



Subject: PA Aggregate Technician Certification Program

Following is the schedule of classes for the PA Aggregate Technician Certification Program. Classes will be held at the HACC Harrisburg Campus, John Hall Technology Building, parking at Gate #4 off Industrial Road, Harrisburg, PA. **Students must be registered and on the roster prior to the start of class. Class size is limited. No unregistered walk-ins permitted.**

Course Number	Dates	Times	Location
53056	Feb 15, 16, 2010	8:00 am-5:00 pm	Hall Tec 121
53057	Feb 22, 23, 2010	8:00 am-5:00 pm	Hall Tec 121
53062	Mar 1, 2, 2010	8:00 am-5:00 pm	Hall Tec 121
53059	Mar, 8, 9, 2010	8:00 am-5:00 pm	Hall Tec 121

The cost per program is **\$595.00** per participant. Please feel free to copy this information to share with others. We look forward to seeing you in class.

If you would like to register by phone, please telephone (717) 780-2414 or (717) 780-2616. **If you have any further questions, please do not hesitate to call Wanda Hockenberry at (717) 780-2616, or Robert Gill at (717) 221-1339.** Please see attached information about how to register and a registration form.

We have arranged for a block of rooms at the Staybridge Suites Hotel, 920 Wildwood Park Dr, Harrisburg, phone (717) 233-3304. The hotel is next to the PA State Farm Show Building and the HACC campus. The HACC rate will be \$89 per night.

REGISTRATION INFORMATION

FIVE EASY WAYS TO REGISTER:

Mail-In

Complete and mail form together with payment or charge card information to HACC Non-Credit Cashier, M272, One HACC Drive, Harrisburg, PA 17110-2999.

On-Line

<http://vc.hacc.edu/> Non Credit course listing, browse for Aggregate courses and register using a Visa or MasterCard. Course will be available for registration on-line in December 2009.

Walk-In

Come in person to the College's Non-Credit Registration Office, Mumma Hall, Second Floor, Room 272. Regular hours: Monday through Friday, 8am to 4:30 pm.

Phone-In

Call for credit card registration (717) 780-2414 or 780-2616 (VISA or MasterCard charges only on these calls). Regular hours: 8 am to 4:30 pm.

Fax

Fax your completed enrollment form with payment information to (717) 780-1135.

Company Billing

Please mail (or fax to 717 780-1135) your "Authorized Letter for Billing" to the Non-Credit Registration Office, HACC Non-Credit Cashier, M272, One HACC Drive, Harrisburg, PA 17110-2999. This should be done on company letterhead, signed by an authorized company official and include course title, dates, times, section number and student information: name, home address, day and evening telephone number, and social security number for each individual to be billed to the company. (Registration into classes will not take place until the College receives the letter.)

STUDENTS WITH HEARING IMPAIRMENTS

Audio Loops for students with hearing impairments are available for use in classroom sessions upon request.

ENROLLMENT INFORMATION

Dates listed are beginning and ending dates. Classes will be held every week on the days indicated unless specified otherwise or noted in course confirmation.

All classes have a maximum enrollment limit beyond which no additional students may be added and a minimum class size which must be reached before a class will be taught. These limits vary depending upon the nature of the class and the available space.

The College reserves the right to add or delete course, change times, location, fees, or instructors at its discretion.

Mail registration with payment may be completed "any time" provided the enrollment form with check or credit card information is received at least one week prior to your course starting date.

A charge will be made for all checks returned to the College uncollectible for any reason.

REFUND INFORMATION

All refund requests must be made by telephone during normal working hours or in writing. Students requesting refunds at least three (3) working days prior to the first class meeting will receive a 100% refund of all tuition and fees unless an earlier refund date is published for an individual course, seminar or conference.

No refund of tuition or fees will be issued for requests received fewer than three (3) working days prior to the first class meeting unless a different refund date is published.

If the College cancels a course, all paid participants will received a 100% refund of tuition and fees.