

CONTINUING PROFESSIONAL EDUCATION POLICIES

TERMS

Spring – Course Access Dates: January 1-April 30 – Course requests can be submitted as early as mid-October; Registration can open as early as November, close one month prior (March 31) for courses that are online and do not have specified dates.

Summer – Course Access Dates: May 1-July 31 – Course requests can be submitted as early as mid-February; Registration can open as early as March, close one month prior (June 30) for courses that are online and do not have specified dates.

Fall – Course Access Dates: August 1-December 31 – Course requests can be submitted as early as mid-May; Registration can open as early as June, close one month prior (November 30) for courses that are online and do not have specified dates.

***All course/registration creation requests will be through the link provided. Once submitted, changes/updates cannot be made to requests. ***

[Service Request for Course/Registration](#)

POLICIES AND PROCEDURES

Due to budget constraints, courses and programs will be evaluated individually and a cost sharing model will be based upon anticipated ROI. WVU CPE will no longer be charging a flat fee for registrations, setups, and services based on cost of the course/program. This is effective April 1, 2018 for all new courses/registration link creation requests.

1. Courses will not be allowed to have access outside of the designated term like before. No exceptions.
2. Changes requested to either registration dates or capacity during open or closed registration will not be accepted.
 - a. Registration dates are final.
 - b. Capacity maximums are final.
3. Registration updates will not be sent for courses with eCampus components. Instructors will be expected to monitor their rosters for updates.
4. If the course is site-based, registration updates will be sent once a week with a final one sent after the closing of the registration period.
5. If the course is neither site-based nor uses eCampus (Registration Only category), registration updates will be sent once a week with a final one sent after the closing of the registration period.