

## Information & Policies

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*For Professional Education Programs led by the National Center for Professional & Research Ethics*

Grainger Engineering's Professional Education programs are intended to offer opportunities to learn, grow, and improve professionally. Programs are delivered in-person unless otherwise noted. Participants are responsible for reading and understanding the program description and the information and policies listed below prior to registering.

### Accessibility and Accommodations

If you will need disability-related accommodations in order to participate in a Short Course, please email us at [ProfEngEd@illinois.edu](mailto:ProfEngEd@illinois.edu). Early requests are strongly encouraged to allow sufficient time for meeting your access needs.

### Program Fees

Course fees range from \$600-\$1200 per person per day of instruction. Faculty and Staff University of Illinois who are paying via C-FOAP are eligible for an employee rate.

### Continuing Education Units & Documentation

Participants may apply for Continuing Education Units or Professional Development Hours from the University of Illinois at the time of registration. A Continuing Education Unit (CEU) is nationally recognized unit of measure for continuing education and training. One CEU is awarded for each 10 contact hours of instruction or study. A Professional Development Hour (PDH) is defined as one contact hour of instruction, presentation or study. The *maximum* CEU value can be found at the top of each course description. The final number granted will be determined on the final day of class. Attendees must attend the full course to be granted CEUs or PDHs. All participants who attend at least 80% of the course will receive a Certificate of Completion on the final day of the course.

**Documentation will be provided to the attendee only.** Employers seeking verification of attendance should contact the attendee(s) directly.

Short courses are not eligible for academic credit, and individuals who register for short courses are not formally admitted to the University of Illinois as degree or non-degree students.

### Payment Options

Payment may be made online via credit card at the time of registration or via check after registration. Payment is due 30 days prior to the first day of each course, unless otherwise stated. If registration occurs fewer than 30 days prior to the first day of the course, payment is due immediately. Registration is not confirmed until payment is received.

**Accepted Credit Cards:** Visa, MasterCard, American Express, and Discover are accepted.

**Checks should be made payable to the University of Illinois** and mailed to Business Services Center, The Grainger College of Engineering, Attn: Cathy Manns Re: NCPRE, 1240 Digital Computer Laboratory, MC-279, 1304 West Springfield Ave., Urbana, IL 61801 USA.

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University of Illinois Employees should pay via C-FOAP. Contact Keri Carter Pipkins at [kcp@illinois.edu](mailto:kcp@illinois.edu) for more information.

### **Cancellations & Refunds**

Cancellation requests must be received 30 days prior to the first day of the course to receive a full refund, less a \$50 processing fee. Cancellations requests made fewer than 30 days in advance are not eligible for a refund, but registrants are welcome to request a substitution or transfer. See substitution and transfer policies below for more information. Registrants who fail to show up for class forfeit their registration fee. No refunds or partial refunds will be issued for attendees who arrive later or leave early.

The Grainger College of Engineering reserves the right to cancel events due to low enrollment, instructor emergency, or other similar reasons. Registration fees will be refunded or registrants can request to apply their registration fees to a future course. Course cancellation announcements are made as early as possible. The University of Illinois is not responsible for travel expenses.

### **Substitutions & Transfers**

In the event a registrant is not able to attend, another individual may attend in their place. Substitutions are allowed at no charge up to 7 days prior to the first day of the course. A \$50 service fee will be charged for substitution requests made within 7 days of the first day of the course. All substitution requests must be approved prior to the first day of the course in order to ensure access for the attendee.

Registrants may request to transfer to a different course prior to the start date of the original course. Requests will be handled on a case-by-case basis and are not guaranteed. Transfer fees may apply for requests made within 3 weeks days of the original course. If the new course fee is less than the original course fee, no refund will be issued. If the new course fee is more than the original course, the difference will be due 30 days prior to the first day of the new course.

### **Attendee Expectations & Privacy**

Short Courses are intended to actively engage professional learners. As such, attendees are expected to be on time and present for the duration of the course, avoid disrupting fellow learners, and respect other attendees' privacy and contact preferences.

- Attendees are responsible for reviewing course descriptions and should have the prerequisite knowledge and/or experiences indicated in the course description.
- All intellectual property is owned by the instructor and/or the University of Illinois. Reproduction, translation, alteration, redistribution, or resale of course materials is strictly prohibited.
- No audio or video recording of any course is allowed without permission of both the instructor for the course and the Associate Director for External Workforce Development.
- The University of Illinois reserves the right to use photos taken during seminar activities for promotional and educational purposes.

### **Travel, Lodging, & Parking**

The [Big Ten Conference Center](#) is located at [5440 Park Place, Rosemont, IL 60018](#), and is part of Rosemont's Parkway Bank Park.

The Big Ten Conference's preferred hotels in Rosemont are the [Aloft Chicago O'Hare](#), the [Loews Chicago O'Hare Hotel](#), and the [DoubleTree O'Hare Hotel](#). All three hotels offer free hotel shuttles to/from O'Hare.

Parking can be found in the Parkway Bank Park Garage. Validation is available at the security desk to reduce the one-day price of parking to \$7.50. Please have your parking ticket with you in order to validate at the security desk.

*The University of Illinois is not responsible for parking fees or for any tickets and/or towing expenses.*