CONTINUING EDUCATION REGISTRATION FORM

Questions? Call the Continuing Education advisor at (202) 298-2542 or e-mail ceadvisor@corcoran.org

REGISTRATION OPTIONS

Online: www.corcoran.edu/ce **fax:** (202) 639-1821
Mail: Office of the Registrar, Corcoran College of Art + Design, 500 Seventeenth Street NW, Washington, DC 20006
We recommend that students register at least one week before classes begin for the best course selection and availability.

REQUIRED INFORMATION

Last name First name M.I.

Social Security Number Date of birth (mm/dd/yyyy)

Gender: ○ Male ○ Female

Continuing Education registration does not satisfy requirements for F-1 Visa status

Citizenship: ☐ USA ☐ Other (please identify)

If other, Visa type

Requested in compliance with Civil Rights Act Section 402 of PL 88.352.

Race and Ethnicity (please check one or more)

- ☐ Asian
- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ Choose not to respond
- ☐ Hispanic or Latino
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

CONTACT INFORMATION

Street address

City State ZIP

Day phone Evening phone

Mobile phone

E-mail

EMERGENCY CONTACT INFORMATION

Last name First name

Emergency contact phone number Relationship to student

If under 18 please provide grade in school and name of parent or guardian

SPECIAL NEEDS

Please identify

REFERRAL SOURCE

I learned about classes at the Corcoran College of Art + Design from

- ○ Friend, family member or co-worker
- ○ An online search (Google, Bing, Yahoo, etc.)
- ○ Corcoran publication
- ○ Washington City Paper
- ○ The Washington Post
- ○ Other (Please specify)
- ○ Radio or TV
- ○ Corcoran postcard
- ○ E-mail from the Corcoran
- ○ The Washingtonian
- ○ Another newspaper or magazine

COURSE SELECTION

Please complete section using example as a guide ○ Fall ○ Spring ○ Summer Year

Course code	Sect.	Title	Day	Start Time	Credit or Non-Credit	No. of Credits	Tuition	Lab Fee	TOTAL
~~DM0900~~	~~A~~	~~Sample Course~~	~~M~~	~~9AM~~	~~Noncredit~~	~~0~~	~~$300~~	~~$50~~	~~$350~~

○ Current Member (no fee) ○ Join/Renew Membership* ○ Registration Fee ($35)

*MEMBERSHIP FEES: $60-INDIVIDUAL, $100-FAMILY, $160-SUPPORTING

Member number (if applicable) TOTAL AMOUNT DUE

CERTIFICATE INFORMATION

○ I'm currently enrolled in the Certificate Program

○ I wish to apply for the Certificate Program

Please indicate one of the following:

- ○ Botanical Art and Illustration
- ○ Ceramics and Sculpture
- ○ Drawing and Painting
- ○ Printmaking
- ○ Digital Design
- ○ Graphic Design
- ○ Web Design
- ○ Jewelry
- ○ Advanced Digital Design
- ○ Advanced Graphic Design
- ○ Advanced Web Design
- ○ Not listed

PAYMENT INFORMATION

Payment must be received, in full, at the time of registration

○ Enclosed is a check/money order payable to the Corcoran College of Art + Design.

○ Please bill my employer. A copy of my pre-approved P.O. or authorization is attached. It includes a contact name, a telephone number and an address to which my bill will be sent.

○ Please charge my: ○ Amex ○ MC ○ VISA

Card number Exp. date

Cardholder name

Cardholder signature

Or registration staff initials and date/time

If paying by check card, please be sure to verify with your bank that your total registration charges do not exceed your daily limit. If the charge is declined a penalty fee will be assessed to your account.

ALL STUDENTS

By submitting this form you are indicating that you have read and agree to abide by the Continuing Education Registration, Tuition and Fees, Refund, and General Information policies available in Corcoran printed materials and online at www.corcoran.edu/ce. Please note that the $35 registration fee is non-refundable. If your registration is accepted, you will receive an official confirmation via U.S. mail. Be sure to review the confirmation to verify scheduling and credit status. Changes to registration status must be made in writing before the third class meeting.

Student Signature Date

FOR OFFICE USE ONLY

○ New student ○ Returning student	Date
PCID	Tuition
Entered	Mem
Staff Init	Payment
Receipt #	Balance Due