

SEVEN STEPS TO EARN YOUR SB-CEUs:

Step 1: COMPLETE ONLINE ENROLLMENT & ORIENTATION PROCESS

Select your class and start the online enrollment and orientation process. You will need to create a user name and password as part of the enrollment and orientation process. Note: If you register for more than one class, you must complete the online enrollment & orientation for each class.

Step 2: ORIENTATION COMPLETION

Print the orientation information for future reference to access your course materials, contact your instructor, and download a completion letter. Your registration at the MCC Center for Continuing Education and completion of online enrollment & orientation will be verified by our staff during regular business hours. Access to the classroom will be granted to students who have completed these requirements

Step 3: REGISTER & PAY WITH Macomb Community College

Complete your registration and payment with Macomb Community College by the class start date.

To register and pay:

Call: 586-226-4800 or 586- 498-4000.

Step 4: MAINTAIN ATTENDANCE VERIFICATION LOG OF COURSE HOURS

Maintain a log of your time spent on course activities. Your verification log will be sent to you by email once you have registered for your class.

It is imperative that you show log in time equal to or greater than 24 contact hours in order to receive your SB-CEUs.

Step 5: COMPLETE LESSON QUIZZES

Each lesson will conclude with a quiz which you must complete.

Step 6: COMPLETE FINAL EXAM

At the completion of the course, you must complete the final exam with a final score of 80% or better.

Step 7: RETURN the Application for SB-CEUs, Course Evaluation and Attendance Verification forms within 30 days of the class end date in order to receive your SB-CEUs to :

Valerie Corbett
14500 E. 12 Mile Road
South Campus D217
Warren, MI 48088-3896

Questions: corbettv@macomb.edu

Failure to complete any of these requirements may delay or rescind your SB-CEUs.