



SOUTHWEST VIRGINIA COMMUNITY COLLEGE

APPLICATION FOR ADMISSION
Non Credit

For Office Use Only
Empl. ID
IS OS
Staff Initial
Date
Revised 5-11-09/1-15-14

Please Note: In compliance with the Sex Offender and Crimes Against Minors Registry, a portion of this information will be submitted to the Virginia State Police.

*Denotes Required information

1. Name: Prefix First Full Middle Last Suffix
2. Former name:

3. Date of birth: (Month) / (Day) / (Year)

4. Which college/campus do you plan to attend? Southwest Virginia Community College Main Campus

5. In what type of class will you be enrolling? Credit classes Non-credit/CEU classes

6. What term do you plan to begin classes? 20__ Term: Fall (Aug-Dec) Spring (Jan-May) Summer (May-Aug)

7. Have you previously attended, applied for admission to, or been employed by any Virginia Community College? No Yes If yes, SIS ID (Empl ID), if known:

8. Primary Phone (include area code): () -

9. Mailing address: (Street) (City) (State) (ZIP) (Country, if not USA)

10. Current Residence (Jurisdiction): Provide what you consider to be your location of residence. If you temporarily relocated to your current address to get an education, you should provide your previous location.

11. Have you lived in Virginia for the last twelve months? Yes No-Where else did you live? (US state or Foreign country).

12. Email address: This address will be your unofficial e-mail address; you will be assigned an official VCCS e-mail address after enrolling in a qualifying class.

13. Emergency Contact Information: First Name Last Name Relationship Phone Number Extension

14. Employer (if employed): Business phone: ext.

15. Completed high school: Yes No Completed GED: Yes No

16. Ethnicity: None Specified Hispanic/Latino Not Hispanic/Latino

Providing the information below is voluntary. This question complies with the U.S. Department of Education's new standards for ethnic and racial data collection.

17. Social Security Number: See privacy statement, which can be obtained in the Admissions Office.

18. Race: None Specified White Black/African American Asian American Indian/Alaska Native Native Hawaiian/Other Pacific Islander

Providing the information below is voluntary. This question complies with the U.S. Department of Education's new standards for ethnic and racial data collection.

19. Gender: Female Male Not Indicated

20. U.S. Citizen Status: Native Naturalized Alien Permanent Alien Temporary Not reported or Not living in the U.S. Not Indicated

Note: If you have been a U.S. Citizen since birth, choose Native. If you became a U.S. Citizen after birth, choose Naturalized. If you are not a U.S. Citizen, choose one of the types of alien statuses based on your visa. "Alien Permanent", "Alien Temporary" or "Not reported or Not living in the US" applicants must complete the remainder of the question on Citizen Status.

Country of Citizenship? Permanent Status: Resident Alien Refugee A#:

Visa Type: Visa Expiration Date: If you chose "Not reported or Not living in the US," what Visa Status are you requesting?

21. Primary Language: English Other

22. Military status: None Specified I have never served in the U.S. Military My spouse has served in the U.S. Military I am the dependent of someone who has Dependent Active duty Active reserves Inactive reserves Retired Veteran/VA Ineligible Veteran Branch: Date of Entry mm/yyyy

Payment by Visa or MasterCard may be made on the Web when you register. From the navigation menu on left of web page select "For Student-Financial Services—Make a Payment." Web page appears showing balance due. Enter credit card and billing information, press "Submit Payment." A payment result page will appear showing if payment was authorized or declined. Print payment summary as your receipt. If pending message is received, you must contact the Business Office at 276-964-7215.

Class Registration

Class Number	Course Prefix	Course Number	Section	Cost	Start Date	End Date	Title

Student Signature

Date

Center for Community, Workforce & Economic Solutions
 Southwest Virginia Community College
 P.O. Box SVCC - Richlands, VA 24641
 Phone: 276-964-7242 Fax: 276-964-7393
 Para Informacion En Espanol, llame UD 276-964-7751

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Date Entry

Date Initials

Southwest Virginia Community College is an Equal Opportunity/Affirmative Action Employer

Non-Credit Refund Policy

Participants must withdraw from a non-credit class at least five business days before the class is scheduled to begin to receive a full refund. No refunds will be provided after this time. Refund requests must be made by mail, fax, phone or email. If a student has a financial obligation to SWCC, a refund will only be given after the financial obligation is satisfied. Refunds will be processed in a timely manner and may take up to several weeks to be received.

In the event the class is cancelled by Southwest Virginia Community College, a refund of the student's tuition will be processed in a maximum of 30 days if the student is not available to participate in the rescheduled or next scheduled class.