

REGISTRATION INFORMATION: Make check payable to the individual instructor/agency.

Registration Procedures: (Please Print!)


Instructors/Agencies: For courses sponsored by the various agencies/instructors, mail check or money order made payable to the agency/instructor (see course offerings by school) and mail to the school site you plan to attend (see back cover for sites/addresses).

Wake Technical Community College: Any course sponsored by Wake Tech, mail check or money order made payable to: Wake Technical Community College and mail to: Wake Technical Community College - Continuing Education
9101 Fayetteville Road
Raleigh, North Carolina 27603

Refund Policies:

(Various Instructors/Agencies) - A class will be cancelled if the number of participants does not meet the minimum number required by the instructor/agency. In such cases, checks will be returned to participants. In any other cases, refunds are the responsibility of the agency/instructor. You may call the individual instructors (see course descriptions) or 850-1830 for more information regarding refund policies.


(Wake Technical Community College) - A full refund is made if the student withdraws from the class before the first class meeting or if the class is cancelled by the college. A 75 percent refund is made if the student withdraws prior to or on the 10-percent date of scheduled hours.

..... 
NOTE: Course offerings found in this catalog are not Wake County Public School System activities but are non-school activities as defined by General Statute §115C-524(b), and are subject to such statute which states in part, "No liability shall attach to any board of education, individually or collectively, for personal injury suffered by reason of the use of such school property pursuant to such agreements."

Mail-In Registration Form

Name _____
Address _____
Telephone (Home) _____ Business (Daytime) _____
Social Security No. _____ Birth Date _____
Course Title _____ Course Code _____
Course Location _____ Schedule: Day/Time _____
Course Dates _____ Fee Enclosed \$ _____

Important: You will be contacted only if there is a problem with your registration. Course codes (needed only for the Wake Tech classes) are found in the course offerings by school.

..... 
NOTE: Course offerings found in this catalog are not Wake County Public School System activities but are non-school activities as defined by General Statute §115C-524(b), and are subject to such statute which states in part, "No liability shall attach to any board of education, individually or collectively, for personal injury suffered by reason of the use of such school property pursuant to such agreements."

Mail-In Registration Form

Name _____
Address _____
Telephone (Home) _____ Business (Daytime) _____
Social Security No. _____ Birth Date _____
Course Title _____ Course Code _____
Course Location _____ Schedule: Day/Time _____
Course Dates _____ Fee Enclosed \$ _____

Important: You will be contacted only if there is a problem with your registration. Course codes (needed only for the Wake Tech classes) are found in the course offerings by school.

Important Wake Tech Information

Read this information before registering for classes!

All computer courses require a textbook(s) and a minimum of two or more **NEW** formatted, 3.5-inch, high-density data diskettes. For keyboarding and all intermediate and advanced courses, please take diskettes to the first class session. Computer classes combine lecture and lab with hands-on exercises in class. Exceptions are noted. Computer classes require out-of-class preparation (homework) to achieve expected objectives. Please plan your time to include homework.

Prerequisites:

All computer classes except those in the “beginning” section have prerequisites that are noted. Please do not enroll in a class unless you have the prerequisite skills, which are included to provide an effective starting point for the class.

Books and Software:

Textbooks listed and diskettes will be available through College Bookstore located on Main Campus. “TBA” indicates texts not yet selected at press time for this publication. The bookstore will be able to give you information about the text for your course if you will identify the course by the course number, a unique seven-digit number found in the catalog to the right of the Agency/Instructor column (example: Course Code 993-1-000). It helps to know the title as well, but the title alone may yield the wrong information for your specific class. Do not open any software included with the books until after the first class meeting! The bookstore can ship purchases to you via UPS with your credit card. For your convenience, the bookstore is open until 8 p.m., Monday through Thursday, until 4:30 p.m. on Friday and from 10 a.m. until 2 p.m. the first two Saturdays of the term.

Schedule Changes:

We reserve the right to change the times, dates or locations of scheduled classes to meet changing conditions or to cancel classes if conditions require.

Refund Policy:

Refund requests and withdrawals must be made in writing by the student. No exceptions. 1) A 100-percent refund shall be made if the student officially withdraws from the class before the first class meeting submitting a written request. 2) A 75-percent refund shall be made if the student officially withdraws after the class starts but before the 20-percent point of schedule hours. 3) A full refund shall be made for classes cancelled by the college. You do not have to request a refund.

Tuition - includes the \$10 Wake County Community Schools fee. Tuition waivers are not allowed for self-supporting classes. You now have the option of paying tuition with either a Master Card or VISA card.

Senior Citizens - Individuals, age 65 and older, may be exempt from the payment of tuition, provided that 1) the individual meets entrance requirements; 2) the individual does not displace a tuition-paying student; and 3) the class is not defined by the college as “self-supporting.” There are no exemptions from payment of community school fees. For more information, call 662-3252.

- Don’t arrive before your scheduled class. Your community school is only open for evening classes during the time classes are scheduled. One may enter the building five minutes prior to class time; however, please leave the building immediately upon being dismissed from your class. Please do not enter computer labs until your instructor has arrived.
- Please have your course number and textbook title available when you contact the bookstore to purchase a text for Wake Tech classes.
- ONLY students registered to take a Continuing/Adult Education classes are authorized to attend. The student’s immediate family members and children are excluded from attendance by this policy.
- Call 715-7409, 715-7410 or 715-7411 regarding ESL (English as a Second Language) classes.
- Call 715-3434 or 662-3379 regarding the GED/ABE (General Educational Development/Adult Basic Education) classes.