

TERMS AND CONDITIONS

Registration

*Register as soon as possible to guarantee a seat in the session. If a session is full, add your name to the waiting list and await notification when and if a seat becomes available.

Cancellations

*Class sizes are limited. If you are registered for a session and unable to attend, please cancel your registration via your GoSignMeUp account to allow the seat to be filled by another person.

Tuition

*Professional development sessions are offered at no cost to the attendees unless otherwise noted.

Session Requirements

*Please note, certain sessions may require prerequisites or preliminary action. Such items will be clearly defined in the course description.

*Select sessions are specifically designed for a specific department or select group of employees. These sessions will require an access code in order to register.

Code of Ethics

*All registrants are expected to abide by the terms and conditions set forth as it relates to the registration process.

*Professional Development Guidelines are available in the Wake Technical Community College employee handbook.

Supervisor Approval

*It is recommended by Human Resources that all employees obtain approval from their supervisor prior to registering for a session.

*Professional Development credit is awarded at the discretion of the supervisor and not Human Resources.

Assistance

*If you are having problems with your GSMU account, please review the "Help" section located in the top right hand corner of the screen.

*If you are not able to resolve the issue, please contact Shemika Bell at 919-532-5737.