



PROFESSIONAL AND PUBLIC PROGRAMS

# SAFETY MEASURES, DISCOUNTS AND GENERAL INFORMATION COURSE GUIDE



**SUMMER 2024**

915-747-5142 | [ppp.utep.edu](http://ppp.utep.edu)

# COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, prior to, after, and/or during your time enrolled in your course(s), you are highly encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu) as well as to let our office know at [ppp@utep.edu](mailto:ppp@utep.edu).

*The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit [epstrong.org](http://epstrong.org).*

# Join the Miners Take Care of Miners Movement

The University will continue to focus on the well-being and health of all campus visitors by following CDC, state and regional guidelines. For complete information and specific details on UTEP resuming on-campus operations and instruction, please visit <https://www.utep.edu/resuming-campus-operations/>.

## Best practices to minimize risk to yourself and others include

- Getting vaccinated against COVID-19
- Wearing a face covering if you are not fully vaccinated
- Self-monitoring for symptoms and staying home if you are ill
- Frequently washing and sanitizing hands

Also, remember:

- If you are exposed to COVID-19, follow CDC guidelines
- If you test positive for COVID-19, please isolate per CDC guidelines

Please visit our website at <https://www.utep.edu/extendeduniversity/professional-and-public-programs/safety-protocols/index.html> for updates to safety measures.



Use tissue when cough/sneeze



Wash your hands often



Wear a face mask if you are sick



Avoid close contact with people who are sick



Please know that your health and personal safety are always of the utmost importance to us. **Be safe and well!**

# AVAILABLE DISCOUNTS

## Early Bird Discount

Receive a 10% Early Bird discount on eligible courses each semester.

- **Summer Early Bird Discount:**  
Enroll for any Summer course\* by May 31
- **Fall Early Bird Discount:**  
Enroll for any Fall course\* by August 31
- **Spring Early Bird Discount:**  
Enroll for any Spring course\* by January 31

## English Language Institute Referral Program

Refer a friend and receive a \$100 credit voucher for the ELI Core Program.

## Nonprofit Discounts

Nonprofit organizations that purchase two registrations in a semester will receive a third registration at **50% off**. All three registrations must be done at the same time to qualify.

## UTEP Alumni and Military Discounts

UTEP Alumni Association members and military service members receive a **10% discount** on eligible courses.\*

## UTEP Employees and Retirees Discounts

Current and retired UTEP employees may receive a **15% discount on** eligible courses. Please call us at 915-747-5142 to get more information and receive your discount.\*

## UTEP Employees and Retirees Discounts

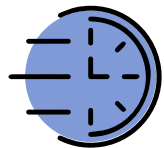
Current and retired UTEP employees may receive a **15% discount** on eligible courses\*.

\*Discounts do not apply to certain programs, including but not limited to: Aquatic courses, English Language Institute Core programs, and online courses offered in partnership with third parties. Discounts outlined here may not be combined with any other discounts.



# KIDZ ON CAMPUS

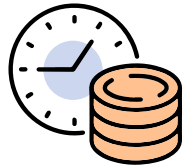
## SUMMER 2024 UPDATES



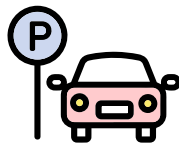
Our new registration process is a faster and more efficient way to sign up for our spring programming (Kidz on Campus Spring Break Camps, Extended Care services, and Saturday One-Day Camps). Click here to see for yourself how easy it is!  
<https://pace.utep.edu/wconnect/quickpick.awp>



The enrollment deadline for Extended Care options will close at 3 p.m. on the Friday prior to each camp's start date. Make sure you sign up for Extended Care (if you need it) before this deadline.



A service fee will be applied to all Youth Program and Camps registrations made on the weekend prior to the camp's start date. Sign up early to avoid this fee.



The designated parking areas for participants attending our program are the UTEP Sun Bowl Parking Garage and Memorial Gym. Give yourself extra time to make sure you arrive at your camp on time and avoid parking in non-designated areas around the University.



To expedite the check-in process at our camps, please complete the Minor Participation Form seven (7) days prior to the start of the camp. The form is at <https://utepsubacc.questionpro.com/t/AOrUJZqVwA>. If you have not completed it in advance, you will have to complete the form on site as part of the check-in process.



# 4 WAYS TO REGISTER



Please register at least one week prior to the course start date.



## ONLINE

Register online at [ppp.utep.edu](http://ppp.utep.edu), 24 hours a day. For assistance, call 915-747-5142.



## BY PHONE

Call 915-747-5142, Monday–Friday, 8 a.m.-5 p.m. with Visa, Mastercard, American Express, or Discover Card.



## IN PERSON

Visit the Professional and Public Programs Office at Memorial Gym, Suite 111, Monday – Friday, 8 a.m.-5 p.m.



## BY MAIL

Send in your registration with a check, money order, credit card information, or purchase order to:

UTEP Professional and Public Programs  
101 West Robinson Avenue  
Memorial Gym, Suite 111  
El Paso, Texas 79968-0602

Please write course number(s) on your checks and make them payable to UTEP.

# Ways to Pay for Your Course

You may pay for your courses using cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

## Professional Development Pre-Payment Plan

Professional and Public Programs has a pre-payment plan designed to make registration payments even

easier for your educational needs. In order to utilize this payment service, you must first enroll in an eligible Professional and Public Programs live (face-to-face) course by phone at 915-747-5142. This free payment plan will allow you to make payments up to 5 days before the course is scheduled to begin, allowing the course to be paid in full before the start date. Please note that any class not paid in full prior to the start date will forfeit any funds paid to date.

## Professional Financing Options

The Sallie Mae Smart Option Student Loan and other private loans are available for selected courses with registration fees greater than \$500. These interest-free payment plans allow you to spread out the cost of registration fees over the course duration. Plans are administered directly by Sallie Mae. Visit [www.salliemae.com/00366198](http://www.salliemae.com/00366198) for more information.

## Private Loan Options

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that's right for you.

## Third-Party Billing

Professional and Public Programs will accept third-party billing on behalf of a participant as a form of payment. The participant must submit a letter of credit from his/her employer, in which the employer agrees to make payment for the participant's registration fees. The letter must state that the employer will make payment upon receipt of an invoice from Professional and Public Programs. It must also state that payment is not contingent upon the participant's course grades. Please contact 915-747-5142 or email [ppp@utep.edu](mailto:ppp@utep.edu) for more information.

## Other Specialty Career Financial Assistance Programs

### Military Spouse Career Advancement Account Scholarship (MyCAA)

The MyCAA Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. Professional and Public Programs accepts MyCAA funding or approved live and online certificate courses. To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education & Career Opportunities (SECO) Career Counselor at 1-800-342-9647 or visit the MyCAA Spouse Portal online at <https://mycaa.militaryonesource.mil/mycaa/> and

provide the required Spouse Profile information. Click on UTEP to view your course options.

## The Workforce Innovation and Opportunity Act (WIOA)

Professional and Public Programs at UTEP is part of the Texas Eligible Training Provider List (ETPL) and offers a number of noncredit WIOA-approved programs. Our goal is to offer in-demand education and training opportunities designed to help you quickly return to employment, expand your postsecondary options and opportunities, and support your entrepreneurship goals to help stabilize our economy and community. If you are looking for a job and need training, you could be eligible to receive funding. If you are working with a workforce development agency to further your education and expand your career opportunities, we are here to help. We want to do our part to help restore our economy, starting with YOU. Visit our website at <https://www.ppp.utep.edu/career-assistance> to learn more or contact us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu) for more information.

## ArmyIgnitED

The Army Credentialing Assistance (CA) Program allows soldiers to earn professional and technical credentials. The CA program is similar to the Army's existing tuition assistance program and provides financial assistance for soldiers to pursue and earn credentials leading to an industry-recognized academic or vocational credential. These credentials do not have to be linked to the soldier's Military Occupational Specialty (MOS). This is a voluntary, off-duty training and education program that directly contributes to improving total army readiness, supporting soldiers' professional development, retaining quality soldiers, and preparing soldiers for meaningful employment upon transition from military service. Visit our website at <https://www.ppp.utep.edu/career-assistance> or contact us at [p3mwca@utep.edu](mailto:p3mwca@utep.edu) for more information.

## Vocational Rehabilitation Funding for Disabled Veterans

The Department of Veterans Affairs offers funding for disabled veterans with a disability of 10% or more. Professional and Public Programs accepts Vocational Rehabilitation Funding for approved live and online certificate courses. To begin the funding process, please visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and register with VONAPP or contact your local Vocational Rehabilitation Employment Office. The El Paso/Las Cruces local office number is 915-772-2195. Inform your case manager you have chosen to take a UTEP certification course. **NOTE:** Not all payment plan options are applicable to all courses. For instructor-led courses, visit <https://www.utep.edu/extendeduniversity/professional-and-public-programs/programs/corporate-and-business-training.html>. For self-paced online courses, visit <https://www.utep.edu/extendeduniversity/professional-and-public-programs/programs/online-noncredit-courses.html>.

# General Information & Policies

## ADA Compliance and Reasonable Accommodation

The University provides equal opportunity and treatment in employment, admissions and all programs in an effort to avoid discrimination based on race, color, national origin, sex and disability. Any student who feels they may need accommodations due to a disability; temporary injury; or adjustments due to a pregnancy is encouraged to contact us at [ppp@utep.edu](mailto:ppp@utep.edu) or by phone at 915-747-5142. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

## Tobacco-Free Campus

The University of Texas at El Paso is a tobacco-free campus. The use of tobacco products is prohibited in University buildings, grounds, sidewalks, walkways and University-owned property, and applies to all student, faculty, staff and visitors.

## Registration Confirmation

Once you have registered (by phone, email or online), a confirmation will be emailed to you within 48 hours with all pertinent course information. You may also request your confirmation be sent by mail.

If you do not receive your enrollment confirmation within 48 hours of the course start date, please call 915-747-5142 during office hours. If there are any changes to the class, you will be promptly notified.

## Books & Supplies

Unless otherwise noted in the course description, all books and class-specific supplies are included in your registration payment.

## Course Waiting Lists

Once a course fills up, you may choose to join the wait list. If a seat in the course becomes available or if we have enough people on the wait list to offer a new course, we will contact you. Waiting lists are processed on a first come, first served basis.

## Course Locations

Our courses are located throughout the University campus and online, where applicable. You will receive an email prior to the start date of your course confirming your course location and/or location changes.

## Course Cancellations, Room Changes, and Rescheduling

Courses with low enrollment are canceled prior to the start date. Participants will be notified by phone or email when a class they are enrolled in has been canceled; however, we are sometimes unable to reach everyone. A refund of 100% is automatically processed upon cancellation of classes. To help avoid cancellations PLEASE REGISTER AT LEAST A WEEK PRIOR TO THE START DATE and encourage your friends to register with you. Occasionally, canceled courses are rescheduled for a later start date and you will be notified by phone when the opportunity presents itself. In the event of a classroom (location) change, notice of the room change will be posted on the classroom door or you will be contacted by phone or email.

## Refunds

Certain courses are governed by their own refund policy. Please visit our website at [ppp.utep.edu](http://ppp.utep.edu); then click on the Resources tab and on Refund Policies for up-to-date refund policies.

## Course Withdrawals & Transfers

Some courses will allow withdrawals and transfers. You may request a transfer to another course in lieu of requesting a refund. To learn if your course is eligible, please email us at [ppp@utep.edu](mailto:ppp@utep.edu).

## Adult & Youth Release Forms

As a continuing education participant and visitor to the University, we require all participants to complete forms for in-person and online courses. You will receive DocuSign links with your confirmation email and you may also find these forms on our website. Please ensure you review and complete these forms prior to the first day of your course. You may print and bring your form at the beginning of the first day of your course. Click [here](#) to access Release Forms.

## Parking on Campus

All participants who wish to park on campus are required to display provided parking permit on the dashboard of their vehicle within the designated parking area. Failure to do so may result in a parking violation ticket. ALL PARTICIPANTS ARE RESPONSIBLE FOR PAYING ALL PARKING CITATIONS.

## Participant Guidelines and Classroom Conduct

Participants are expected to conduct themselves in the classroom (in person and online) in a manner that is conducive to good academic progress. Behavior that is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may result in the participant's removal from the current course and also prevent them from enrolling in future Professional and Public Programs courses.

## Inclement Weather and Emergency Policy

If UTEP is closed due to inclement weather or emergency situations, area radio and TV stations will make an announcement. Professional and Public Programs stands by the assessment of University officials on when it is appropriate to close the campus. Please tune in to your local radio stations and TV news stations to learn of campus closures. Professional and Public Programs cannot guarantee that they can contact course participants when the campus is closed due to inclement weather or emergencies. When in doubt, contact UTEP Police at 915-747-5611, call Professional and Public Programs for announcements, or visit the UTEP website or Facebook page. Refunds cannot be issued under this policy, but Professional and Public Programs will make every effort to make up canceled courses on a case-by-case basis.

## CEUs

Nationally recognized CEUs may be awarded on certain approved occupation-related courses for an additional fee. One CEU is awarded for every 10 contact hours. UTEP Professional and Public Programs CEUs are calculated based on this nationally recognized formula; however, other organizations such as licensing boards may convert CEUs into other measurements such as Professional Development Hours (PDH) or Continuing Education Credits (CEC). It is up to each individual participant to consult with their specific licensing board or industry regulating body to confirm how UTEP CEUs can meet their training requirements. Please contact [p3cbt@utep.edu](mailto:p3cbt@utep.edu) with questions.

## Gift Certificates

To purchase a gift certificate, please call 915-747-5142. All major credit cards are accepted.

## Contact Us

Professional and Public Programs is located on the UTEP Campus at  
101 West Robinson Avenue, Suite 111  
El Paso, TX, 79968-0602  
Ph: 915-747-5142 | Email: [ppp@utep.edu](mailto:ppp@utep.edu)



# SUMMER 2024



UTEP  
PROFESSIONAL AND  
PUBLIC PROGRAMS  
EXTENDED UNIVERSITY

## COURSE GUIDE

### CONTINUING EDUCATION AT UTEP

Professional and Public Programs provides high-quality continuing education courses in the following areas:

- Adult Leisure and Learning
- Corporate and Business Training
- Corporate Customized Training
- English Language Institute
- K-12 Teacher Training
- Languages and Cultural Studies
- Military and WIOA Career Assistance
- Youth Programs and Camps
- Additional Online Noncredit Courses

Classes are offered in live/online, online self-paced or face-to-face format, unless otherwise specified.

915-747-5142 | [ppp.utep.edu](http://ppp.utep.edu)

