

Enhance your knowledge and/or update your skills! Dalton State now offers Certificates of Completion for hundreds of courses in over 50 subject areas. Think about it...

- Could college-level instruction in Accounting, Financial Statement Analysis, Finance, Fundamentals of Computer Applications, Investments, Human Resources, Project Management or Social Media Marketing?
- Are you concerned that your business communication skills need polishing?
- Would you like to become a more effective manager or enhance your understanding of other business processes?

Education Enhancement at Dalton State

Education Enhancement at Dalton State offers interested individuals an opportunity to acquire, on a non-credit basis, the knowledge and skills they need to be more successful in their jobs—*without going through the college admission process, without pre-admission testing, and without paying student fees.*

How does this program work?

On a space available basis after Dalton State students who take classes for credit have registered, interested individuals may sign up to take the same classes on a non-credit basis. Upon successful completion of these courses (demonstrating “C” level work or better), non-credit Educational Enhancement students are awarded Certificates of Completion for their coursework instead of college credit.

What types of courses are available?

Virtually the entire Dalton State catalog of courses is now available to interested individuals on a non-credit basis, including but not limited to high demand instruction in: Accounting, Financial Statement Analysis, Finance, Fundamentals of Computer Applications, Investments, Human Resources, Project Management, or Social Media Marketing. (Note: eCORE and eMajor courses are not available through this Education Enhancement option.)

What do non-credit classes cost?

Individuals who enroll as non-credit Education Enhancement students are charged the same in-state tuition rate* for classes as students who are enrolled for credit, and they pay for class materials such as books.

However, Education Enhancement students are not officially considered to be Dalton State students and do not pay student fees,

A savings of hundreds of dollars per semester.

**In-state tuition for 2017-18 is \$104.20 per credit hour. At this rate most non-lab courses cost \$312.60.*

Benefits:

- A one-page application (see reverse)
- No admission requirements or testing
- No student fees

Considerations:

- Admission to classes is based on available space.
- Non-credit Education Enhancement students who successfully complete a course are awarded a Certificate of Completion for that course. They do not receive college credit and cannot elect, after the fact, to receive college credit for non-credit work.
- Education Enhancement students are not issued College IDs and are not eligible to participate in activities (funded by student fees) which require College IDs. However, Education Enhancement students are welcome and encouraged to participate in College events that do not require College IDs and those which are open to the public.
- Financial aid is not available for non-credit coursework.

How do I enroll?

Complete our one-page Education Enhancement Course Enrollment form (see reverse) and submit it to **Dr. Marilyn Helms** at the College mailing address listed below.

Questions? Contact:

Dr. Marilyn M. Helms

mhelms@daltonstate.edu

706.272.2600

or

Trish Rafey

trafey@daltonstate.edu

706.272.4507



**Education Enhancement Course Enrollment
Student Enrollment Terms & Agreement**

Circle the Term: Spring Summer Fall Year: _____

Name: _____ Email: _____

Address: _____ Phone: _____

I would like to be admitted to the following course(s) as a non-credit Education Enhancement student (Courses can be found at https://daltonstate.gabest.usg.edu/B690/COM_F02_PKG.course_search):

CRN	Subject	Course	Section	Title	Campus

Dalton State offers non-credit Education Enhancement opportunities for interested individuals for the cost of in-state tuition and course materials such as books—without charging the fees (athletic, student life, technology, parking, etc.) required of students who are enrolled in courses for credit. With an in-state tuition rate of \$106.80 per credit hour for 2017-18, the total cost for a typical non-lab course for an Education Enhancement student is \$320.40. (Note: eCORE and eMajor courses are not available through this Education Enhancement option.)

An individual who would like to enroll in one or more classes as a non-credit Education Enhancement student may submit this application form any time before the semester for which the individual would like to enroll. Acceptance into a course or courses on a non-credit basis will be based on space available after credit students have registered. Applicants will be notified of their acceptance status within two business days of class start dates. Education Enhancement students who successfully complete the course(s) for which they are enrolled will be awarded Certificates of Completion.

Please read and initial each agreement and sign below:

- _____ I understand that I am not guaranteed admission to the course(s) I have requested above and that I will only be accepted into a course if space is available.
- _____ I understand that as a non-credit Education Enhancement student I will be charged the in-state tuition rate for the courses in which I enroll and that I will not be charged student fees. I further understand that financial aid is not available for enrollment as a non-credit student, that I am financially responsible for the required tuition for each course for which I enroll, and that payment must be made in full before attendance is permitted. I understand also that the tuition rate quoted does not include the cost of class materials such as books.
- _____ I understand that Dalton State College will not award me credit for the courses in which I enroll as a non-credit Education Enhancement student, that I cannot request college credit, after the fact, for non- credit course work, and that Dalton State College will not record Education Enhancement courses on a transcript or any other official document provided by this institution.
- _____ I understand that in order to receive a Certificate of Completion endorsed by Dalton State College I must successfully complete enrolled course(s) demonstrating "C" level work or better.

Signature: _____ Date: _____

For additional information or to apply to attend classes on a non-credit basis as an Education Enhancement student, contact:

**Dr. Marilyn M. Helms at mhelms@daltonstate.edu or 706.272.2600
or Trish Rafev at trafev@daltonstate.edu or
706.272.4507.**