



BioWork: Process Technician Course Information Sheet

Are you interested in pursuing a career in biotechnology or pharmaceutical manufacturing? Many entry-level positions prefer or require a BioWork certificate. Lectures and assignments are online. In-person lab sessions take place weekly on Thursdays.

Course Requirements: Hold a High School Diploma or High School Equivalency.

- Official transcripts must be received directly from the institution to be considered official transcripts can be sent to one of the following ways:
 - Hand carried: Tony Rand Student Center (TRSC) Room #2- In a sealed envelope from the issuing institution.
 - Mailed: Fayetteville Technical Community College Evaluation Office, P.O. Box 35236, 2220 Hull Road, Fayetteville, NC 28303
 - Electronic Transfer by E-Script: evaltranscripts@faytechcc.edu.

Students who fail to provide the official transcript by this deadline will be dropped from the course.

- Unofficial transcripts will be accepted at the time of registration via email at healthprograms@faytechcc.edu or CERegistration@faytechcc.edu.
 - If the student does not have the unofficial transcript at the time of registration, they will be allowed to register but will have 3 business days from the date they register to provide the unofficial copy.
 - **If not received by the 3rd business day, the student will be dropped from the course.**
 - International transcript **must be professional translated and evaluated by one of the credentialing agencies.** (If needed, please send an email to healthprograms@faytechcc.edu.)

Tuition Fee: \$180 – Register in person at the Tony Rand Student Center, 2220 Hull Rd., Fayetteville, Room 2.
There is a deadline to register. Textbook/Manual: Can be purchased at FTCC Bookstore - Book Title: BioWork Student Manual, 3rd Edition 2020

Pay out of Pocket: Register online through Con Ed. Students Self-Service:
<https://selfserv.faytechcc.edu/student/instantenrollment>

Military Affiliation: (Scholarships may be available for this course). FTCC is proud to partner with the North Carolina Biotechnology Center through the (M.O.V.E.) Military Outreach and Veteran Engagement Initiative. NC Biotech will sponsor transitioning service members, veterans, and military spouses to complete.

BioWork at no cost. **Contact:** (**Screening process**) - **Military-connected students should contact instructor Bruce Coleman** at bruce_coleman@ncbiotech.org for information. FTCC Military and Veteran Programs

REFUND POLICY: If you withdraw prior to the **1st day of class** you may be eligible for a 100% refund. If you withdraw on or after the **1st day of class**, you may be eligible for a 75% refund of the registration fee if requested prior to the 10% date. After the 10% date there are no refunds given. *Once the class begins*, it is **your responsibility** to request a refund. A drop/refund or drop/add requests are to be sent electronically to: healthprograms@faytechcc.edu. NOTE: Your refund will take 2-3 weeks to be processed.

General Questions: FTCC: Email: healthprograms@faytechcc.edu - Health Programs 910-486-3923