

# REGISTRATION *Information*

## GETTING READY

### *When You Register*

Registering for a Corporate or Continuing Education course at Forsyth Tech is easy. You can register online, by phone, or at one of our four convenient registration locations in Forsyth and Stokes counties listed to the right. When you register, you must provide all of the following information:

- ▶ Course Registration Number
- ▶ Address
- ▶ Birthdate
- ▶ Social Security Number
- ▶ Phone Number
- ▶ Payment

You may register for more than one person, but you must supply all of the above information for each person registered.

### *Privacy and Your Social Security Number*

Forsyth Tech takes precautions to guard against identity theft. Your Social Security number is used by Forsyth Tech only to register you in the course(s) of your choice, to assign your course grades, and to develop your transcript.

### *Payment Options*

Unless otherwise noted, you can pay with:

- ▶ Visa (credit/debit card)
- ▶ Mastercard (credit/debit card)
- ▶ Check
- ▶ Cash
- ▶ Money Order

Payment of registration, equipment and/or insurance fees must be made at the time of registration. Fee exemptions, if offered, are noted in the Class Listings. Checks should be made payable to Forsyth Technical Community College.

### *Keep In Mind*

- Early registration is encouraged – classes fill on a “first come, first served” basis. Registration must be completed before the first class meeting. Late registration is not permitted.
- Students may no longer register for Continuing Education courses at Forsyth Technical Community College’s Main Campus.

## REGISTRATION OPTIONS

### *Online Registration*

Log on to [www.forsythtech.edu](http://www.forsythtech.edu) and click on “Online Registration Form” under Corporate/Continuing Education. Payment by Visa or MasterCard only. Online registration cannot be used if you are registering for classes on a “fee-exempt” basis.

### *Walk-in Registration*

Walk-in registration is available at four locations:

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#### **West Campus Customer Service Center**

**1300 Bolton Street, Winston-Salem**

Monday – Thursday . . . . . 8:30 am – 6:00 pm

Friday . . . . . 8:30 am – 1:30 pm

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#### **Mazie S. Woodruff Center**

**4905 Lansing Drive, Winston-Salem**

Monday – Friday . . . . . 11:00 am – 1:30 pm

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#### **Grady P. Swisher Center**

**1251 Dudley Products Drive, Kernersville**

Monday – Thursday . . . . . 8:30 am – 4:30 pm

Friday . . . . . 8:30 am – 2:00 pm

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#### **Stokes County Government Center**

**1012 North Main Street, Danbury**

(Payment by check or money order only.)

Monday – Thursday . . . . . 8:00 am – 5:00 pm

Friday . . . . . 8:00 am – 3:00 pm

### *Telephone Registration*

To register by phone, call (336) 761-1002, Monday – Thursday 9:00 am – 1:30 pm Payment by VISA/MasterCard (credit/debit) only.

### *Corporate Registration*

Companies registering a minimum of five employees and paying for their registration, equipment, lab, insurance, or book fees by purchase order or authorization letter may use secure online or fax registration. Complete the Company Registration Form online at [www.forsythtech.edu](http://www.forsythtech.edu), or print the form, fill it out and fax it to: (336) 760-6173 attention West Campus Business Office. Employees will be registered upon receipt of the completed form. If classes are filled, the company will be notified. Employees will need a copy of the company purchase order or authorization letter to pick up textbooks. For further information contact the West Campus Business Office at (336) 734-7736.

# REGISTRATION *Information*

## Course Repetition Policy

In 1993, the N.C. legislature enacted a law that requires anyone, including senior citizens, who takes the same occupational extension course more than twice within a five-year period to pay \$6.01 per scheduled hour.

### Here's an example:

*Computer Basics costs \$58.00 (First Time)*

*Computer Basics costs \$58.00 (Second Time)*

*Computer Basics costs \$144.24*

*(Third Time: 24 class hours x \$6.01 = \$144.24)*

These fees were in effect at the time our most recent schedule was printed and are subject to change without notice. You are exempt if you are required by law to have certification/licensure.

## Refund Policy

- A full refund is given if Forsyth Tech cancels a course.
- If the course has a ✓ symbol, you may get a full registration fee refund by officially withdrawing from the class before the first class meeting. After the class has started, a 75% refund can be obtained by officially withdrawing before the class has met 10% of its scheduled time.
- If the course has a ❖ symbol, you may get a full registration fee refund by officially withdrawing from the class one working day (24 hours) before the first class meeting.
- **PLEASE NOTE:** To request a registration fee refund in accordance with the above policy, you must officially withdraw from a class by completing and submitting a Request for Refund form to the Corporate & Continuing Education Customer Service Center on West Campus. Forms are available at the Customer Service Center, or you may fill out and submit the online Request for Refund form. Refunds are generally mailed within four to six weeks of receipt of the Request for Refund form.
- No other refunds will be given. This includes malpractice insurance fees.

## Computer Use and Technology Fee

All occupational courses have a \$3.00 per course computer use and technology fee.

## Textbooks

For your convenience, three options are provided for purchasing textbooks:

- Online: Go to [www.ftcc bkstr.com](http://www.ftcc bkstr.com). Click GO and find your course. Requires VISA or MasterCard.
- West Campus Bookstore on Bolton Street: Call (336) 734-7754 for days and hours of operation.
- In Class: If you are taking a class at the Woodruff or Swisher Center, you may purchase your textbooks at that site the first night of class. Payment by check or money order only.

## Parking Decals

Parking decals cost \$12 and are nonrefundable. All CCE students who park vehicles on ANY Forsyth Tech campus (Main, West, Woodruff, Swisher) are required to purchase parking decals except for classes running for five consecutive days or less. Parking decals must be purchased in person at the Customer Service Center on West Campus or at the Swisher or Woodruff Centers. Parking decals may be purchased in advance or on the first day/night of class.

## Auxiliary Aids for Students with Disabilities

As mandated by law, Forsyth Tech provides auxiliary aids for students with disabilities. For more information, contact (336) 734-7248 or by TTY at (336) 723-3411.

### Primary Class Locations

#### Main Campus

2100 Silas Creek Parkway  
Winston-Salem, NC  
(336) 723-0371

#### West Campus

Customer Service Center  
1300 Bolton Street  
Winston-Salem, NC  
(336) 761-1002

#### Fourth Street

#### Downtown Center

Chamber of Commerce Building  
601 West Fourth Street  
Winston-Salem, NC  
(336) 631-1320

#### Goodwill Adult Night

#### Learning Center

2701 University Parkway  
Winston-Salem, NC  
(336) 724-3625, ext. 1304

#### Northwest Forsyth Center

3111 Big Oaks Drive  
King, NC  
(336) 734-7050

#### Grady P. Swisher Center

1251 Dudley Products Drive  
Kernersville, NC  
(336) 734-7903

#### Mazie S. Woodruff Center

4905 Lansing Drive  
Winston-Salem, NC  
(336) 734-7950

#### Stokes County Center

1012 Main Street  
Danbury, NC  
(336) 593-2482

**For other Forsyth and Stokes County class locations, call (336) 761-1002.**