



WAYNE COMMUNITY COLLEGE

WORKFORCE CONTINUING EDUCATION SERVICES

STUDENT REGISTRATION FORM

3000 Wayne Memorial Drive | Goldsboro, North Carolina 27534 | 919-739-6900 | www.waynec.edu

**** FOR OFFICE USE ONLY ****

CID #: _____

TERM: _____

Class Title: _____

Class Start Date: _____

****Please use Legal Name when completing the form.****

Last Name: _____ **First Name:** _____ **Middle Name:** _____

SSN or Student ID: _____ **Birthdate (mm/dd/yyyy):** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____ **County of Residence:** _____

Primary Phone: () _____ **Phone Type:** ☐ Home ☐ Cell Phone ☐ Business

Other Phone: () _____ **Phone Type:** ☐ Home ☐ Cell Phone ☐ Business

Email Address: _____

Driver's License: _____

Sex: (Check One)

☐ Male

☐ Female

Ethnic/Race: (Check at least One)

☐ American/Alaska Native

☐ Asian

☐ Black/African American

☐ Hawaiian/Pacific Islander

☐ Hispanic

☐ White

☐ Asian/Pacific Islander (NP)

Employment Status: (Check One) ☐ Retired ☐ Unemployed – Seeking

Employed: ☐ 40 or more hours ☐ 21 – 39 hours ☐ 11 – 20 hours ☐ 1 – 10 hours

Occupation: _____

Employer: _____

Education Level: (Check or enter the highest grade completed)

☐ Highest Grade Completed: _____

☐ Adult High School Diploma

☐ One-Year Vocational Degree

☐ Bachelor's Degree

☐ Never Attended

☐ Completed High School

☐ GED® or High School Equivalency Diploma

☐ Associate Degree

☐ Master's Degree or Higher

Supplemental Student Accident Insurance (SSA Ins.): As a registered student of a Workforce Continuing Education Course you may purchase Supplemental Student Accident Insurance for \$0.55 per semester.

☐ **Yes** – I would like to purchase SSA Ins.

☐ **NO** – I would NOT like to purchase SSA Ins.

· NOTE: SEE BACK OF FORM FOR REFUND POLICY ·

(My signature indicates that all information is accurate, and I have read & understand the Refund Policy.)

Student Signature: _____ **Date:** _____

**** FOR OFFICE USE ONLY ****

☐ **SPONSORED BY:** _____ **Point of Contact (Name):** _____

Sponsor ID#: _____ **Point of Contact (Phone/Email):** _____

RCTP # _____ **Payment Processed By:** _____ **Date:** _____

☐ **Sent to Business Office – By:** _____ **Date:** _____

Payment Type: ☐ CASH ☐ Check # _____ ☐ Money Order # _____

CREDIT: ☐ VISA ☐ Mastercard **CONF.#:** _____

☐ **Class Fee** \$ _____ ☐ **Tech. Fee** \$ _____ ☐ **ST-ID Fee** \$ _____

☐ **Parking Fee** \$ _____ ☐ **SSA Ins.** \$ _____ ☐ **Exam/Cert Fee** \$ _____

☐ **Other Fee:** \$ _____ **TOTAL** \$ _____

REFUND POLICY FOR WORKFORCE CONTINUING EDUCATION SERVICES COURSES

The refund policy for Workforce Continuing Education Services courses, as established by the N.C. General Assembly, allows a 75 percent refund, after the respective class begins, upon the request of the student if the student officially withdraws from the class prior to or on the 10 percent point of the scheduled hours of the class.

A 100 percent refund, shall be made if the student officially withdraws prior to the first day of class of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class, in which the student is officially registered is cancelled due to the insufficient enrollment.

There are no refunds for self-supporting classes. Under this policy, the college shall notify the student of the right to receive a refund at the time of official withdrawal.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our Web site at, <http://www.waynecc.edu/gainful-employment/>.

Wayne Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500, <http://www.sacscoc.org>, for questions about the accreditation of Wayne Community College.

The Commission on Colleges may be contacted only if there is evidence that Wayne Community College is significantly non-compliant with a requirement or standard. Accreditation standards are located at: <http://www.sacscoc.org/principles.asp>

The purpose for publishing the Commission's access and contact numbers is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.

Inquiries about Wayne Community College, such as admission requirements, financial aid, educational programs, etc. should be addressed directly to Wayne Community College and not the Commission's office.

The College's annual safety and security report is available online at www.waynecc.edu/campus-police-and-security/ or in the Office of Campus Police and Security.

Wayne Community College is an Equal Opportunity/Affirmative Action College and accommodates the needs of individuals with disabilities. It is the intent of the College that all programs and activities be accessible to all qualified students. It is the student's responsibility to make his or her disability known as soon as the need becomes known in order to provide ample time for arrangements to be made. The student must request academic adjustments by contacting the Disability Services Counselor in the Wayne Learning Center building, 919-739-6729.

Student Right-to-Know: Information regarding the persistence rate of enrolled students toward graduation and transfer-out-rate is available in the Office of Admissions and Records. Student rights under FERPA are available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or in the Office of Admissions and Records and in the Office of Counseling Services.