

REGISTRATION

To register for a course, submit a completed registration form in person, by mail, over the phone, or by fax, along with the required payment, to the Center for Professional & Continuing Education. Payments may be made using cash, check, money order, Visa, MasterCard, Discover or AMEX. Registrations received without full payment will not be processed. Instructors cannot register students in class, so it must be done prior to the class start date (3 days prior for online students). If attending the program through a Worker's Compensation or State Training Program Agreement, other payment arrangements will be made upon admission to the program.

ATTENDANCE POLICIES

IN-CLASS: Classroom attendance is required at all course meetings. Failure to attend a class session may result in the lowering of the student's grade by up to one full letter grade. Students missing two or more class sessions may be dropped from the course without a refund. The student will be expected to retake the course in its entirety. Please review our cancellation policy for details.

ONLINE: Students are expected to complete all of their assignments in the time frame given and be present for all collaborative chats. Students should be entering Blackboard every 2 to 3 days to stay current with all assignments. Class time expected is 15-20 hours of work per unit.

CANCELLATIONS/REFUNDS

IN-CLASS: All cancellations must be made in writing at least three business days prior to the first day of the course to receive a refund. A \$10.00 processing fee will be deducted for each canceled course. If written cancellation is not received prior to three days, no refund will be granted. Application and Administrative fees are non-refundable.

ONLINE: There will be no refund for a class once you have entered the online portal. Otherwise the cancellation policy is as stated above.

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Open to see the In-Class and Online Schedule!

Course schedules are subject to change without notice. To confirm course information, contact CPCE at: 209.946.2424, Ext. 65053.

CENTER FOR PROFESSIONAL & CONTINUING EDUCATION

Need to contact us?

Address:

University of the Pacific
CPCE, Burns Tower
3601 Pacific Ave., Stockton, CA 95211
Phone: 209.946.2424
Fax: 209.946.3916
E-mail: cpce@pacific.edu

Summer Office Hours:

May 18 through August 14, 2009
Monday - Thursday, 7:30am - 4:30pm
Friday, 7:30am - 1:00pm

Winter/Spring Office Hours:

August 17, 2009 through May 14, 2010
Monday - Friday, 8:30 am - 5:00 pm



UNIVERSITY OF THE PACIFIC

CENTER FOR PROFESSIONAL & CONTINUING EDUCATION

Substance Abuse Counselor Certificate Program

IN-CLASS & ONLINE COURSE SCHEDULE

July to December 2009



ABOUT THE PROGRAM

Looking to become a Substance Abuse Counselor? Pacific's Center for Professional and Continuing Education has the program for you!

Whether you're in recovery and want to be a counselor, already working in substance abuse and need to be certified, or a certified counselor who wants to upgrade their skills, we know just what you need. In conjunction with professionals and experts in the field of drug and alcohol recovery, we've developed an intensive program to meet all your educational and training needs.

Featuring both instruction and internship, you can receive our certificate in just one year. Starting with an intensive block of classes at night or online, from July to December, you'll learn necessary counseling skills and earn elective college credit at the same time! After you've finished your classes and received hands-on experience from your 255 hours of internship, you're ready to become a certified Substance Abuse Counselor!

FEE SCHEDULE

Now that you've applied and entered our Substance Abuse Counselor Certificate Program, we've created a handy registration and fee schedule to help you stay ahead of the game! (Courses are \$109 for 1 unit, \$218 for 2 units.)

July 10th - \$313: Administrative fee (\$95), SA-A Overview (\$109), SA-B Career Assessment (\$109)

July 24th - \$436: SA-C Writing for Case Management (\$218), SA-D Drugs and Society (\$218)

August 20th - \$436: SA-E Addiction and Working with the Criminal Justice System (\$218), SA-G Assessment for Treatment Planning (\$218)

September 17th - \$436: SA-J Individual and Group Counseling (\$218), SA-I Counseling Theory (\$218)

October 16th - \$436: SA-K Communicable Diseases (\$218), SA-H Relapse Prevention and Dealing with Co-Occurring Disorders (\$218)

November 13th - \$436: SA-S Special Populations (\$109), SA-T Cultural Competency (\$109), SA-M Counseling Internship (\$218)

