

Registration

NON-CREDIT CONTINUING EDUCATION REGISTRATION

The classes included in this publication are for students 18 years of age or older. Specialized classes for children are listed in the *College for Kids* section which begins on page 69. When registering, please provide an accurate daytime phone number at which you can be reached or where a message can be left in the event of a class cancellation.

ONLINE

Online registration is available at www.camdencc.edu/ce

REGISTRATION

You may register for Continuing Education courses through any of the following:

WALK-IN

Stop into the Continuing Education office Monday through Friday from 8:30 a.m. – 4:30 p.m. Call for additional selected evening hours. The Blackwood office is located in the CIM Building, Room 207. The Rohrer Center in Cherry Hill is located at the corner of Rt. 70 and Springdale Road. Payment can be made with check, money order, Visa, MasterCard, or Discover. Cash payments are not accepted.

MAIL-IN

Use the registration form on the following page. Payment for mail registration may be in the form of check, Visa, Discover or MasterCard. Mail completed form and payment to:

Camden County College
Continuing Education
CIM Building, Room 207
P. O. Box 200, College Drive
Blackwood, NJ 08012

FAX-IN

(FOR CREDIT CARD PAYMENT ONLY)

Complete the registration form and fax to us with your credit card information. Our fax number is (856) 374-4861.

CLASS CONFIRMATION

A confirmation letter will not be sent upon receipt of your registration. If you prefer, however, you may call us at (856) 874-6004 or (856) 374-4955 to confirm that your registration has been received.

TUITION AND FEES

Tuition and fees for Continuing Education courses are listed with the course descriptions. Tuition is the same for In-County and Out-of-County residents. Organizations with three or more people enrolled in the same class may qualify for a 10 percent discount; please call for details.

REFUND/CANCELLATION POLICY

You will receive a 100% refund if you withdraw five or more days before the first class starts. You will receive a 50% refund if you withdraw four days or less before the class starts. The 50% refund will be issued through the first day of class. After the first day of class, there is no refund. To obtain a refund, please call our office at (856) 874-6004 or (856) 374-4955 to receive a "Request for Refund" form. Specialized refund policies may apply to courses. See course description for details. The college reserves the right to cancel a course when registrations are less than the minimum required. Tuition and fees are refunded in full if the course is cancelled by the college. The college also reserves the right to change the time, location, and/or instructor.

SENIOR CITIZEN REGISTRATION

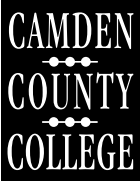
Senior Citizens 65 years of age or older may enroll in non-credit courses at a 50% discount on course cost on a space available basis. You must register for classes no earlier than five business days before the course is scheduled to begin. Some courses and programs may not qualify for the discount; please ask upon registration for those eligible.

PARKING POLICY

No parking permit is necessary; however, you must park in white-lined, student spaces only.

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Camden County College is an equal opportunity/affirmative action institution.



CONTINUING EDUCATION REGISTRATION FORM

Mail form to: **Camden County College**
Attn: Continuing Education
P.O. Box 200, Blackwood, NJ 08012
Telephone: (856) 874-6004 or (856) 374-4955
Fax: (856) 374-4861



Student's Social Security Number: - - **Spring 2010**

Title: Mr. Ms. Mrs. Other: _____

Legal Name: _____
Last First Middle
Name used in previous attendance if different from above:

Home Address: _____
Number Street

City State Zip County

Telephone: Home: _____ - _____ - _____ Business: _____ - _____ - _____

E-Mail Address: _____

***Information concerning age, gender and ethnic background is required for federal reporting. It does not affect admission to Camden County College.**

Ethnicity*

Asian American/Asian/Pacific Islander

Black/African American/African

Hispanic/Latino/Chicano/Spanish

Native American/American Indian/Alaska Native

White/Caucasian/European

Gender* Male Female

Date of Birth* ____ / ____ / ____
Month Day Year

What is your intent in enrolling at Camden County College?

To develop/enhance job skills

Personal interest/enrichment

Other _____

Course Number	Course Title	Days (circle)	Start Time	End Time	Start Date	COST
CE.		MTWRF SU				
CE.		MTWRF SU				
CE.		MTWRF SU				
CE.		MTWRF SU				
CE.		MTWRF SU				
CE.		MTWRF SU				
CE.		MTWRF SU				

TOTAL DUE (see payment info on back) →

CONTINUING EDUCATION REGISTRATION FORM

Continued from other side

If the student is under the age of 18, please complete the following information:

Parent's Name: _____

Address: _____

Number Street

City State Zip

Social Security Number: - -

Telephone: Home: _____ - _____ - _____ Business: _____ - _____ - _____

E-Mail Address: _____

Did you know you can register online at www.camdencc.edu/ce?

Check one: Check Third Party (documentation must be attached)

Visa® MasterCard® Discover® (All information below must be complete in order to process your credit card.)

Amount \$ _____

Enter Account # _____

Cardholder Name _____

NUMBER & STREET

Billing Address _____

CITY

STATE

ZIP

Expiration Date ____/____/____ CVV2 Code (3-digit number on the back of your credit card, next to the last four digits of your credit card number)

Cardholder Signature _____

Signature below indicates that I have read and understand the following refund policy:

REFUND/CANCELLATION POLICY

You will receive a 100% refund if you withdraw five or more days before the first class starts. You will receive a 50% refund if you withdraw four days or less before the class starts. After the first day of class, there is no refund. To obtain a refund, a Refund Request form must be processed. Please visit www.camdencc.edu/ce and click on the **Request for Refund** link and follow instructions, or you can process a Request for Refund in person at the Blackwood Campus in the CIM Center, room 207 or at the William G. Rohrer Center in Cherry Hill. Specialized refund policies may apply to courses. See course description for details. The college reserves the right to cancel a course when registrations are less than the minimum required. Tuition and fees are refunded in full if the course is cancelled by the college. The college also reserves the right to change the time, location, and/or instructor.

Student's Signature: _____ **Date:** _____

NOTE: Registration is not complete until payment is made in full.

Mail this form with check or credit card authorization, or fax with credit card authorization to:

Camden County College

Department of Continuing Education

FAX: (856) 374-4861

CIM Building

P.O. Box 200

Blackwood, NJ 08012

**3RD PARTY FINANCING AVAILABLE!
CALL 856-874-6004 FOR MORE INFORMATION.**

INCLEMENT WEATHER/ EMERGENCY CLOSING

When bad weather or an emergency necessitates cancelling classes, Camden County College will inform faculty, staff, and students of the closing through announcements on Radio Station KYW 1060 AM. Please listen for the school closing numbers on the early morning broadcasts on KYW. If the weather gets progressively worse during the day, listen again at midday and late afternoon for updates on closings. If the closing number is announced, classes will be cancelled at all Camden County College sites.

Closing Numbers:

- 559 — Cancellation of day classes
- 2559 — Cancellation of evening classes

LIFETIME LEARNING TAX CREDIT

As a Continuing Education student, you may be eligible for the lifetime learning tax credit. For 2010, this tax credit is generally equal to 20% of the first \$5,000 of qualified tuition expenses. You, or your parents, are eligible if:

1. You are not enrolled in a "sports, game, or hobby" course unless it is required for your degree;
2. You, or your parents, paid tuition after January 1, 2008;
3. You have not been convicted of a felony offense for the possession or distribution of a controlled substance; and
4. You or your parents' modified adjusted gross income is below \$50,000 for single taxpayers or \$100,000 for married taxpayers filing jointly. For further details, please consult your tax advisor or an IRS publication.

CONTINUING EDUCATION UNITS (CEU)

The CEU recognizes persons continuing their education and keeping up to date in the latest technology in their fields. One CEU is awarded for every ten hours of instruction. CEU may be awarded for academic credit courses which meet the CEU criteria; however, individual participants will not receive both CEU and academic credit.

CLASS LOCATIONS

Classes are held at both the Blackwood campus as well as the Cherry Hill Center. Please note that the Cherry Hill Center consists of both the Rohrer Center and the Heritage Square Center. Please consult the individual course description for the particular location.

Building Abbreviation Codes: Blackwood Campus

- CIM = Gabriel E. Danch CIM Center
- TRU = Truman Hall
- LIN = Lincoln Hall
- TAFT = Taft Hall

William G. Rohrer Center in Cherry Hill

- ROH = William G. Rohrer Center
- HER = Heritage Square, Rt. 70, Cherry Hill

DAY ABBREVIATIONS

M=Monday, T=Tuesday, W=Wednesday, R=Thursday,
F=Friday, S=Saturday, U=Sunday

TIMING IS IMPORTANT – REGISTER EARLY!

Many courses fill quickly and some courses do have size limits attached to them. Also, courses do cancel if the enrollment is not sufficient. Your registration may be the one that makes the class carry so please take advantage of early registration.

Unemployed?

ATTEND OUR INFO SESSIONS:

Every Day Monday thru Thursday at 2 p.m.

Every Tuesday at 6 p.m.

(No Info Sessions on 12/24/09, 12/28/09, 12/29/09, 12/30/09 or 12/31/09)

William G. Rohrer Center
Rte. 70 and Springdale Rd.
Cherry Hill