Continuing Education Department Policies

Blackboard
As CE students you are invited to join the CCS community through its online Blackboard system at bb.collegeforcreativestudies.edu. On Blackboard you can do the following: access your CCS email account and find “How To” steps to forward your CCS email to a personal address, check out campus events and calendar information, verify your current student account tuition and fee balances, research using the CCS Library catalog, access WebAdvisor, access information related specifically to your classes under My Courses, find out about on-campus public events.

CCS SmART Identification Card
CCS policy requires students to have their CCS SmART Card identification on their persons at all times while they are on campus. Please keep your card as it is reactivated for every semester you are enrolled in a CCS CE class.

If your CCS SmART Card is lost or stolen, you must report it immediately to CCS Campus Safety at 313.664.1444. Lost or stolen cards should be deactivated immediately by logging in to Blackboard. Log into www.bb.collegeforcreativestudies.edu, click the CCS SmART Card tab, click “Report a lost or stolen card.” This will freeze your card. You may obtain another card from Campus Safety. Please note that you must supply a police report for the $20 replacement fee to be waived. If you lose your CCS SmART Card, a replacement fee of $20 will be charged to obtain a new one. This fee is payable at the CE Office, suite 602 Taubman Center, or the CCS Cashier’s Office, first floor of the Art Centre Building, Ford Campus. There are a number of reasons why your CCS SmART Card may stop working: the card is bent or cracked, the magnetic strip is scratched or the magnetic strip has become demagnetized. If your CCS SmART Card is damaged or not working, please bring it to the Campus Safety Office, first floor Taubman Center, to determine if the card is still functional and the problem can be diagnosed. Hours of operation are Monday–Friday, 8a.m.–4p.m. For additional information about withdrawal and refund policies, please see page 15.

Classroom Assignments
Students will be mailed a registration confirmation that indicates the course room assignment and instructor whenever possible. However, room assignments may change and efforts will be made to notify students of changes in advance.

Student Advising
CE students who wish to speak with an advisor about entering one of our certificate programs or precollege programs can call 313.664.1530.

Students with Special Needs
Students who have special needs should notify the CE office at the time of registration. Such notification will allow us time to plan support to the student and instructor. CCS reserves the right to limit enrollment to students with special needs if the course content is such that the student may be in harm's way or if the student is not able to participate in the program with reasonable supervision.

Grades
Noncredit Courses
At the end of the term, each CE student will receive a grade for each course(s) they take. CE grades for noncredit courses are as follows:
“P” Passing — indicates the student has satisfactorily accomplished the anticipated course objectives.
“NG” No Grade — indicates there was insufficient evidence to justify a “Passing” grade.
“F” Failure – indicates the student clearly did not satisfactorily accomplish the anticipated course objectives.

**Viewing Your Grades**
Grades are not mailed, but are published to WebAdvisor through Blackboard and can be found at bb.collegeforcreativestudies.edu. Grades are available at the end of the CCS academic semester, which may be different than the Continuing Education course duration. Please contact us if you are not able to view your grades within three weeks of the end of the academic semester. Students will need to use their CCS login and password to access this information. To view your grades, please follow this information: CAMPUS > Continuing Education-for students > View Your Grades > Login (WEBADVISOR) > select Term > SUBMIT.

Students can request an official or unofficial transcript by calling the CCS Registrar's Office at 313.664.7670. Official transcripts are available by written request for a fee of $5. Mail requests to Registrar, CCS, 201 E. Kirby, Detroit, MI 48202-4034.

**Registration**
Full payment is due at the time of registration for all CE certificate and noncredit courses unless otherwise stated. For your convenience, MasterCard, Discover, American Express and Visa credit cards are accepted. Students registering for certificate courses must register using the certificate course code(s) of the course(s) that they are registering for that semester. Registration is possible online, over the phone, in person or by mail. Tuition and fee charges are subject to change without notice. The College reserves the right to withdraw or change the program format or courses, instructions and schedules; to revise tuition and fee structures; and to amend College policies for the efficient operation of the College.

**Student Withdrawals and Refunds**
Students who do not wish to remain in a course they have registered for must call the Continuing Education Office at 313.664.1530 to formally withdraw from the course. Students who withdraw from a noncredit course or Young Artist class before the second class session will be granted a 100% tuition refund; no refund is granted after the start of the second class session. (Note: Students who withdraw from a CE course scheduled for shorter than 13 contact hours will not be granted a refund after the course has started.) Not attending a class does not constitute an official withdrawal from the course. No refunds will be granted after the terms of the refund policy. To officially withdraw, call 313.664.1530.

**Tuition Discounts**
CCS graduates are eligible for a 20% tuition discount on noncredit CE courses. The Office of Academic Advising and Registration will verify eligibility. Seniors 60 years of age and older who are not degree students at CCS are eligible for a 10% tuition discount on noncredit CE courses. Only one type of discount (alumni or senior citizen) may be applied per student, per course, per semester. Discounts are applied only to the course tuition cost; lab and material fees are not discounted. Discounts do not apply to certificate program courses.

**Security**
The Office of Campus Safety and Security at CCS can be found at the following locations:
- Ford Campus: First floor of the Kresge-Ford Building, 313.664.7444.
- Taubman Center: First floor, east side of the building, 313.664.1444.

The parking decks and campuses are under security watch 24/7.

**Parking**
Free parking is available in the CCS parking structures to students while attending a CE class. Registered students are required to have a valid, activated SmART Card to access the structures. A temporary parking pass will be provided with your registration confirmation and must be presented to enter the structures. The parking structures should only be accessed during your scheduled class time and, if any, associated open lab time. Temporary parking permits also are available at the Continuing Education Office by presenting proof of current course registration.

**Photography Release**
CCS reserves the right to use photographs, taken either in class or on the CCS campus, of CE students and/or their art, for the purposes of instruction and advertising and promoting CCS and its programs. Students, or parents of students who are minors, who do not wish to comply with this policy must notify the CE Office in writing when they register.

**Student Code of Conduct**
CCS reserves the right to deny enrollment to, or expel, any student whose behavior, attitude or level of development is inconsistent, in the sole discretion of CCS, with the creative environment, growth and harmony of the education process.
1 Continuing Education Administrative and Student Advising
6th floor Taubman Center
313.664.1530
Monday - Thursday, 9 a.m. - 5:30 p.m.
Friday, 9 a.m. - 5 p.m.
Saturday, by appointment

2 Bookstore - Taubman Center
Monday - Thursday, 8:15 a.m. - 7 p.m.
Friday, 8:15 a.m. - 5 p.m.
Saturday, 11 a.m. - 4 p.m.

3 Bookstore - Yamasaki Ford Campus
Monday - Friday, 8:15 a.m. - 5 p.m.
Closed Weekends

4 Tim Hortons
Monday - Friday, 7 a.m. - 4 p.m.

5 Grill 1st floor
See posted hours.

Pewabic Pottery
10125 E. Jefferson Ave.
Detroit, MI 48214
313.626.2000
www.pewabic.org

Mailing address:
College for Creative Studies, Continuing Education
201 E. Kirby St., Detroit, MI 48202

Continuing Education Administrative and Student Advising:
6th Floor, Taubman Center
313.664.1530