

Continuing Education Registration Information

Tuition must be paid in full at time of registration. Registration forms can be received through email, mail, or in person at the address below. Payment methods include Visa or MasterCard, cash, check or money order to CVCC Business Office. Please keep your receipt for verification. Registration is incomplete until all fees are paid in full.

By Mail: Send the completed registration form with a check or money order to:

Chattahoochee Valley Community College
Workforce and Technical Education
2602 College Drive
Phenix City, AL
36869

By Phone: Please call 334-214-4867 or 334-291-4964

In Person: Bring the completed registration form to the Office of Workforce and Technical Education, Owen Hall Room 101. Office hours are Monday-Thursday, 8:00 a.m. - 5:00 p.m., *Friday, 8:00 a.m. - 2:00 p.m. eastern standard time.

Minimum Class Size/Confirmation

The Office of Workforce and Technical Education reserves the right to cancel any class that does not have a minimum number of five (5) registrants. A written confirmation will be mailed prior to the first-class meeting unless time does not allow before the first-class session.

Refunds/Cancellation Policy

We must receive your refund request in writing at least 48 hours (2 business days) before the training begins. Please include your name, and training course name in this request. No refunds will be given after the first class. Submit refund request to: Dr. Shirley Armstrong or Nanyail Smoke at Workforcedevelopment@cv.edu.

All registrations will automatically be refunded in full for training cancellations due to insufficient enrollment. The Office of Workforce and Technical Education reserves the right to cancel any training that does not have a minimum of five (5) registrants. Every effort is made to notify registrants of training cancellations prior to the start of training.

Military Credentialing Assistance Funds

Military Credentialing Assistance (CA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for CA funds initially awarded. To comply with the Department of Defense (DOD) policy, Chattahoochee Valley Community College can only discuss a course withdrawal and refund with the DOD.

Military Withdrawal Policy

Soldiers who wish to withdraw from a CA-approved course or exam must do so in ArmyIgnitED. Under no circumstances will the Soldier coordinate a withdrawal directly with the College. If this occurs, the Soldier will be liable for any debt incurred.

Course drop and withdrawal questions and requests can always be addressed through the ArmyIgnitED ServiceNow (SNOW) portal. Go into your account, click on "Support" at the top of the page, then click on "Create a New Case." Only ArmyIgnitED can approve a service member's request to drop a class due to their military service obligation.

Return of Unearned

Any unearned Military CA funds will be returned directly to the DOD, not the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in student debt. If a service member withdraws after the 60% portion of the term, all CA funds will be considered earned.

To register for classes, contact Dr. Shirley Armstrong at workforcedevelopment@cv.edu