

# PROCEDURE

**Number:** 43-02  
**Title:** Continuing Education Program  
**Responsibility:** VP of Workforce & Continuing Education  
**Original Approval Date:** 02/03/2004  
**Last Cabinet Review:** 02/10/2025  
**Last Revision:** 02/10/2025

## Reference (Policy and/or Procedure)

**SBTCE:** NA  
**FDTG:** Policy 40-46, Continuing Education  
**Other:** NA

## Procedure Description

### I. PURPOSE

The purpose of this procedure is to inform potential students how and where to register for Corporate & Workforce Development classes.

### II. PROCEDURE

Registration for a Corporate and Workforce Development course may be made in person at the College by letter addressed to the Corporate and Workforce Development Division, Florence-Darlington Technical College, P. O. Box 100549, Florence, S.C. 29501-0549, or by telephone 843-413-2715 or Fax 843-413-2717.

Walk-in registration in the SIMT Building, Room S126.

Registration hours: Monday - Thursday, 8:00 a.m. - 6:00 p.m.

Friday - 8:00 a.m. - 11:30 a.m.

Major credit cards (VISA, Master Card, Discover, and American Express) are accepted.

Registration is not complete until all fees are paid.

Due to course prerequisites, online registration is limited to certain community interest courses.