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*Reinvent yourself in a matter of weeks.*

The continuing learning needs of the South Side's business and social community are served through Olive-Harvey's continuing education initiative. **Register early**, as classes must meet a minimum standard of enrollment to run. Consider enrolling with your friends, family, or co-workers.

Visit The Adult & Continuing Education Admissions Office in Room 3114 for information about Adult & Continuing Education classes or call (773) 291-6292.
Allied Health

**Basic Nursing Assistant (BNA)**
CE 014 624, CE 014 625, and PER OH 1540
This program provides the training necessary to earn the Illinois State Certificate as a Certified Nursing Assistant. Training includes classroom, laboratory instruction and clinical experience. Home health care is stressed in order to qualify the student for both home and institutional employment. Prerequisite: Evaluation and orientation.
Tuition: $968 (Books, materials are not included in tuition)
*Instruction for this program occurs at the Olive-Harvey South Chicago Learning Center.*

TWR 9 AM – 2PM
(Day Classes) 9AM-2PM
Meetings: January 24 – February 18

MTWH 5:15PM – 9:30PM
(Evening Classes)
Meetings: January 23 – February 18

**Pharmacy Technician**
CE HLTH 171, CE HLTH 172, and CE HLTH 173
Learn to provide technical and clerical support to pharmacists in hospitals, clinics or retail pharmacies. Program completers can earn certification from the Pharmaceutical Technician Certification Board (PTCB).
Prerequisite: High School Diploma or GED
Tuition: $1,350* (WIA eligible)
*Additional expenses include books, Pharmacy Tech license fee and exam fee.
Meetings: (January 10 – May 3)
T, TH, 7PM - 9:30 PM

**Phlebotomy Technician**
CE HLTH 102
Get the comprehensive skills required to obtain blood specimens from patients. Phlebotomists are employed in a variety of patient-care settings, including hospitals, clinics, physicians’ offices and laboratories. Program completers can earn certification through the National Phlebotomy Association.
Tuition: $1,630* (WIA eligible)
*Additional expenses include books, uniforms, equipment, physical, medical requirements, background check, drug screen, and exam fee.
Meetings: (January 10 – May 17)
T, W, TH 6PM – 10PM

**Computerized Medical Billing & Coding**
CE HLTH 104, CE HLTH 105, CE HLTH 106, CE HLTH 153, CE HLTH 154, and CE HEALTH 155
Provide value in a doctor’s office by solving billing problems, filing claims, completing insurance forms, tracing delinquent claims, appealing denied claims, and using generic forms to streamline billing procedures.
Prerequisite: High school diploma or GED
Tuition: $1,575
*Additional expenses include books and exam fee.
Meetings: (January -June) M-TH
6PM -10PM

**Certified Emergency Vehicle Operator (CEVO)**
VOC OH 3512
This six-hour program trains emergency vehicle operators to use defensive driving techniques. A must for private, volunteer and municipal emergency vehicle operators.
Tuition: $125
Length of program: one day
February Sessions: 4, 11, 18, 25 | April Sessions 14, 21, 28
S, 9AM – 3PM

**HIPAA Compliance (ONLINE CLASS)**
Are you a health care professional or considering a career in the health care industry? Do you provide products or services to a health care organization? If the answer to either of these questions is yes, then it’s mandatory that you understand the requirements of HIPAA compliance. This groundbreaking legislation requires all health care professionals to take careful steps to protect private information. But what exactly does HIPAA require?

In this course, we’ll demystify the compliance process. We’ll focus specifically on the Administrative Simplification portion of HIPAA, starting by defining the lingo of HIPAA and identifying the important players. Then we’ll cover transactions, code sets, and identifiers, which are all key elements in electronic health care transmissions.

We’ll use real-world examples to help explain the Privacy Rule, which governs patient rights, disclosure of protected health information.
(PHI), business associates, and many other relationships within the health care industry. Since computers are an integral part of health care these days, we'll see how they fit into the Security Rule. We'll also examine administrative safeguards, physical safeguards, technical safeguards, and policy and procedure creation—all of which are crucial components of the Security Rule.

By the time you finish this course, you'll be confident and capable of implementing HIPAA's requirements in your own organization. If you're just starting your career in the health care field, you'll have a priceless addition to your resume.

Tuition: $89
Must register online: www.ed2go.com/ohc

Continuing Education/Certifications for Allied Health Professionals (ONLINE)

Certificate in Bioenergy and Spiritual Healing
This online certificate program provides continuing education for medical professionals who work with or want to work with energy healing. It is appropriate for nurses, nursing assistants, energy healers, social workers, therapists, administrators, psychologists, and more. Participants will gain a broad understanding of bioenergy and spiritual healing. They'll learn current issues and emerging trends related to healing. Gain additional healing skills and enhance their professional marketability.
Tuition: $190
Must register online: www.ed2go.com/ohc

Certificate in Complementary and Alternative Medicine
In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public's growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population. The Certificate in Complementary and Alternative Medicine is designed to provide a multidisciplinary educational experience. Your CAM certificate will distinguish you as a knowledgeable, skilled, and committed professional in the field of complementary and alternative medicine.
Tuition: $210
Must register online: www.ed2go.com/ohc

Certificate in End of Life Care
The Certificate in End-of-Life Care represents a specialization in the field of caring for those who are experiencing a terminal illness. It is designed to enhance the knowledge and skills of individuals who work with dying patients by providing a multidisciplinary educational experience.
Tuition: $190
Must register online: www.ed2go.com/ohc

Certificate in Gerontology
With the population aging at a rapid rate, the number of individuals over 65 will more than double by the year 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing. The Certificate in Gerontology represents a specialization in the field of gerontology. It is designed to enhance the knowledge and skills of health care professionals who work with the older adults.
Tuition: $205
Must register online: www.ed2go.com/ohc

Certificate in Legal and Ethical Issues in Nursing
This certificate program is designed to enhance the knowledge and skills of nurses who work with all types of patients. By examining key issues ranging from basic legal concepts to bioethical dilemmas, you'll learn relevant and practical information you can immediately use to improve your practice and provide the most effective care to your patients.
Tuition: $190
Must register online: www.ed2go.com/ohc
Certificate in Pain Assessment and Management

Pain assessment and management is a crucial part of compassionate and effective patient care. Scientific advancements in the understanding of the mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area. If you work with patients who are in pain, this certificate program will help you increase the accuracy of your pain assessment skills and become more effective in your pain management strategies.

Tuition: $170
Must register online: www.ed2go.com/ohc

Certificate in Spirituality, Health and Healing

Spirituality, religion, and culture play an important role in health and healing. Health care systems and health care professionals must recognize and understand a variety of spiritual and religious values, beliefs, and practices and their impact on health and healing.

To meet the needs of a spiritually and culturally diverse client population, today's health care system is evolving in its approach. Knowledgeable providers who can deliver compassionate, effective care and meet their clients' and patients' spiritual needs are in dramatically increasing demand. To gain a broad understanding of spirituality, health, and healing and to stay current with emerging trends, health professionals who work with diverse religious and spiritual populations will need continuing professional education.

Tuition: $210
Must register online: www.ed2go.com/ohc

Real Estate Investing (ONLINE Course)

Want to invest in real estate but have no money and no idea where to start? In this course, we'll demystify the technical aspects of acquiring and profiting from property. We'll explore how to find, finance, and negotiate a deal, how to invest in lease options, foreclosures, quick flips, rehabs, and mobile homes. And most important, you'll finish up the course with a specific game plan tailored to your individual investing goals that will put you well on your way to finding your first (or next) deal.

Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Transportation, Warehousing & Logistics

Fundamentals of Supply Chain Management

CE 013 129
This short-term (two-week) course is designed for individuals interested in entry-level employment in warehouse, distribution and airfreight. Students will learn the difference between past and current logistics. This course covers receiving, storing and sending of goods as well as the tasks and documentation that accompanies goods in varying stages of transport, delivery and receipt. Students will also review the current rules, regulations and requirements to which all warehousing and distribution centers adhere. Safety precautions, organizations that oversee safety procedures and general rules for good work habits are also included in the course.

Prospective students must be 18 years of age or older, physically able to stand/sit for a minimum of four hours (unassisted), lift 50 lbs (unassisted), pass a complete physical exam and drug screen. Students should be eligible or currently enrolled in English 98 or Reading 99.

Tuition: $1,250
Meetings: Classes begins monthly
M-F 9 AM – 3 PM or

“It can be anything I want!”

“I can be anything I want!”
Commercial Driver Training - Class A
(See advisor for course numbers) Designed for individuals with little or no commercial driving experience, the Olive Harvey Commercial Driver Training Program trains students for entry level employment as commercial motor vehicle operators. In partnership with the Illinois Department of Transportation, this program prepares you to obtain a Commercial Driver’s License in the State of Illinois.
Tuition: $5,000
Length of Program: 8 Weeks WIA eligible
Meetings: Classes begin monthly.
Days M-F, 8:30AM – 3PM
Evenings M-F, 4PM – 10PM

School Bus Operator Endorsement
CE TRDE 117
Expand your driving options: Get licensed to drive a school bus. You must already have a CDL.
Tuition: $910
Length of Program: 4 Weeks WIA eligible
Meetings: Classes begin monthly.
Mornings M-F, 8:30AM – 3PM

Commercial Driver Training - Class B
Designed for individuals with little or no experience. Students will be trained to operate Class B passenger and non-passenger commercial motor vehicles.
Tuition: $1,470
Length of Program: 5 weeks
Meetings: Classes begin monthly.
Days M-F, 8:30AM – 3PM
Evenings M-F, 4PM – 10PM

Commercial Driver Training (Refresher Course)
Designed for individuals with commercial driver training experience; this course provides drivers with a review of the current rules, regulations and requirements to which all commercial drivers must adhere. Students must have a valid Illinois CDL and a current DOT Medical Card prior to enrollment.
Tuition: $775
Length of Course: 40 hours
Meetings: Classes begin monthly
Days: M-F, 8:30PM-3:00PM
Evenings: 4PM-10PM

Hazardous Materials Endorsement
This one day class covers the basic requirements needed to take and pass the State of Illinois-administered written test for Hazardous Materials endorsements. Students must have a current Illinois CDL prior to enrollment.
Tuition: $200
Length of class: 6 hours
Meeting: Classes begin monthly
Days: Th-F, 8:30AM-12:30PM

Forklift Operator
CE TRDE 118
The Forklift Operation and Safety certificate is a program that prepares students to become safe and effective forklift operators. Upon completion of the program students will have a working knowledge of the basic need and use of the lift truck. In addition, they will be able to safely inspect and operate lift trucks. This course includes theory and practical training.
Tuition: $860
Length of Program: 1 week
Meetings: Classes begin monthly
Days: M-F, 9AM-3PM
Evenings: M-F, 4PM – 9PM

Unarmed Security Training
VOC OH 8774
For employment as an unarmed security officer you will need both your 20-Hour Basic Security Training and your PERC (Blue Card) for employment purposes. This class will provide the training required by the State of Illinois and provide PERC application assistance.
Tuition: $100
Length of program: 2 ½ days
February Classes: February 2, 3 (TH, F) 9 AM – 5 PM and February 4 (S) 9AM – 1PM
April Classes: April 12, 13 (Th, F) 9AM – 5PM and November 14 (S) 9AM – 1PM
PERSONAL & PROFESSIONAL DEVELOPMENT

Wealth Fitness Series

Olive-Harvey College is excited to partner with Chicago’s Office of the Treasurer to provide “Wealth Fitness.” The knowledge gained from attending these FREE sessions is essential for every Chicagoan who seeks financial stability. Financial professionals will teach you easy ways to make more with the money you earn.

Financial Recovery (Wealth Fitness)
PER OH 9043
By the end of this session, participants will learn about steps they can take to recover financially and rebuild their credit after experiencing a financial setback. Participants will be able to:

- Assess their current financial situation.
- Identify ways to increase income and decrease and prioritize expenses.
- Develop a financial recovery plan.
- Identify steps to successfully implement a financial recovery plan.
- Recognize how to guard against credit repair scams.
- Identify timeframes to review and adjust their financial recovery plan.

Tuition: Free
Length of Course: One Day
Meeting: January 28, S, 10 AM – noon

Setting Financial Goals (Wealth Fitness)
PER OH 9044
Appropriate for young adults, this session will help participants understand how to manage money by preparing a personal spending plan and identifying ways to decrease spending and increase income.

Tuition: Free
Length of Course: One Day
Meeting: March 17, S, 10 AM – noon
Microsoft Office
PER OH 8768
Don’t be embarrassed: using the programs in Microsoft Office can be frustrating. In six weeks learn how to perform many essential functions in Word, Excel, PowerPoint and Access. Mastering these programs will give you a competitive advantage in the office and/or in the job market. Certificate of Completion issued at end of course.
Course fee: $79
Meetings: January 26 – March 1 or March 22 – May 3 (No class week of April 3) TH, 6:00PM – 8:00PM

CompTIA Security+ Certification Prep (Online Class)
The U.S. Department of Labor forecasts that computer security and related computer-support specialties will be among the fastest-growing occupations through 2012. CompTIA’s Security+ certificate is widely regarded as the entry-level certificate for this fast-growing field. Getting that certificate requires passing CompTIA’s challenging SY0-201 exam.

In this six-week course, you’ll learn everything you need to know to pass the exam and get your Security+ certificate. This is not a course on how to study for the exam. This course is fully self-contained and contains everything you need to know to ace the exam and leave the exam center with your Security+ credential in-hand.
Tuition: $110
Must register online: www.ed2go.com/ohc

Effective Business Writing
(ONLINE CLASS)
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Going Green in the Workplace
(ONLINE CLASS)
Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Professional Sales Skills (ONLINE CLASS)
Opportunities abound for skilled salespeople. In good times or bad, companies never stop looking for sales representatives that can help them meet their financial goals. If you’ve always dreamed of becoming successful in sales, this course is exactly what you need. You’ll learn how to turn prospects into buyers, how to provide proper customer service, how to develop a sales plan, and more! Length of course: six weeks
Begin September 15 or October 20
Tuition: $89
Must register online: www.ed2go.com/ohc

Get Paid to Travel (ONLINE CLASS)
Do you love to travel and enjoy working with individuals? Tour directors are hired to escort local, domestic, and international tours and cruises, earning as much as $1,900 per week. We will cover group tour procedures, documentation, and handling emergencies. Gain information on full and part-time career opportunities, as well as prospective employers.
Tuition: $89
Must register online: www.ed2go.com/ohc

“I will determine my future.”
Master the 48 Laws of Power
PER OH 9037
Be strategic about your success. There are 48 controversial laws of getting ahead at work and in life. In eight weeks learn to explore and master the 48 laws of power, as outlined in Robert Greene’s bestselling book. Learn how to reach new levels of personal performance. Law #34 says “Be royal in your own fashion: act like a king to be treated like one.”
Course Fee: $60
Class meetings: March 24 – May 5
9AM – noon Saturdays.

Photographing People with Your Digital Camera
Digital Camera (ONLINE CLASS)
Learn to take beautiful pictures of adults, children, and babies. Don’t be nervous if you’re new to digital photography, because we’ll start with the basic principles you need to know in order to become a skilled people photographer. You’ll discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Math Refresher (ONLINE CLASS)
This course can help you gain confidence in your basic math skills so you can start using math to your advantage. Each of your lessons will be filled with practical exercises and information that you can put to immediate use. You’ll get valuable hands-on experience and advice determining the proper amount to pay in tips, discounts, and taxes; managing your income and expenses; checking your bills and bank statements for errors and overcharges; shopping for the best loans; buying a home; determining the right amount of paint, carpet, or tile for your next home improvement project; converting from one type of currency to another; calculating the chances that something will happen; interpreting a graph; comparing test results; understanding a statistical survey; and more.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Grammar Refresher (ONLINE CLASS)
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar. Grammar is fun if you know the rules. A patient instructor will support you throughout the course, and plenty of interactive exercises will give you ample opportunity to put into practice everything you learn.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Write Your Life Story (ONLINE CLASS)
It’s your story. It’s time to write it so you can tell history, share your secrets and successes, and better understand yourself. Learn what it takes to write essays, a legacy letter (sometimes called an ethical will), a memoir, an autobiography or the story of a loved one’s life in simple, easy steps that will get you ready for whatever you want to tell. It’s fun, it’s exciting and it’s your truth. The step-by-step process begins with capturing ideas and ends by providing all the tools to tell the stories in your life.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Get Assertive! (ONLINE CLASS)
Are you tired of being intimidated and treated badly by others? Get the assertiveness training you need in order to be more confident and powerful with family members, friends, bosses, co-workers, professionals, service people, and even total strangers. Discover how you lose your power when you talk and what you can do to get it back. Learn how to deal with anger and criticism effectively. It’s your turn to speak out!
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc
Goodbye to Shy (ONLINE CLASS)
Want to learn how to overcome shyness? Now you can—from someone who has been there! The ability to interact with others affects everything we do, from selecting a mate to advancing in our careers. If shyness keeps you from having the life you want, here’s your chance to learn the secrets to overcoming it. In this encouraging and practical course, you’ll find out how to reduce anxiety, build self-esteem, strike up conversations with others, win friends, and act confidently in romantic relationships.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Business Management
Building Teams that Work (ONLINE CLASS)
Teams are becoming a staple in today’s workplace. In this course, you’ll learn the components of a successful team and the stages of its development. You’ll master the skills you’ll need to effectively manage projects, make decisions, and solve problems in a team setting. Plus, you’ll have a chance to learn the pitfalls of unhealthy group interaction and minimize any of its effects on your team.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Mastery of Business Fundamentals (ONLINE)
Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You’ll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Project Management (ONLINE)
There are more projects occurring today than at any time in history. Organizations initiate projects to create new computer applications, erect bridges and buildings, improve processes, develop new products, and reorganize company operations. Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Fundamentals of Supervision (ONLINE)
If you have recently been promoted to a supervisory or management position or want to learn how to become a more effective manager, this course will help you master the basics of business by learning the language of management.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Health and Fitness
Lose Weight and Keep it Off (ONLINE CLASS)
Do you want to lose weight and keep it off? Now you can! In this comprehensive course, you’ll discover how to establish a healthy approach to weight loss and weight maintenance. You’ll master how to set and achieve weight-loss and weight-maintenance goals that make sense for you.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Luscious, Low-Fat, Lightning-Quick Meals (ONLINE CLASS)
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! You’ll discover dozens of easy ways to make lowered-fat food taste terrific. You’ll learn a dietitian’s trade secrets for getting in and out of the kitchen quicker, and explore her tricks of the trade for encouraging reluctant family members to eat more healthfully.
Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

Introduction to Natural Health (ONLINE CLASS)
Would you like to learn more about natural
health but don’t know where to start? If so, then this is the course for you! We'll discuss the various stages of health and illness, and you'll discover that true health means wholeness of the mind, body, and spirit. You’ll start a personal health journal to evaluate your current lifestyle and observe how your behaviors can affect your health.

Length of course: 6 weeks
Tuition: $89
Must register online: www.ed2go.com/ohc

**Adult Swim Beginners**
FAM OH 6051
Course fee: $60
Your fitness plan should include swimming. Plan to be in the water during the first class. Classes are offered in six-week blocks.
Mondays and/or Saturdays.
Mondays (January 30 – March 5)
7:15PM – 8:15PM
Mondays (March 19 – April 30)
7:15PM – 8:15PM
Saturdays (February 4 – March 10)
1 PM - 2PM
Saturdays (March 24 – May 5)
1 PM - 2PM

**Aqua-Exercise**
FAM OH 6050
Course fee: $60
Get in shape with aerobics and calisthenics done in the shallow end of the pool. Choose Wednesdays and/or Saturdays.
Wednesdays (March 21 – May 2)
7:15PM – 8:15PM
Wednesdays (February 1 – March 1)
7:15PM – 8:15PM
Saturdays (February 4 – March 10)
8AM - 9AM
Saturdays (March 24 – May 5)
8AM – 9AM

**Family Time Swim Instruction**
FAM OH 9005
Course fee: $45 (per family member)
Mommy and me, Daddy and me ... or all together. Learn to swim as a family.
Saturdays (February 4 – March 10)
12PM – 1PM
Saturdays (March 24 – May 5)
12PM – 1PM

**Youth Swim Instruction**
FAM OH 4471
Classes are offered in six week blocks.
Course fee: $60
Saturdays (February 4 – March 10)
Ages 6–12
9AM
Ages 13–16
10AM
Ages (open swim/all ages) 11AM

Saturdays (March 24 – May 5)
Ages 6–12
9AM
Ages 13–16
10AM
Ages (open swim/all ages) 11AM

**Adult Education**
Adult Education courses are designed for those interested in preparing for the Cook County GED Test. Most classes meet twice a week, Mondays & Wednesdays and/or Tuesdays & Thursdays. Choose morning or evening classes. Afternoon and/or weekend classes are offered (on an as-needed basis). We also offer English as a Second Language (ESL) courses, Citizenship courses and Constitution exam review. Classes are available at the Main campus or South Chicago Learning Center (satellite campus).

GEDi
Some students may qualify for taking GED classes via the Internet (online). If you are close to passing the GED or need only to work on certain subjects or skills, our online GED program (GEDi) may suit your needs.
To qualify for GEDi, you must pass a placement test in reading and math, and have reliable access to a computer with a high-speed Internet connection. You will need basic computing skills such as keyboarding, using e-mail, and navigating the Internet. Adult Education classes are Tuition Free!

Spring 2012
GED/ESL Classes Begin
January 9
Fall GED and ESL courses begin January 9

Admission is based on mandatory placement testing to determine appropriate class level. We will monitor your progress and recommend when you are ready to take the Cook County GED exam.

Registration in three easy steps!

Step 1: Admission to program
Visit room 3114 to get "Quick Admitted."
Office hours: M-Th 9A-7P, F 9-5, and S 9A – 3P

Step 2: Take a Placement Test
Testing is in room 2414, on Tuesdays 9AM and 1PM or Wednesday 1PM and 5PM.

Step 3: Orientation/Registration
Visit room 3114. Daily orientation/registration Monday – Friday at 10 AM and Monday and Thursday at 5PM

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Registration Checklist

(Things you must have to enroll)

•Photo Identification (State of Illinois ID or Illinois Drivers License)

•A current piece of mail to verify your address

•High school piece of mail to verify your address

TUITION AND FEES

Tuition and fees vary, depending on the program. The following programs also include a $30 registration fee: CDL, Forklift, Basic Nurse Assistant, Computerized Medical Billing and Coding, and Pharmacy Technician.

PAYMENTS

All Tuition/Fees are due and payable in full at the time of registration. Registration is not complete until all tuition and fees are paid in full; partial payments are not accepted. Cash, credit cards, money order or personal checks made payable to Olive-Harvey College will be accepted.

CANCELLED CLASSES

A full refund for all tuition and fees will be sent to the student if the Administration withdraws or cancels a class. Charge accounts will be credited. Allow four to six weeks for processing. Registration fees (if applicable) are non-refundable.

SCHEDULE CHANGES

A student who must withdraw from one or more courses must do so in person or in writing to the Office of Continuing Education. Notification to the instructor is not sufficient. Withdrawal does not necessarily entitle the students to refunds.

PLAN YOUR SCHEDULE CAREFULLY.

All revisions/withdrawals must be made in the Office of Adult & Continuing Education, (Building 5, Room 508) and approved by the Dean.

NO SHOW POLICY (for continuing ed)

Students must attend classes as soon as they begin. Students not attending the first two class sessions will be administratively withdrawn from the class, such students will not be reinstated. The administrative withdrawal does not relieve the student of their responsibility of following the formal withdrawal procedure. Withdrawal forms are available in the Continuing Education office.

TUITION ASSISTANCE

The Federal Workforce Investment Act (WIA) offers a comprehensive range of workforce development activities through statewide and local organizations. Available workforce development activities provided in local communities can benefit job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons
with disabilities, and employers. The purpose of these activities is to promote an increase in the employment, job retention, earnings, and occupational skills improvement by participants. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness of the nation.

- CDL Truck Driving
- Basic Nurses Assistant
- Medical Billing/Coding
- Pharmacy Technician

This schedule is published each semester for informational purposes and should not be regarded as an irrevocable contract between the student and the college. The college reserves the right to change, without notice, curriculum course structure, content, class times, fees and other charges, program requirements and other matters within its control.

Registration is Simple...
To register for Adult & Continuing Education classes, visit the Office of Adult & Continuing Education in Building 5, Room 508 at Olive-Harvey College. Payment for registration is accepted at the Business Office window. For your convenience, cash, check, Visa or MasterCard are accepted. For further information about Adult & Continuing Education classes please call 773-291-6292.

"With course offerings as diverse as the student body, City Colleges of Chicago provides Education that Works!"