To receive a certificate, individuals must adhere to the College's guidelines for certificate programs, and submit a Request for Certificate Form to the Department of Professional Studies and Special Programs within one year of program completion.