

Continuing Education Workshop Information and Policies for Online Courses

Who can enroll?

Montserrat Continuing Education courses are open to the general public. The courses are filled on a first-come, first served basis and are open to adults and high school students age 16 and older with any level of art experience.

Tuition Pricing and Discounts

Tuition is listed on the individual course pages. We are happy to extend a 10% discount to Montserrat Alumni, primary/secondary/college level educators, and senior citizens.

Payment Deadlines

Registration is open for most courses up until one week before the course begins. Registration and full payment will be accepted a week prior to the start of the class.

How to Register

Please visit the course listing page, select your course, and follow the links to “register now”. If you have any questions, please contact ce@montserrat.edu.

Materials

Students are responsible for their own supplies unless otherwise stated in the course description. A list of materials is provided on the individual course pages. If you have any questions about materials, please contact ce@montserrat.edu

Class Locations

All courses are online, synchronous courses that will meet virtually during a specific time of day, in Eastern Time, on the video conferencing platform Google Meet; courses will not be held in our on-campus studios this summer. Students will receive an email with a link to join the class meeting prior to the first day of class. A free personal gmail account is required to join Google Meet and access course materials via Google Classroom.

System Requirements

Students will need access to a reliable broadband internet connection, a computer with a built-in camera or external USB camera, speakers or headphones, and a microphone (if you have a built-in webcam, it includes a microphone). Please review the requirements [here](#) for using Google Meet.

Policy of Non-Discrimination

Montserrat College of Art does not discriminate on the basis of race, religion, national origin, sexual orientation, or disability in the admission and access to its programs and activities.

Low Enrollment Course Cancellation

The College reserves the right to cancel a course if it fails to have minimum enrollment. If this occurs, a full refund will be issued. Please allow thirty days for processing of all refunds.

Withdrawals and Refunds

Students wishing to withdraw from a course must contact the CE office in writing. Prior to the first class, all tuition, less a \$25.00 processing fee will be issued. After the first class, and before the second class, 50% will be refunded, less the \$25.00 fee. After the second class, no refunds will be issued.

Rules and Regulations

Acceptable behavior is expected while attending a course at Montserrat College of Art. The College Rules and Regulations are listed in our Student Handbook which can be accessed online. In some cases, the college may insist that a student withdraw from a course if rules are not being followed.

Accessibility

Closed captioning is available for all online meetings [via Google Meet's captions function](#).

If you have any questions, please contact the Continuing Education Department at ce@montserrat.edu