

THE COMMUNITY INTERPRETER® INTERNATIONAL PROGRAM NOW AVAILABLE SPRING 2021



The Community Interpreter® International training will prepare students to facilitate meaningful communication between service providers and Limited English Proficient members of the community. Topics to be covered in this 44 hour interactive and skills based course will include: ethics and conduct, terminology, positioning, modes of interpreting, steps for sight translation, intervention strategies, and cultural mediation. Students must register for The Community Interpreter® International programs I and II. Course fee \$750. Textbook and testing fee included. contact:

Lois Thomas at e-mail lthomas@chesapeake.edu or
Lorelly Solano at lsolano@chesapeake.edu

Course/Section	Day	Date	Sessions	Time	Location/ Room	Instructor
The Community Interpreter® International I CEX 812 9B*	Sat. Tues.	3/6 - 4/13/21 No class on 3/16/21	11	10am-12pm 6-8pm	Online via Zoom (synchronous)	Dr. Lorelly Solano
The Community Interpreter® International II CEX 813 9B*	Sat. Tues.	4/17 - 5/22/21	11	10am-12pm 6-8pm	Online via Zoom (synchronous)	Dr. Lorelly Solano

THE COMMUNITY INTERPRETER® INTERNATIONAL I

These courses prepare students to facilitate meaningful communication between service providers and Limited English Proficient (LEP) members of the community. Topics include ethics and conduct, terminology, positioning, modes of interpreting, steps for sight translation, intervention strategies, and cultural mediation. Students must register for both CEX 812 & CEX 813. Financial assistance may be available through the Workforce Development Sequence Scholarship. Contact Lois Thomas at lthomas@chesapeake.edu for more information. **No class 03/16/21.**

Course Fee: \$750 (Includes Part I & Part II classes, textbook, and testing fees.)

Section	Sessions	Dates	Days	Times	Format
CEX 812 9B	11	03/06-04/13/21	S T	10am-12pm 6-8pm	Online, Synchronous

THE COMMUNITY INTERPRETER® INTERNATIONAL II

The Community Interpreter International II will prepare students to facilitate meaningful communication between service providers and Limited English Proficient members of the community. Topics to be covered include strategic meditation, cultural competence, professional identity, and the role of community interpreters.

Section	Sessions	Dates	Days	Times	Format
CEX 813 9B	11	04/17-05/22/21	S T	10am-12pm 6-8pm	Online, Synchronous

INSTITUTE FOR ADULT LEARNING (IAL)

Established in 2001, the IAL is a Chesapeake College program open to all individuals. It is a membership-based program and offers a Fall and Spring Semester of courses. It features a variety of classes, a free Brown Bag Lunch & Learn series, and monthly social events. **Students who enroll in the program may take as many IAL classes as they choose for the semester, space permitting.** IAL Students may also volunteer on program committees, share their expertise by leading a class, or simply take IAL courses. Sign up today and enjoy college-level academic pursuits without concern for credit, grades or prerequisites!

Full Membership: \$75 (online registration available, search for CEL 103). Benefits include reduced prices for IAL tours/trips & social activities and enrollment in all IAL Wye Mills and Cambridge course offerings.

The IAL Showcase Events and classes are postponed until further notice for health and safety reasons due to the COVID pandemic.

For IAL program updates, please visit www.chesapeake.edu/ial, or email pace@chesapeake.edu for information.

SENIORS

SENIOR CENTER OFFERINGS & LOCATIONS

Chesapeake College's Division of Continuing Education and Workforce Training now offers classes specifically designed for seniors throughout the five-county area. The classes meet at senior centers and other sites, and offer a variety of subjects. Classes are open to persons over 60 years of age who reside in Caroline, Dorchester, Kent, Queen Anne's, or Talbot counties. Classes are held during the day, and are between one and two hours in duration. Most classes meet once or twice a week and last between 10 to 16 weeks.

Students may register for classes at the sites listed below, or call the activity planner at the site. Not all classes are offered at every site; some counties have restrictions limiting who may attend at certain sites. **Due to the COVID pandemic, senior classes remain on hold. For information, please email pace@chesapeake.edu.**

Amy Lynn Ferris Center

200 Schaubert Rd., Chestertown | 410-778-2564

Caroline Senior Center

403 S. 7th St., Suite 127, Denton | 410-479-2535

Centreville Senior Center

104 Powell St., Centreville | 410-758-0848

Delmarva Community Services

2450 Cambridge Beltway, Cambridge | 410-221-1914

Federalsburg Senior Center

118 North Main St., Federalsburg | 410-754-9754

Grasonville Senior Center

Rt. 18, Grasonville | 410-827-6010

Percy Thomas Center

891 Love Point Rd, Stevensville | 410-604-3801

Sudlersville Senior Center

605 Foxtown Rd., Sudlersville | 410-778-5444

Talbot Senior Center

400 Brookletts Ave., Easton | 410-822-2869

YOUTH

- There are no face-to-face meetings.
- All classes facilitated via Zoom.
- You will need access to a computer.
- Students must provide an email address.
- Once registered, email pace@chesapeake.edu.

SAFE SITTER® ESSENTIALS WITH CPR

This course is designed to prepare students in grades 6-8 to be safe when they're home alone, watching younger siblings, or babysitting. Topics include learning how to prevent and manage unsafe situations, learning and practicing first aid & rescue techniques, and role playing life and business skills. Handbook & Safe Sitter certificate included. Online course via Zoom. Current email, computer, and internet access are required.

Course Fee: \$70

Section	Sessions	Dates	Days	Times	Format
YKC 722 9G	1	03/13/21	S	9am-3:30pm	Online, Synchronous
YKC 722 9H	1	04/03/21	S	9am-3:30pm	Online, Synchronous
YKC 722 9I	1	05/01/21	S	9am-3:30pm	Online, Synchronous
YKC 722 9J	1	06/26/21	S	9am-3:30pm	Online, Synchronous

KEYBOARDING

This continuing education course is designed to teach the student how to improve their existing typing skills or, if new to typing, to learn the skill of touch-typing for use in a workplace setting. Topics include learning the basic techniques of touch-typing, typing while reading from a computer screen or from printed text, and creating, editing, and saving word processing documents.

Course Fee: \$115

Section	Start Dates	Format
YHS 809	03/17/21, 04/14/21, 05/12/21, 06/16/21, 07/14/21, 08/18/21	Online, Asynchronous

GENERAL INFORMATION

Most noncredit courses are designed for persons 16 years of age or older. Registrations not meeting this requirement will not be accepted UNLESS the course description clearly states that it is for the younger audience.

For more information, contact the Division of Workforce and Career Training at ce@chesapeake.edu.

TUITION AND FEES

TUITION

Course tuition is determined by the legal residence of the student, with residents of Caroline, Dorchester, Kent, Queen Anne's and Talbot counties paying in-county tuition. Please note the tuition for In-county, Out-of-county, and Out-of-State is designated within each course description that applies. All students, including seniors, pay the same tuition and fees for CES, AFC and FTW courses.

SPONSORED BILLING

Employer Billed Tuition and Fees: Advanced payments by company check are welcomed at the time of registration. The College can also bill an employer. Please provide a purchase order or completed Sponsorship Billing Authorization form at the time of registration. The form can be found at the back of this Schedule, or request a form from the Business Office by emailing BusinessOffice-wmc@chesapeake.edu. Also see the College's Website to obtain a form. Include the employee's name, Social Security number or student identification number, course number and title, and total amount of tuition, fees, and books (if applicable). Also include billing address and signature of person authorizing payment. Students will not be confirmed in their classes until the College receives the above information. The refund/withdrawal policy will apply.

FEES

All students, including senior citizens, must pay course fees, which may differ from course to course. Additionally, there is a \$5 registration fee per class applied to every registration transaction.

SENIOR CITIZENS TUITION WAIVER

Seniors registering for continuing education courses, except those designated as CES, AFC or FTW, will have TUITION waived. Proof of age required.

DISABILITY TUITION WAIVER

As a result of legislation (MD H.B. 53), effective July 1, 2012, tuition waivers for students with disabilities are applicable for noncredit, continuing education courses.

NATIONAL GUARD MEMBERS

If you are a member of the MD National Guard, you may be eligible for a 50 percent tuition discount on any Chesapeake College noncredit course, with the exception of courses designated CES, AFC or FTW in the course number. All National Guard members must pay related course fees and any book expenses. To qualify for this discount, members must present a State Tuition Waiver Letter from their Unit Commander upon registration on a semester basis.

COLLEGE HOLIDAYS

HOLIDAY CLOSINGS FOR COLLEGE

Classes will not take place on the following dates. If you have questions about your class schedule, please talk to your instructor.

Spring Break	03/15/21 - 03/16/21
Memorial Day	05/31/21
Independence Day	07/05/21
Labor Day	09/06/21

REFUNDS AND CANCELLATIONS

REFUNDS

Tuition and course fee refunds of 100 percent will be made prior to the day of the first class. No tuition or fee refunds will be given after that date unless the College cancels the course. Those courses that are co-listed with credit courses follow the credit course refund policy.

CANCELLATIONS

The College reserves the right to cancel in advance any noncredit course for which minimum enrollment has not been met. There is a 100 percent refund of all tuition and course fees on courses canceled by the College.


BOOKSTORE


THE COLLEGE BOOKSTORE, located on the WYE Mills campus and at the Cambridge Center, sells textbooks and study and classroom aids for credit and noncredit courses. The Bookstore also sells personal supplies, snacks, class rings, and quality clothing including shirts, jackets, and shorts. **The Chesapeake College Bookstore is currently closed to the public due to COVID, but remains open for online business and ready to serve you through our app and on the web at www.chesapeake.bncollege.com. We will keep delivering our products during this temporary store closure, though you may experience longer shipping times than usual.**


For more information, email SM683@bncollege.com. Information can also be accessed through the Bookstore website at www.chesapeake.bncollege.com and also via the Chesapeake College homepage (Bookstore is located on the main menu under Resources & Services).


STAY CONNECTED!

Follow us on social media for the latest news & information:

 [@ChesCollAlerts](https://twitter.com/ChesCollAlerts) (Emergency Alerts on Twitter)

 [@ChesapeakeColl](https://twitter.com/ChesapeakeColl)

 [@ChesapeakeCollege](https://www.facebook.com/ChesapeakeCollege)

 [@chesapeakecollege](https://www.instagram.com/chesapeakecollege)

REGISTRATION

THREE OPTIONS TO REGISTER

#1 ONLINE

Register and pay online: www.chesapeake.edu/ce-reg. You will be registering as a "Noncredit/Continuing Education" student. Classes with a 9 in the section information are eligible for online registration. Example: CEI 100 9A. If you experience any problems, please email ce@chesapeake.edu. Students with any financial obligations with Chesapeake College are not eligible for online registration.

#2 BY MAIL

Fill out the registration form completely. The form can be found at the back of this Schedule or on the College Website. Sign and date the completed form. Payment, along with purchase order, or signed Sponsorship Billing Authorization form, must accompany registration form. Mail-in registrations must be received at least one week prior to course start date.

#3 BY FAX

Use a credit card for payment and include credit card type, number, expiration date, and owner's signature on the registration form. MasterCard, Visa, Discover or American Express accepted. The fax number is 410-827-5852.

Payment is due at the time of registration, by cash, check, credit card (Visa, MasterCard, Discover or American Express) or debit card, and is required for online registration. There is a \$5 registration fee per class in addition to any tuition or course fees associated with each course.

As we begin operating in Phases Blue or Green, in-person registration options may become available. Please check www.chesapeake.edu/peakestrong for current phase information, or email ce@chesapeake.edu with questions.

REGISTERING FOR ED2GO COURSES

Go to: www.chesapeake.edu/ed2go for a complete list of course offerings. These courses are presented asynchronously through the Web. This delivery mode provides students with the convenience of taking courses anytime, anywhere via their personal computer. Each course will have an online orientation, communication with an instructor, and activities. It is necessary for students to have a personal computer, email, and internet access to receive the courses. Students can find out more about the online courses and begin the registration process online through Chesapeake College's Division of Continuing Education and Workforce Training Website at: www.chesapeake.edu/ed2go.

DEFERRED PAYMENT PLAN

A deferred payment plan is now available to noncredit students for noncredit courses with a minimum course length of two months.

To participate, go to www.chesapeake.edu/ecashier, follow the link to "Nelnet Business Solutions" and select the continuing education plan option. Students must complete the payment plan process before the first day of class.

For more information, contact the Business Office at BusinessOffice-WMC@chesapeake.edu.

HOW TO REGISTER ONLINE

To register for our noncredit offerings online, visit www.chesapeake.edu/ce-search and follow the steps below.

1. Select one of these options to search for a class:

By Subject – Click the drop down box to see specific subject areas of Continuing Education classes. Click on your desired subject, click the SUBMIT button at the bottom of the page and a list of upcoming classes for that subject area will be created.

By Course Number – If you know the course number of the class you are interested in enrolling, enter the course number in the course number box. DO NOT include the section information. Example: enter CEI 100 do not enter CEI 100 9A.

Do not enter any information in the TERM box during the search process. If at any point, you need to go back to re-start your search after getting search results, click on the left arrow at the top of the page. You will then be able to start a new search for classes.

Search for Non-Credit Classes

Subject:

Term:

Course Number:

Starting On/After Date: Ending By Date:

Classes Meeting After:

Classes Ending Before:

Mon Tue Wed Thu Fri Sat Sun

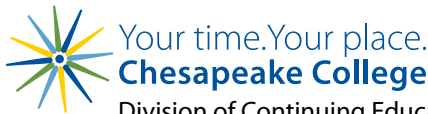
Location:

Instructor's Last Name:

2. Then click the "Submit" button to view current offerings for the semester.
3. Once there, scroll through to find the course you'd like, making sure to select the correct dates and times that fit your schedule. Check the box next to the course you wish to take, then click "Submit" again.
4. Fill in your information to complete registration.

<input checked="" type="checkbox"/>	CEI 100 9A (CET)	10/20/2020-12/16/2020 Classroom And/Or Laboratory	Tuesday, Thursday 09:00Am - 09:30Pm, To BE ANNOUNCED, Room TBA	Allen Campus	10/20
<input type="checkbox"/>	CEI 100 9B (CET)	10/20/2020-12/16/2020 Classroom And/Or Laboratory	Tuesday, Thursday 09:00Am - 09:30Pm, To BE ANNOUNCED, Room TBA	Allen Campus	10/20

5. Enter payment information to confirm your registration. Payment must be made at the time of registration. Payment must be made using a credit card (Visa, MasterCard, Discover or American Express) or debit card. Electronic checks are not accepted at this time.



Division of Continuing Education & Workforce Development
P.O. Box 8, Wye Mills, MD 21679 | ce@chesapeake.edu

OPEN ENROLLMENT REGISTRATION FORM
(All information must be completed to process registration.)

STUDENT INFORMATION

STUDENT'S LEGAL LAST NAME		STUDENT'S LEGAL FIRST NAME		STUDENT'S MIDDLE NAME	
HOME STREET ADDRESS/PO BOX			CITY	STATE	ZIP
HOME PHONE NUMBER	WORK PHONE NUMBER	CELL PHONE NUMBER		EMAIL ADDRESS	
SOCIAL SECURITY NUMBER*		DATE OF BIRTH (MM/DD/YYYY)*	PREVIOUS CHESAPEAKE STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AGE 60 OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	GENDER <input type="checkbox"/> M <input type="checkbox"/> F

(Date of Birth is required by the College to ensure the integrity of student records and to meet federal government reporting requirements.) *Online registration is now available for noncredit students. A student's date of birth **AND** Social Security number will have to be on file to be able to register online. Include both your date of birth and Social Security number on this registration form to be able to take advantage of **ONLINE REGISTRATION** in the future.

ETHNICITY: HISPANIC OR LATINO ORIGIN? YES (HIS) NO (NHIS)

IF NO, PLEASE SELECT RACE: AMERICAN INDIAN OR ALASKA NATIVE (AN) ASIAN (AS) BLACK OR AFRICAN AMERICAN (BL)
 NATIVE HAWAIIAN OR PACIFIC ISLANDER (HP) WHITE OR CAUCASIAN (WH)

I CERTIFY THAT I AM A LEGAL RESIDENT OF _____ COUNTY, MD. _____
STUDENT SIGNATURE AND DATE

PAYMENT INFORMATION MAKE CHECKS PAYABLE TO CHESAPEAKE COLLEGE. DO NOT MAIL CASH!

In order to process this registration, payment must accompany the completed registration form. If paying by credit/debit card, FAX form to 410-827-5852.

METHOD OF PAYMENT: CHECK CREDIT CARD MONEY ORDER PURCHASE ORDER SPONSORSHIP BILLING DEFERRED PAYMENT PLAN

IF CREDIT/DEBIT, CHARGE MY PAYMENT TO:
 VISA MASTERCARD AMERICAN EXPRESS DISCOVER _____
CARD NUMBER EXP CVV

CARDHOLDER NAME AUTHORIZED CARDHOLDER SIGNATURE

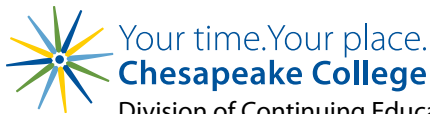
NO WRITTEN CONFIRMATION OF REGISTRATION WILL BE MAILED. You should attend your selected class at the time listed in the schedule of classes. For more information, email the Division of Continuing Education at ce@chesapeake.edu.

COURSE INFORMATION

Course/Section #	Course Title	Start Date	Tuition*	Fees	Total
<small>*Tuition based on county/state of residence: Refer to the course description for appropriate tuition. Caroline, Dorchester, Kent, Queen Anne's and Talbot county residents are considered "In-County" and comprise the Chesapeake College service area. Senior Citizens must pay CES, AFC, FTW, tuition and fees.</small>				\$5 Reg Fee Per Class	
				TOTAL DUE	

QUESTIONS?

PLEASE EMAIL CE@CHESAPEAKE.EDU WITH ANY QUESTIONS YOU MAY HAVE, OR FOR ADDITIONAL INFORMATION.
Mail registration form **with payment** to: Chesapeake College, Business Office, P.O. Box 8, Wye Mills, MD 21679 or FAX to 410-827-5852.
Chesapeake College is an Equal Opportunity Institution, and a Tobacco Free campus.



Your time.Your place.
Chesapeake College

Division of Continuing Education & Workforce Development
P.O. Box 8, Wye Mills, MD 21679 | ce@chesapeake.edu

SPONSORSHIP BILLING AUTHORIZATION FORM

INSTRUCTIONS

Please present this form at the time of registration, or fax to the Business Office at 410-827-5852 prior to registering.

We authorize Chesapeake College to bill our company for the student listed below and the appropriate charges for:

TERM (IE. FALL, WINTER, SPRING, SUMMER)

YEAR

We will assume responsibility for (check one): Tuition and fees Tuition, fees, and books

STUDENT NAME (PLEASE PRINT)

STUDENT SOCIAL SECURITY NUMBER OR ID NUMBER

COURSE INFORMATION

Course Number	Course Title	Start Date

PLEASE SEND THE BILL TO THE FOLLOWING:

COMPANY NAME

AUTHORIZED INDIVIDUAL (PLEASE PRINT)

EMAIL ADDRESS (ONLY IF YOU PREFER TO RECEIVE INVOICES ELECTRONICALLY RATHER THAN BY MAIL.)

MAILING ADDRESS (REQUIRED)

STREET ADDRESS / PO BOX

CITY

STATE

ZIP

PHONE

FEDERAL ID NUMBER

SIGNATURE OF AUTHORIZED INDIVIDUAL (REQUIRED)

DATE

If this bill remains unpaid at the end of the semester, the charges will revert back to the student's account and he/she will be held accountable. The student will not receive grades or transcripts, and will not be allowed to register, until the account is paid in full.

Please note: Students may apply for and/or receive Financial Aid from other sources. Under the Federal Right to Privacy Act, Chesapeake College cannot disclose any student information without the written consent (on a separate form) of the student.

STUDENT SIGNATURE (REQUIRED)

DATE