

# SURRY COMMUNITY COLLEGE

Corporate & Continuing Education Division

For Business Office Use Only  
CCE REGISTRATION

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>

COURSE TUITION	TECHNOLOGY FEE	BOOK FEE	BOOK REFERENCE #	TOTAL CHARGES
PAYMENT OPTIONS				
<input type="checkbox"/> CASH/MONEY ORDER		<input type="checkbox"/> TUITION WAIVER <i>[Check the appropriate waiver at the bottom of this form (**)]</i>		
<input type="checkbox"/> CHECK - MAKE CHECK PAYABLE TO SURRY COMMUNITY COLLEGE – PLEASE INCLUDE DRIVER'S LICENSE NUMBER ON CHECK				
<input type="checkbox"/> DEBIT CARD		TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD EXPIRATION DATE (MONTH/YEAR):		
<input type="checkbox"/> CREDIT CARD		TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD EXPIRATION DATE (MONTH/YEAR):		
CARD #: (Debit/Credit)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STUDENT SIGNATURE FOR DEBIT/CREDIT CARD				SECURITY #: (ON REVERSE SIDE OF CARD)
DRIVER'S LICENSE NUMBER			SIGNATURE OF CCE REPRESENTATIVE	

CORPORATE & CONTINUING EDUCATION REGISTRATION FORM				
SSN/STUDENT ID	LAST NAME	FIRST NAME	MIDDLE NAME	
HOME ADDRESS: STREET, CITY, STATE, ZIP			COUNTY	STATE OF RESIDENCE
TELEPHONE NUMBER HOME: WORK: CELL:	DATE OF BIRTH  (MONTH) (DAY) (YEAR)	GENDER (CIRCLE ONE) M-MALE F-FEMALE	ETHNIC (CIRCLE ONE) WHITE AMERICAN NATIVE BLACK HISPANIC ASIAN HAWIIAN/PACIFIC ISLANDER	
EMPLOYMENT <input type="checkbox"/> R Retired <input type="checkbox"/> E1 Employed 1-10 hrs per wk <input type="checkbox"/> E2 Employed 11-20 hrs per wk <input type="checkbox"/> E3 Employed 21-39 hrs per wk <input type="checkbox"/> E4 Employed 40 or more hrs per wk		CIRCLE HIGHEST GRADE COMPLETED 0 1 2 3 4 5 6 7 8 9 10 11 12 --GED 13-AHS 14-1 yr Voc Diploma 15-2 yr Associate Deg 16-4 yr Bachelors Deg 17-Masters/Higher		
**TUITION WAIVER – CHECK IF APPLICABLE				
<input type="checkbox"/> CEPFR – Paid Fireman <input type="checkbox"/> CEVFR – Volunteer Fireman		<input type="checkbox"/> CEPRS – Paid EMS/Rescue Squad <input type="checkbox"/> CEVRS – Volunteer EMS/Rescue Squad <input type="checkbox"/> CEPLW – Paid Law Enforcement		<input type="checkbox"/> CEHRD – HRD CECPR - Paid County School Employee
STUDENT SIGNATURE		STUDENT EMAIL ADDRESS		DATE

## Important Student-Related Policies

- Any person eighteen years of age or older may be admitted to a continuing education class. Sixteen and seventeen year olds may enroll in continuing education courses 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 continuing education course must contact the corporate and continuing education office prior to or on the 10% point of the scheduled hours 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 Development 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 Development for additional information and/or clarification of any policies.

**Drug-Free Student:** Drug use and abuse by students has become an immediate concern in our society. Drug users may endanger other students and the college educational environment. Therefore, it is the policy of Surry Community College that the manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on college grounds. Use of any drug authorized by medical prescription from a registered physician is not considered a violation of this rule. However, students will be held strictly accountable for their behavior while under the influence of prescribed medicines.

**Information Technology Acceptable Use:** Electronic information technology systems are essential tools for learning and research provided for student use. It is the policy of the college that the facilities be used ethically and legally, in accordance with applicable licenses and contracts, and according to their intended use for educational purposes in support of the college's mission and goals. 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) installing any personal software on college equipment.

**Sexual Harassment:** All employees and students are guaranteed the right to work and learn in an environment free from sexual harassment. This behavior is considered a form of discrimination based on sex, and as such is prohibited by Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving federal funds.

**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 of property or intimidation will not be tolerated.

**Campus Security:** The SCC Campus Security Report is available on the college website ([www.surry.edu](http://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 Development 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 Planning and Institutional Research, Richards Health Sciences Building, room H-218.

**Voter Registration:** Voter Registration Application/Update forms are available in the Student Development Office.