



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 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.