JOHNSTON COMMUNITY COLLEGE (JCC)
ONLINE
Student Registration Form
Community Development and Lifelong Learning Division

Mail, Fax, or deliver completed form and appropriate registration fee to:

Johnston Community College
Community Development and Life Long Learning Division
PO Box 2350, Smithfield, NC 27577
Telephone # (919) 209-2168
Fax # (919) 209-2189

WWW.ED2GO.COM/JCC

Print out and complete the application in full and return to the address listed above. Please print in ink or type.

Course Title_____**Registration Fee** _____

Semester (Sp)__(Su)__(Fa)__ Year_____ **Location : ONLINE Beginning Date** _____**Ending Date** _____

Social Security Number __ __ __ - __ __ - __ __ __ __ **Date of Birth** _____ **Sex** ( ) Male ( ) Female

Name_____
Last *First* *Middle*

Address *(Street, PO Box, Route)*_____

*(City, State, Zip)*_____ **County of Residence** _____

Email Address: _____

Telephone Number (Home) _____ (Business) _____(Cell)_____

Education Level: __Completed HS __Adult HS Diploma __GED Diploma __One Year Vocational Diploma __Associate Degree __Bachelor's Degree __Master's Degree __OR Highest Grade Completed

Employment Status: __Retired __Full-time __PT (Part-time)-Number of hours per week __Unemployed (not seeking) __Unemployed (Seeking)

Employer _____**Occupation** _____

If affiliated, name of Fire, Police, or Rescue Department _____

Please read the following policies concerning your ONLINE registration.

Community Development and LifeLong Learning Refund Policy: A student who officially withdraws from a CDLL course prior to the first class meeting is eligible for a 100% refund upon request to the CDLL Division. Upon official withdrawal from a CDLL Course, a student may be entitled to receive a 75% refund of the registration fee in certain circumstances. The CDLL Division refund policy applies to courses offered as Occupational Extension and Community Services. Courses offered as self-supporting are not eligible as these programs are funded by registration fees collected. In order to qualify for a refund, a student must officially withdraw and request a refund (in writing) prior to or on the 10% date of the course. Requests for refunds after the 10 % point will not be considered. Students are eligible for a 100 % refund if the class is canceled by the College.

Required for ONLINE Completion Certificate and JCC Credit: To print or receive a certificate of completion and receive credit from JCC, **students must complete quiz 1 by the 10% point which is the first Friday following your start date.** Also, students must complete the final exam by passing with 70% or higher and 85% or higher for certificate programs. Failure to complete both requirements will result in no CDLL credit for taking your class. *(An email will be sent to you as a reminder from our staff at JCC immediately upon your start date)* ****Your online course may state otherwise for your quizzes. However, our quiz 1 requirement is for CDLL credit with Johnston Community College that will go toward a future transcript if desired and recorded in our college system.**

Seniors are allowed to take only 1 free class per semester effective July 2010.

Step 1: Online Enrollment: ***Go to www.ed2go.com/jcc. To enroll in a course; click the "Courses" LINK" at the top of this screen. This mandatory process will allow you to create a username and password to enter your course.***

Step 2: Registration and Payment: ***Students MUST complete the Johnston Community College registration form along with your payment 5 business days before the class begins for payment processing. Registrations can be taken the day after the start date no later than 5:00 p.m.***

Course Repetition Policy: A special provision of the State General assembly concerning course repetition became effective July 1, 1993. Students who take an occupational extension course more than TWICE within a FIVE-YEAR period shall pay their cost for the course. Students shall be primarily responsible for monitoring course repetitions; however, the College shall review records and charge students full cost for courses taken more than twice. Senior citizens who are legal residents of North Carolina and who wish to enroll in an occupational extension course will not be required to pay for the course twice. Senior citizens who take an occupational extension course more than twice within a five-year period shall pay their cost for the course ($2.93 X number of actual hours of class length). Students may repeat occupational extension courses an unlimited number of times, if the repetitions are for certification, licensing, or recertification.

Underage Students: Students who are under the age of 18 must have the JCC Dual Enrollment form signed and completed by the student's High School Principal or Parent (if home schooled) and JCC's President PRIOR to the start date.

The above information is accurate to the best of my knowledge and I have read the CDLL Online Course Policy and CDLL refund, course repetition, and underage procedures and understand how each applies to my registration for this course.

Student Signature _____ **Date** _____

Method of Payment: ( ) Check or Money Order enclosed (payable to JCC)

( ) Credit Card - If paying by credit card, please provide a contact phone number on registration form to process your payment. Our office will call you for this information.

Course Code _____(Office Use Only)

NOTE: ***Please send ONLY this registration form with your fee; DO NOT send textbook fees or online orientation.*** Prior to the first class, students must purchase books from the online "requirements" section. Books for online courses are not stocked in the JCC bookstore.