

# GUILFORD TECHNICAL COMMUNITY COLLEGE

## Notary Public Workshops

### FALL 2009

If you are at least 18 years old, have never been convicted of a felony, have a High School diploma or GED and can satisfactorily complete this workshop, you can apply for your Notary Public Commission. This class will teach you what you need to know before applying for your Notary Public Commission. The Notary Public Guidebook (10<sup>th</sup> Edition) is required and is available in the GTCC bookstore and costs \$27.75. **You must purchase this from the campus bookstore where the course will be taught PRIOR to class. Students that come without their guidebooks will not be allowed to attend the class. PLEASE NOTE, THE HIGH POINT & GREENSBORO CAMPUS BOOKSTORES CLOSE AT 12:00 NOON ON FRIDAYS. THE JAMESTOWN CAMPUS BOOKSTORE CLOSSES AT 1:00 PM ON FRIDAYS. ALL BOOKSTORES ARE CLOSED ON THE WEEKENDS. Course cost is \$58. Please bring a photo I.D. (Drivers License) to your class.** Self-supporting class.

<u>Course #</u>	<u>Day</u>	<u>Meeting Times</u>	<u>Date</u>	<u>Location</u>
SEF-3001-304	Saturday	9:00 a.m. – 5:00 p.m.	9/26/09	Jamestown Campus Community Training Ctr. Room 115
SEF-3001-305	Friday	9:00 a.m. – 5:00 p.m.	10/16/09	High Point Campus Entertainment Tech Bldg. Room 203
SEF-3001-306	Saturday	9:00 a.m. – 5:00 p.m.	10/17/09	High Point Campus Entertainment Tech Bldg. Room 203
SEF-3001-307	Saturday	9:00 a.m. – 4:00 p.m.	10/24/09	Greensboro Campus Continuing Ed. Ctr. Room 205
SEF-3001-308	Friday	9:00 a.m. – 5:00 p.m.	11/6/09	High Point Campus Entertainment Tech Bldg. Room 203
SEF-3001-309	Saturday	9:00 a.m. – 5:00 p.m.	11/14/09	Jamestown Campus Community Training Ctr. Room 115
SEF-3001-310	Saturday	9:00 a.m. – 5:00 p.m.	12/5/09	High Point Campus Entertainment Tech Bldg. Room 203
SEF-3001-311	Friday	9:00 a.m. – 5:00 p.m.	12/11/09	High Point Campus Entertainment Tech Bldg. Room 203

**The classes that are scheduled until 5:00 pm will hold more students and therefore warrant the additional hour of time.**

**The Notary Public Guidebook is required for this course and must be purchased PRIOR to the class start date. You may not attend the class without this book. Please note that the bookstores are not open on the weekends so you will need to purchase your textbook prior to your Saturday class.**

**Please be sure when registering for a class that it best fits your schedule and then make a note of the exact course code, date and times, and location of your class. If you decide after you have registered for a particular class that you would rather attend another Notary class, unfortunately this will not be allowed without first checking to see if there is availability. SHOWING UP FOR A CLASS THAT YOU ARE NOT OFFICIALLY REGISTERED FOR WILL NOT BE PERMITTED EVEN WITH PAID RECEIPT.**

**Disclaimer**

GTCC will make a 100% refund of registration fees if you officially withdraw from class BEFORE the first class meeting. GTCC will refund 75% of the registration fee (of tuition only) if you officially withdraw from classes on the first day of classes OR before the class reaches the 10% point. The 10% point varies from class to class. **To request a refund, please call Amy Leonard at (336) 334-4822 ext. 2336.** If a class is cancelled or full, GTCC will automatically process a full refund. Refunds are processed on a monthly basis. The College refund policy is established by state legislative action and is subject to change without prior notice to students.