

COURSE NAME		SECTION/ID NUMBER	COURSE DATE/S -
COURSE TIME	COURSE LOCATION	COURSE DAYS	INSURANCE <i>For Office Use Only</i>
INSTRUCTOR		SEMESTER	BILL TO <i>For Office Use Only</i>

WORKFORCE, TECHNOLOGIES, & COMMUNITY EDUCATION REGISTRATION FORM

SOCIAL SECURITY # / STUDENT ID		LAST NAME	FIRST NAME	MIDDLE NAME
HOME ADDRESS: STREET ADDRESS			CITY	STATE
			ZIP	COUNTY
TELEPHONE NUMBER		DATE OF BIRTH (MO/DD/YYYY)	GENDER (CHOOSE ONE)	ETHNIC (CHOOSE ONE)
HOME: WORK: CELL:		(MONTH) (DAY) (YEAR)	-MALE -FEMALE	<input type="checkbox"/> WHITE <input type="checkbox"/> AMERICAN INDIAN/ NATIVE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN/PACIFIC ISLANDER HISPANIC <input type="checkbox"/> OTHER/UNKNOWN/MULTIPLE
EMPLOYMENT			HIGHEST GRADE COMPLETED	
R Retired E1 Employed 1-10 hrs per wk UN Unemp-not seeking emp E2 Employed 11-20 hrs per wk US Unemp-seeking emp E3 Employed 21-39 hrs per wk FT Full-time employed E4 Employed 40 or more hrs per wk PT Part-time employed			<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> 13-AHS <input type="checkbox"/> 14-1 yr Voc Diploma <input type="checkbox"/> 15-2 yr Associate Deg <input type="checkbox"/> 16-4 yr Bachelors Deg <input type="checkbox"/> 17-Masters/Higher	
**TUITION WAIVER – CHECK IF APPLICABLE			HOW DID YOUR HEAR ABOUT THIS CLASS?	
<input type="checkbox"/> CEPRS –Paid EMS/Rescue Squad <input type="checkbox"/> CEPFR –Paid Fireman <input type="checkbox"/> CEVRS –Volunteer EMS/Rescue Squad <input type="checkbox"/> CEVFR –Volunteer Firemen <input type="checkbox"/> CEPLW –Paid Law Enforcement <input type="checkbox"/> CECPR –Paid County School Employee Rank/Title: _____ <input type="checkbox"/> CEPSPM –CE EMS Military Personnel Agency: _____			<input type="checkbox"/> Newspaper/Radio/TV _____ <input type="checkbox"/> Employer _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> SCC Website/Internet <input type="checkbox"/> Family/Friend <input type="checkbox"/> Surry Co. Workforce Center <input type="checkbox"/> Creating Success	
STUDENT SIGNATURE		STUDENT EMAIL ADDRESS		DATE

DRIVER'S LICENSE NUMBER	SIGNATURE OF WTCE REPRESENTATIVE
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COURSE TUITION	TECHNOLOGY FEE	FEES	FEES	FEES	FEES	TOTAL CHARGES
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PAYMENT OPTIONS

<input type="checkbox"/> CASH/MONEY ORDER	<input type="checkbox"/> TUITION WAIVER <i>[Check the appropriate waiver in the above waiver section (**)]</i>
<input type="checkbox"/> CHECK - MAKE CHECK PAYABLE TO <i>SURRY COMMUNITY COLLEGE</i> – PLEASE INCLUDE DRIVER'S LICENSE NUMBER ON CHECK	
<input type="checkbox"/> DEBIT CARD - TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	EXP. DATE (MONTH/YEAR): /
<input type="checkbox"/> CREDIT CARD - TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD DISCOVER AMERICAN EXPRESS	EXP. DATE (MONTH/YEAR): /
CARD #: (Debit/Credit) [] - [] - [] - []	SECURITY #: (ON REVERSE SIDE OF CARD) []

STUDENT SIGNATURE FOR DEBIT/CREDIT CARD

Important Student-Related Policies

- Any person eighteen years of age or older may be admitted to any Workforce, Technologies, & Community Education class. Sixteen and seventeen year olds may also enroll in Workforce, Technologies, & Community Education courses. Sixteen and seventeen year olds may be admitted in a Basic Skills class if they submit a Surry Community College student release form which documents school approval and parental consent.
- A student who wishes to withdraw from a Workforce, Technologies, & Community Education course must contact the corporate and continuing education office prior to or on the census date of the class to be eligible for a refund. A 75% refund will be given if the student requests the refund in a timely manner.

Some policies regulating student behaviors are necessary on any college campus. When you register for one or more classes at SCC, you must agree to abide by all of its policies, and you document this agreement, as well as your receipt of the information below, by your signature on the front of this form. Complete copies of these policies are available in the Student Services Office and will be provided to you upon request. Listed below are summaries of some of the most important ones. Please consult the Vice President for Student Services for additional information and/or clarification of any policies.

Drug-Free Student: Drugs and alcohol are detrimental to the learning process and can endanger the safety of students, faculty, and staff. Therefore, the unlawful use, possession, and/or distribution of drugs or alcohol on college grounds or at college functions will not be tolerated. In addition, to ensure the safety of patients and other participants in clinical programs, it is imperative that no student possess, use, or be under the influence of any controlled substance or alcoholic beverage while on campus or at any clinical

Information Technology Acceptable Use: The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer resources. Some examples of specific activities that are not permitted include (1) sending or displaying offensive messages, pictures or materials; (2) using obscene language, harassing, insulting or attacking others; (3) damaging electronic components, computers, computer systems, or networks, including knowingly transferring viruses; (4) violating copyright laws or using others' passwords; (5) trespassing in others' files, folders or storage areas of any kind; (6) intentionally wasting limited resources; (7) using the network for commercial, political or any unlawful purposes; and (8) unauthorized distribution of college data and information. A more comprehensive list of activities not permitted are available in the policy manual in Student Services.

Sexual Harassment: Surry Community College strives to make its campuses inclusive and a safe and welcoming learning environment for all members of the College community. Pursuant to multiple federal and state laws and College policy, the College prohibits discrimination in its educational programs and activities based on sex. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded educational program or activity including, quid pro quo harassment, sexual harassment; sexual assault, stalking, dating or domestic violence.

Prohibition of Weapons on Campus: No person, whether student, employee, or visitor, may possess or carry, whether openly or concealed, any weapon on any campus or other educational property of Surry Community College.

Unlawful Demonstrations, Violence, or Force: Recognizing the right of dissent, criticism, and protest, it is the policy of the college to give full and prompt attention to such expression presented in a lawful manner. However, the use of unlawful violence, disturbances, demonstrations, force, the occupying or damaging or property or intimidation will not be tolerated.

Campus Security: The SCC Campus Security Report is available on the college website (www.surry.edu). This report provides statistics on past occurrences of crimes committed on college property, information about crime prevention, crime reporting, and policies concerning campus security. If you would like a paper copy of this report, you may obtain one in the Student Services Office.

Graduation Rates: Title II, Public Law 101-542, dated November 8, 1990, requires educational institutions to disclose graduation rate data. Such data for Surry Community College are available in the Office of Institutional Research, Richards Health Sciences Building, room H-218.

Voter Registration: Voter Registration Application/Update forms are available in the R Building.

Release of Students' Pictures: SCC uses pictures and videos of college activities and students for public information and advertising purposes. Students who do not want to appear in such photographs or videos should notify the Office of Student Services and Surry Community College Marketing Department in writing.

Surry Community College provides educational and employment opportunities without regard to race, religion, national origin, age, gender, or disability. For additional information, contact the Office of the Senior Vice President for Academic and Student Affairs.