

# Registration

## NON-CREDIT CONTINUING EDUCATION REGISTRATION

**Don't forget to confirm your schedule by dialing (856) 374-4923!**

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 & Teens* section which begins on page 71. 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](http://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

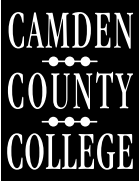
Senior Citizens 65 years of age or older may enroll in non-credit courses at a 50% discount on course cost on a space available basis. You must register for classes no earlier than 5 business days before the course is scheduled to begin. Some programs may not qualify for the discount; please see the individual program descriptions.

### PARKING POLICY

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

*(continued on page 5)*

*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 2009**

**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:** \_\_\_\_\_

## Payment Information

**TOTAL DUE:**

*(from registration form on other side)*

Did you know you can  
register online at  
[www.camdencc.edu/ce?](http://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 \_\_\_\_\_

**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.**