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. 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
Blackwood
Stop into the Registrar’s Office Monday through Friday from 8:30 a.m. — 6:30 p.m. The Blackwood office is located in Wilson Center.

Cherry Hill
The Rohrer Center in Cherry Hill is located at the corner of Rt. 70 and Springdale Road. Hours are Monday through Thursday 8:30 a.m. — 6:30 p.m. and Friday 8:30 a.m. — 4:30 p.m. Payment can be made with check, money order, Visa, MasterCard, Discover or American Express.

Regional Emergency Training Center
Hours are Monday through Friday from 8:30 a.m. — 4:30 p.m. Payment can be made with check, money order, Visa, MasterCard, Discover or American Express.

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
420 N. Woodbury-Turnersville Road
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)374-6218

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 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 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.

ATTENDANCE POLICY
Specified Continuing Education courses require mandatory attendance. Students missing more than 5% of the total class hours or one full class session, whichever is greater, will not be issued a certificate of completion.

(continued on page 5)
**CONTINUING EDUCATION REGISTRATION FORM**

Mail form to: Camden County College  
Attn: Continuing Education  
420 N. Woodbury Turnersville Road  
Blackwood, NJ 08012  
Telephone: (856) 874-6004  
Fax: (856) 374-6218

Student's Social Security Number: ____________ - ____________ - ________

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.*

<table>
<thead>
<tr>
<th>Ethnicity*</th>
<th>Date of Birth*</th>
<th>What is your intent in enrolling at Camden County College?</th>
</tr>
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<tbody>
<tr>
<td>Asian American/Asian/Pacific Islander</td>
<td>____ / ____ / ____</td>
<td>To develop/enhance job skills</td>
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<tr>
<td>Black/African American/African</td>
<td></td>
<td>Personal interest/enrichment</td>
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<tr>
<td>Hispanic/Latino/Chicano/Spanish</td>
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<td>Other: ___________________________________________</td>
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<tr>
<td>Native American/American Indian/Alaska Native</td>
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<td>White/Caucasian/European</td>
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<table>
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<th>Gender*</th>
<th>Title:</th>
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<td>Mr.</td>
</tr>
<tr>
<td>Female</td>
<td>Ms.</td>
</tr>
<tr>
<td>Other:</td>
<td>Mrs.</td>
</tr>
</tbody>
</table>

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: _______________________

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

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<th>Course Title</th>
<th>Days (circle)</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>COST</th>
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</table>

*TOTAL DUE (see payment info on back)

*subject to refund/cancellation policy on back

Continuing Education Classes • Call Us for More Information: 856-874-6004
If the student is under the age of 18, please complete the following information:

<table>
<thead>
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<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td><strong>Parent’s Name:</strong></td>
<td>________________________________________________</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Number Street City State Zip</td>
</tr>
<tr>
<td><strong>Social Security Number:</strong></td>
<td>________________________________________________</td>
</tr>
<tr>
<td><strong>Telephone:</strong></td>
<td>Home: _____ - _____ - _____ Business: _____ - _____</td>
</tr>
<tr>
<td><strong>E-Mail Address:</strong></td>
<td>________________________________________________</td>
</tr>
</tbody>
</table>

Check one:  
- [ ] Check  
- [ ] Third Party (documentation must be attached)  
- [ ] Visa®  
- [ ] MasterCard®  
- [ ] Discover®  
- [ ] American Express®  

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

- Amount $__________
- Enter Account # _______ _______ _______ _______
- Cardholder Name ____________________________________________
- Billing Address ____________________________________________
- 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 ________________________________________

**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. You can process a Request for Refund in person 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.

**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**  
**420 N. Woodbury-Turnersville Road**  
**Blackwood, NJ 08012**  

**FAX:** (856) 374-6218

**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
TAF = Taft Hall

William G. Rohrer Center in Cherry Hill
ROH = William G. Rohrer Center

The Technical Institute of Camden County
CCTS = 343 Berlin Cross Keys Road, Sicklerville

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.

Registration
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Unemployed?
ATTEND OUR INFO SESSIONS*:
Every Monday at 2 p.m.
William G. Rohrer Center
Rte. 70 and Springdale Rd.
Cherry Hill

Every Wednesday at 2 p.m.
Camden County Emergency Training Center
420 N. Woodbury-Turnersville Rd.
Blackwood

*No info sessions 12/26/11, 12/28/11, 1/2/12 and 1/16/12

Visit www.camdencc.edu/ce/train_unemployed.cfm to view our PowerPoint presentation or to get other information.

Continuing Education Classes • Call Us for More Information: 856-874-6004 5