Continuing Education Registration Form

Mail, fax or deliver to:
Mitchell Community College, Attn: Registration Desk
701 West Front Street, Statesville, NC 28677
(704) 878-3220 Statesville
(704) 663-1923 Mooresville
(704) 228-2306 fax or
email ce_registration@mitchellcc.edu
Registration not complete until payment received

Have you taken a class at Mitchell before?

☐ **No**, provide complete Social Security # _____

☐ **Yes**, provide the last four digits of your Social Security # _____

OR ☐ Mitchell Student ID # _____

I ☐ agree ☐ disagree to let Mitchell Community College use photos of me taken in the classroom or on campus for marketing purposes.

Mitchell Continuing Education may release the following "directory information" without a participant's written consent unless the participant submits a written request to the Registrar prior to the start of the class indicating that such information should not be disclosed: Participant's name, address, email address, telephone number, dates of attendance; certificates, or credentials received and participation in Continuing Education activities
Information may also be disclosed without prior participant consent in the following circumstances: *In connection with a health or safety emergency, in response to a lawful court order, in response to a subpoena (participants will be notified by registered mail) ,to individuals or organizations providing or determining financial aid, to authorized officials for audits or evaluations of federally or state supported programs, or to enforce related legal requirements.*

PLEASE REGISTER ME FOR: COURSE TITLE	☐ Day ☐ Evening	Sect. # / Start Date
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Enter Legal Name

LAST	FIRST	MIDDLE	MAIDEN
MAILING ADDRESS			
CITY		STATE	ZIP
HOME PHONE		CELL	WORK
PREFERRED E-MAIL ADDRESS		DATE OF BIRTH	VETERAN? ☐ YES ☐ NO

☐ Female ☐ Male

Choose all that apply

☐ White ☐ Black or African American ☐ Hispanic ☐ Asian/Pacific Islander ☐ Native American ☐ Hawaiian

EDUCATIONAL LEVEL

_____Non-graduate

(enter highest grade completed, 0-11)

☐ High School Graduate
☐ HSE Diploma or GED Diploma (High School Equivalency)
☐ Adult High School Diploma
☐ One-year College/Vocational
☐ Associate Degree ☐ Bachelor's Degree
☐ Master's Degree ☐ Doctorate Degeree

EMPLOYMENT STATUS

Choose all that apply

☐ Full-time
☐ Part-time
☐ Unemployed
☐ Retired
☐ Apprentice

Employer _____

Occupation _____

FEE WAIVED

☐ Paid Firefighter
☐ Volunteer Firefighter
☐ Law Enforcement
☐ Paid Rescue/EMS
☐ Volunteer Rescue/EMS
☐ EOP
☐ No Affiliation

Department _____

Classification _____

"My signature attests that I am actively affiliated with the public safety agency listed and I hold the job classification indicated."

Mitchell College maintains accurate and confidential student educational records in compliance with College policy and the Family Educational Rights and Privacy Act (FERPA), with responsibility for record maintenance assigned to the Director of Admissions/Registrar and the Vice President for Student Services. FERPA grants students and former students the right to inspect and review their educational records and to request a hearing to challenge record contents, and prohibits disclosure of those records to unauthorized individuals or external entities without written student consent, except as permitted by law. Students may file complaints regarding alleged FERPA violations with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 5901. Educational records include materials directly related to a student, but do not include institutional personnel records kept separate from educational records, medical or counseling records maintained by licensed professionals, parents' financial records, or records kept in the sole possession of instructional, supervisory, or administrative personnel that are not accessible to others except a substitute.

MITCHELL COMMUNITY COLLEGE CANCELLATION, REFUND, AND WITHDRAWAL POLICY

- The College reserves the right to cancel a class due to lack of enrollment. In this case, preregistered/prepaid students will receive a full refund.
- Preregistered/prepaid students who officially withdraw from a course prior to its beginning will receive a full refund.
- Participants who officially withdraw from a course prior to the 10% point will receive a 75% refund.
- Participants who withdraw from a course after the 10% point are ineligible for a refund.
- Participants who withdraw before completing 75% of course will receive a grade of W and are ineligible for a refund.

By typing your name, you confirm your signature, class registration, and, if applicable, affiliation with the public safety agency listed.

REQUIRED: Student Signature _____ **Date** _____

OFFICE USE ONLY (Method of Payment)

$	Registration Fees	☐ Cash	☐ Credit Card	☐ Check
$	Total Collected	Third-party Billing		
Waiver Code	Payment Rec'd By	Receipt #		Date