College of The Albemarle
Division of Corporate & Continuing Education
REGISTRATION FORM

www.albemarle.edu (choose the Corporate & Continuing Education link)

Please complete all sections legibly

Complete Name: _____ Social Security # or College ID #_____

Mailing Address: _____

Street/PO Box City State Zip Code

Phone Numbers: Home _____ Work _____ Cell _____

Date of Birth: _____ Email Address: _____

County of residence: _____ State of legal residence: _____ Date you became NC resident (if applicable): _____

Please circle your response for each of the following items:

Sex: M – Male F – Female

Ethnicity: NHS – Non-Hispanic/Latino HIS – Hispanic/Latino

Race: WH – White BL – Black/African American AS – Asian HP – Hawaiian/Pacific Islander AN – American/Alaska Native

Employment Status: FT - Full-Time PT - Part-Time US - Unemployed, seeking UN - Unemployed, not seeking R - Retired

Highest Education Completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED Adult HS Diploma Associate Degree Bachelor Degree Master's Degree Doctorate

1 – Any adult 18 years of age or older who is not enrolled in a high school may be admitted to a Continuing Education course. High school students 16 and 17 years of age may enroll in certain courses with the approval of parent(s) and the appropriate school officials.

2 – Students must attend at least 80% of the class hours to receive CEU's and/or certificates.

3 – Some courses, which are identified at the beginning of the class, require a minimum grade of 70 on the final exam in addition to 80% of class attendance.

4 – Official transcripts will be forwarded only upon request of the student.

If you withdraw **BEFORE** the class begins, there will be a 100% refund. The refund will be at 75% rather than 100% if you withdraw before the 10% point, which is usually the first class. Registration fees are **NON-REFUNDABLE** after the 10% point. **No refunds** will be given for classes designated Community Service Education due to their **SELF-SUPPORTING STATUS**. Senior Citizens (persons 65 or older) and full-time COA employees are not exempt from paying registration fees for Community Service Education Courses (self-supporting); however, they are exempt (NC residents only) from paying registration fees for Occupation Courses.

Student Signature: _____ **Date:** _____

Course Title	SYN #	Date(s)	Day(s)	Time	Cost	Instructor	Bldg/Room #

COA Continuing Education Representative only below this point

Payment/Waiver received- COA CE rep signature: _____ Date: _____

☐ Check: Amount: _____ Bank Name_____ Check #: _____

☐ Credit Card: Amount: _____ (circle one): Visa or MasterCard Last Four Digits: _____

☐ Cash: Amount: _____ ☐ Sponsor/Scholarship (attach paperwork): _____

☐ Fee Waiver: Sr. Citizen – only one fee waivered course per semester/must be NC resident HRD Correction Unit Law EMT Fire Paid or Volunteer

Indicate Dept and Job Title: _____

Edenton-Chowan Campus
1316-C North Broad Street
Edenton, NC 27932
P (252) 482-7900
F (252) 482-7999

Elizabeth City Campus
PO Box 2327
Elizabeth City, NC 27906
P (252) 335-0821
F (252) 335-2011

Dare County Campus
132 Russell Twiford Road
Manteo, NC 27954
P (252) 473-2264
F (252) 473-5497

Roanoke Island Campus
205 Highway 64 South Business
Manteo, NC 27954
P (252) 475-9250
F (252) 473-6002