



MARTIN COMMUNITY COLLEGE

Continuing Education Division Registration Form

Course Title: _____

GENERAL INFORMATION

Student Social Security Number _____ Birthdate _____ Sex: Male Female

Name _____
Last First Middle/Maiden

Address _____ City _____ State _____ Zip _____

County Residence _____ Home Phone (_____) _____

Cell Phone (_____) _____ Work Phone (_____) _____

E-mail Address _____

Ethnicity: Hispanic/Latino Not Hispanic/Latino

Race: (check one or more)

American/Alaska Native Asian Black or African American Hawaiian/Pacific Islander White

Employment Status: Full-time Part-time Unemployed (seeking) Unemployed (not seeking) Retired

Employer _____

Occupation _____

EDUCATIONAL INFORMATION

Highest educational level completed: (check one) 1 2 3 4 5 6 7 8 9 10 11 12

HSE Diploma (formerly known as GED) Adult High School Diploma College Vocational Diploma Associate Degree

Bachelor's Degree Master's Degree or Higher

STUDENT TYPE

Senior Citizen Fire & Rescue/EMS/Law Enforcement Dual Enrollment Employee Inmate

Is your tuition being paid by an agency/organization? If yes, please specify: _____

(Copy of authorization to pay must be on file or attached to registration form)

How did you hear about this course? Please check only one.

Flyer MCC Website School Mailing Advertisement Other: _____

List other programs you would like to receive information on: _____

Photography & Quote Release: I hereby authorize Martin Community College to use my image and/or quotes for any use the College deems appropriate in the promotion and marketing of MCC. I fully discharge MCC from any and all claims, monetary or otherwise, arising out of the use of my image or quote.

Student Signature _____ Date ____/____/____

CONSUMER INFORMATION

Consumer information is available to all students and prospective students in keeping with the requirements established by the Higher Education Opportunity Act. General information about the College including financial assistance; annual campus crime report (http://www.martincc.edu/news/Crime/Annual_Security_Report.pdf), retention, transfer and completion rates; and FERPA rights are available. This information may be accessed on the College's website under the Campus Information Link. Paper copies are available upon request in the Registration Center in Building 1 or the Continuing Education Office in Building 2 during daytime business hours. Paper copies are available from the switchboard in Building 1 during evening hours.

CONTINUING EDUCATION PRE-REGISTRATION PROCESS

REGISTRATION INFORMATION

You may register for Continuing Education classes on a first-come, first-served basis. Please complete registration form and payment at least 72 hours (3 days) prior to beginning date of your class. If you wait, your class may either be full or canceled because of a low number of registrations. Late registration will be held at the first class meeting if space is available. Third Party Authorizations must be received at least 72 hours (3 days) prior to the start of class. Should the College be closed 72 hours prior to the start of class, registration will be taken the first day the College is reopened. Registration forms are available in the Continuing Education Division and online at www.martincc.edu under the Continuing Education Page. Payment can be made with cash or check only! Make all checks payable to MCC.

HOW TO REGISTER

IN-PERSON (WALK-IN) REGISTRATION

Monday through Friday, 8:30 AM – 4:00 PM, except holidays

Building 2, Room 35 (Williamston Campus)

OR

MAIL REGISTRATION FORM & PAYMENT TO:

Martin Community College
Continuing Education Department
1161 Kehukee Park Road
Williamston, NC 27892

WHO MAY REGISTER

Any adult 18 years of age or older (and out of high school) may register for a Continuing Education course. Individuals 16 to 17 years old may register upon recommendation of the chief administrative school officer and parent/guardian. Martin Community College reserves the right to change schedules at any time and to add or withdraw courses.

REGISTRATION FEES

A registration fee is charged for most Continuing Education courses. Tuition rates for North Carolina Community Colleges are established by the State Board as set by the NC Legislature for continuing education students per class for North Carolina residents and out-of-state students (per NCCCS Administrative Code).

1 – 24 hours	\$ 70.00
25 – 50 hours	\$125.00
51 + hours	\$180.00

(Tuition rates subject to change)

REFUND POLICY

*A 100% refund shall be made if the student withdraws prior to the first class meeting. A 75% refund shall be made if the student withdraws from class prior to the official 10% point of the class. Request for refunds must be made by completing a Continuing Education course withdrawal form prior to the 10% point of the class. **Forms are available in the Continuing Education Office.** For classes canceled by the College, a full refund shall be made. You do not have to request a refund in these cases. No refunds shall be made after the 10% point of the class. No refunds are granted for self-supporting courses once the class has started.*

Cancellation of Courses: Continuing Education non-credit classes are subject to cancellation if enrollment is insufficient. Registered students will be notified if classes are canceled.