



High School Equivalency Prep and ESOL COLLEGE PREP

Schenectady County Community College is pleased to announce that we are now offering our Test of Assessing Secondary Completion (TASC) (formerly GED) and English as a Second Language courses through our partnerships with Capital Region BOCES and Washington Irving Education Center.

In Albany

Students in the Albany area who are interested in acquiring high school equivalency by taking the TASC exam or are interested in ESOL, should contact Capital Region BOCES at (518) 862-4775 to register.

In Schenectady

Students in the Schenectady area who are interested in taking the TASC or are interested in ESOL should contact Washington Irving Education Center at (518) 370-8220 to register.

COLLEGE PREP

COLLEGE TRANSITION

CFA 177

Duration: 6 weeks

For more information please contact Coordinator of Workforce Development Sarah Wilson-Sparrow at (518) 595-1101 ext. 2 or wilsons@sunysccc.edu.

You Can Succeed at College...We Can Help!

College Transition is a comprehensive college support program for those who wish to attend college for the first time, retrain in a new field or return to college after a long absence. We provide review and skill building in college level reading, writing and math skills required for college placement and success. In addition, this course assists with navigating the college application, admissions and financial aid processes. Students will be supported in managing educational barriers including, but not limited to: funding, childcare and transportation. College Transition assists students with access to SCCC campus resources as well as utilization of local, state and federal funding sources beyond standard financial aid in order to defray tuition, childcare and living expenses. Start your journey with us!



Refund and Cancellation Policy

Courses may be canceled due to insufficient enrollment. A 100% refund will be made for any course canceled by SUNY SCCC. Every effort will be made to notify students so it is essential the WFD&CE office has correct contact information.

If a student must withdraw from a non-credit course, a written request **must be received TWO business days prior** to the course start date via mail to SUNY SCCC Office of Workforce Development and Community Education, 201 State Street, Schenectady, NY 12305 or email at noncreditreg@sunysccc.edu. Cancellations received within this timeframe are eligible for a full refund. **No refunds will be granted for non-attendance.**

1. Beginning two business days prior to the start of class the refund policy is as follows:

- For courses eight weeks or less no refund is available.
- For courses nine weeks or longer:
 - Between two business days prior to the start of class and 8 hours of scheduled class time a 75% refund will be issued. *
 - Between 9 hours and 16 hours of scheduled class time a 50% refund will be issued.
 - After 17 hours of scheduled class time no refund is available.

*Refunds do not include the cost of materials, textbooks or administrative fees and will be issued in the form of a check that may take up to 21 business days to process.

Maria Kotary

Associate for Workforce Development and Community Education

www.sunysccc.edu/wfdce

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