

Non-Matriculating Student Registration Form

This form is for students interested in taking courses as a non-degree seeking student.

Confidential Information Collection

Dunwoody College of Technology is asking you to provide information that includes private and/or confidential information under state and federal law to complete the registration process. You are not legally required to provide the information, however, the College may not be able to effectively process your request with insufficient information. The Social Security Number that you provide to us may be included on an information return (1098-T) that is filed with the IRS and given to you. The 1098-T is used to determine your eligibility for federal educational tax credits when filing a federal income tax return.

Your educational information is protected by the Family Educational Rights and Privacy Act (FERPA). To release your educational information to parents, spouse or employer, you must grant them permission by completing the Consent to Release form.

Student Information (required)

First	Middle	Last
ID Number (if known)	Date of Birth (mm/dd/yyyy)	Social Security Number (000-00-000)

Section A. Contact Information

Personal Email Address	Phone (000-000-000)	
Street Address	Apt.	
City	State	Zip Code

Section B. Demographic Information

Gender: Female Male

Race/Ethnicity (select one or more of the following groups in which you identify yourself as a member) :

American Indian or Alaska Native Asian Black or African American Hispanic or Latino White

Native Hawaiian or Other Pacific Islander

Veteran Status: Veteran Not a Veteran

US Citizenship: Yes No, Country of Citizenship

Highest Educational Level of Parents: Earned Bachelors Degree Earned Associates Degree No College Degree

Section C. Educational Experience

High School Diploma/GED	Date Received (mm/dd/yyyy)	Institution Name and Address
College Degree(s)	Date Received (mm/dd/yyyy)	Institution Name and Address

Section D. Course Registration

Changes to schedule may result in additional charges or refunds. Refunds of dropped courses are ONLY available during the add/drop period. See Student Catalog in My.Dunwoody for additional information.

Add/Drop/Withdraw <i>i.e. Add</i>	Course Number <i>MACH2140</i>	Section <i>01</i>	Title <i>MasterCAM I</i>	Credits <i>4</i>	Last Day Attended
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section E. Payment Options

You will be billed for the course, learning technology fee, activity fee and books/supplies if applicable.

- Bill me
- Personal Check, payable to Dunwoody College of Technology (drop off check at the Accounting Department)
- Credit Card (contact the Accounting Department directly at (612) 374-5800)
- Bill Third Party (fill out information below)

Name of Third Party:

Name of Contact:

Billing Address:

Phone Number:

Claim Number if applicable:

Student Acknowledgement

I certify that the information provided on this form is complete and correct to the best of my knowledge. I acknowledge that I have read and understand the reasons for collection of my confidential information. I understand that I am not eligible for Financial Aid as a non-matriculating student and will pay in full via one of the above payment options. I understand that I must reapply as a non-matriculating student each semester and must receive proper approval from the applicable Program Manager or Dean in order to be registered in my requested courses.

Student Signature:

Date:

Approval to Register

This section is to be completed by the Program Manager or Dean. The above student has permission to take the courses listed in Section D of this form. Forward this form with all necessary signatures to the Registrar's Office.

Registration Effective for: Fall 20 Spring 20 Summer 20

Laptop Needed: Yes No

Program Manager/Dean Signature:

Date:

Internal Office Use Only: Processed by: _____ Date: _____