

Enrollment Procedures (updated October 2014)

NCDOT Chemically Stabilized Subgrade/Base Essentials

NCDOT Chemically Stabilized Subgrade/Base QA

The Geotechnical Engineering Unit and Materials and Tests Unit require all students to enroll in the appropriate class(es) prior to the attendance of that class. Below are the guidelines for class enrollment. It is important that these guidelines be followed in order to ensure correct enrollment data.

1. **Students to the Essentials Class will need to be registered/enrolled on the North Carolina Learning Center online. Students to the QA Class will need to submit an application form to the NCDOT Materials and Tests Unit.**
2. Only mailed applications to the QA class are accepted for non NCDOT enrollees. Mailed or email applications to the QA class are accepted for NCDOT personnel. **No faxed applications are accepted.**
3. Non NCDOT agencies must send in a non-refundable check for their enrolled students. NCDOT Units will be billed for each attending student to their cost center number.
4. Registration form and check (if applicable) must be received no later than 7 calendar days prior to class start date. Applications/check may be returned if not received within this time frame.
5. An email or mail confirmation notification will be sent to the person making the application.
6. Substitution, deletion or transfer of registered students must occur no later than 5 business days prior to class start date.
7. Absent students **will not** be transferred to another class. If enrollment is desired for a later class, the enrollment process must be repeated for that student, including payment of class fee again.
8. Applications/Enrollments received after a class is full will be returned. Maximum class size depends on the classroom size.
9. The class is subject to cancellation if not more than 10 students are registered.
10. Students attending a class but failing to pass the exam must repeat the enrollment process and pay the class fee again. These applicants should mark "Initial Test Failed – Retest" on their applications.