



WORKFORCE AND PROFESSIONAL DEVELOPMENT REGISTRATION FORM

FOR SPECIFIC COURSE CONTENT QUESTIONS, PLEASE REFER TO OUR WEBSITE AT WWW.WPCC.EDU

FOR OFFICE USE ONLY
Student ID:
Reg Tech Initial/Date:
Fee Waived Amt: __\$70 __\$125 __\$180

Classes offered through our Workforce and Professional Development Division, have a pre-registration policy, with the exception of Fire/Rescue, Law Enforcement, HRD and CTP program areas. Students must register and pay any registration fees two business days/48 business hours prior to the start date of the class.

Students may register via the following methods:

- 1). On-line; 2). Walk-in registration held on Tuesdays, 8:30 am- 6:00 pm in Hildebrand Hall, Main Campus; or 3). Download and mail registration form and check to WPCC, Business Office/WPD Registration, 1001 Burkemont Ave., Morganton, NC 28655. If using method #3, please remember that registration and payment must still be received and processed two business days/48 business hours prior to the start date of the class.

The following information is mandatory for ALL STUDENTS. IF THIS INFORMATION IS NOT PROVIDED, THE STUDENT CAN NOT BE REGISTERED FOR THE REQUESTED CLASS

Form with fields: Last Name, First Name, Middle Initial, Mailing Address, City, State, Zip Code, County, Home Phone, Work Phone, Cell Phone, Date of Birth, Email Address

Employment Status and Highest level of education that you have COMPLETED (1-12): Month/Year last attended High School: (with checkboxes for various categories)

If you are at least 16 years of age and still enrolled in high school, you must certify, by placing your initials here [], that you are in good academic standing and are making satisfactory academic progress toward graduation prior to being registered for this class. If you are under the age of 16, and are registering for a summer camp, your parent's signature is required below.

Parent Signature: _____

Class Information

Table with 4 columns: Course Title, Course Number, Date (s), Scheduled Meeting Time

CANCELLATION POLICY/REFUND POLICY: If WPCC cancels a class, the student will be notified. A one-hundred percent registration fee refund for Workforce and Professional Development classes shall be made upon request of the student if the student officially withdraws from classes at least one business day prior to the class start date.

PUBLIC SAFETY AND TRAINING PROGRAMS: FEE WAIVED CLASSES ONLY

WPCC reserves the right to ask for verification of fee exemption eligibility from the student and/or agency. FOR FIRE, RESCUE, LAW ENFORCEMENT, ETC. INFORMATION BELOW IS REQUIRED, CHECK APPROPRIATE BOXES Volunteer [] or Paid [] AND State [] or Local/County Agency []

Please note that to be eligible for fee exemption, the course/s you are registering for must be directly related to job performance or necessary to continue certification. If this information is not populated in its entirety, there will not be a fee waiver and the student will be responsible for payment. The student's registration will be flagged to disallow further registrations until payment in full is made or the required fee exemption information is received by the Workforce and Professional Development Department. Department Affiliation (ie: Fire, Rescue, Law Enforcement):

Clearly Print Department/Agency Name~No Abbreviations: _____

Job Title: _____

Student Signature: _____ Date: _____

With my signature, I certify that the information provided on this registration form is true and accurate. I have read and understand the cancellation and refund policy above and I agree to abide by the rules, policies and regulations of the College during my enrollment at WPCC. The college has my permission to release pertinent information on this form to appropriate College staff and, in the event of emergency or illness, I give permission for them to call a local physician. Please be advised that WPCC cannot register you for any class if you have an outstanding debt with the College. If this class is for certification, by affixing my signature above, I grant permission to release the appropriate course information to the certifying agency.

Information in this area is for record keeping purposes only and will not be used in a discriminatory manner. However, this information is required for federal reports, state reports and state certification. After registration into your class, this information will be destroyed.

Form with fields: SSN or WPCC Student ID, Gender (Female/Male), Ethnic Origin (Hispanic/Non-Hispanic/Latino), Race (Alaskan Native/American/Asian/African American/Caucasian/Hawaiian/Pacific Islander)