



**College of The Albemarle**  
**Workforce Development & Continuing Education**  
**Registration Form**  
www.albemarle.edu

**Please complete all sections legibly**

Complete Name: \_\_\_\_\_ Social Security # or College ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime Contact Number(s): #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date you became NC resident (if applicable): \_\_\_\_\_

**Please check your response for each of the following items:**

**Sex:** M – Male      **Ethnicity:** NHS – Non-Hispanic/Latino      **Race:** WH – White      BL – Black/African American  
F – Female      HIS – Hispanic/Latino      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:** 9    10    11    12    GED    Adult HS Diploma    Associate    Bachelor    Master's    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.

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

**Indicate Dept and Job Title(required):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**COA WD & ConEd Representative only below this point**

Payment/Waiver received- COA CE rep signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Check:** Amount: \_\_\_\_\_ Bank Name \_\_\_\_\_ Check #: \_\_\_\_\_

**Credit Card:** Amount: \_\_\_\_\_ Visa    MasterCard    Last Four Digits: \_\_\_\_\_

**Cash:** Amount: \_\_\_\_\_       **Sponsor/Scholarship (attach paperwork):** \_\_\_\_\_

**Edenton-Chowan Campus**  
800 N. Oakum Street  
Edenton, NC 27932  
P (252) 482-7900 x2435  
F (252) 482-7999

**Elizabeth City Campus**  
PO Box 2327  
Elizabeth City, NC 27909  
P (252) 335-0821 x2250  
F (252) 337-6710

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