



# Continuing Education Registration Form

Have you taken a class at MCC before?  Yes  No If yes, has your address changed since your last class?  Yes  No

Please register me for **Course Title:** \_\_\_\_\_

Beg. Date \_\_\_\_\_ End Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

CIS ID # \_\_\_\_\_ Dept. \_\_\_\_\_ Class \_\_\_\_\_ Datatel Student ID # \_\_\_\_\_

Name \_\_\_\_\_  
*Last First Middle / Maiden*

Address \_\_\_\_\_  
*Mailing*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ ext. \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_ Pager \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  age 65 or older

Race  White  Black  Indian  Hispanic  Asian Sex  Male  Female

Employment  Unemployed  Part-time  Full-time  Retired Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Circle the highest grade completed 0 K 1 2 3 4 5 6 7 8 9 10 11 12  
**OR** check  passed high school equivalency (GED)  associate's degree  master's degree  
 completed one year college/vocational training  bachelor's degree  doctorate degree

Home e-mail \_\_\_\_\_ Work e-mail \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to Mitchell Community College; for credit cards, provide information below.**

Visa  MasterCard  Discover  American Express

Credit Card Holder \_\_\_\_\_  
*Name shown on card and signature (if not the student)*

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

**MCC USE ONLY** Waiver Code \_\_\_\_\_ Registration \$ \_\_\_\_\_ Books \_\_\_\_\_ Tax \_\_\_\_\_

Payment Rec. By \_\_\_\_\_ Date \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Cash  Check \_\_\_\_\_ Bill to \_\_\_\_\_

**Mail, fax, or deliver to:**

ATTN. REGISTRATION DESK  
701 West Front Street  
Statesville, NC 28677-5644  
Fax: 704.878.4271  
Please call 704.878.3220 to confirm receipt of fax.  
**Phone:** Statesville 704.878.3220  
**Phone:** Mooresville 704.663.1923

**MCC CANCELLATION AND REFUND POLICY**

- The College reserves the right to cancel a class due to lack of enrollment. In this case, pre-registered/prepaid students will be issued a full refund.
- Pre-registered/prepaid students who withdraw from a course prior to its beginning will be issued a full refund.
- Participants who withdraw from a course prior to the 10% point will be issued a 75% refund.
- Participants who withdraw from a course after the 10% point are ineligible for a refund.