



CONTINUING & PROFESSIONAL EDUCATION

www.ocean.edu/cpe.htm

cpeinfo@ocean.edu • 732-255-0404

# CPE COURSE REGISTRATION FORM

You can register & pay for most classes by visiting [www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm). Click the Register Online Now! link.

Student Name \_\_\_\_\_  
Last First Middle

Street Address \_\_\_\_\_ Is this a new address?  Yes  No

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Is this a new phone number?  Yes  No

Email (required) \_\_\_\_\_ Date of Birth \_\_\_\_\_

*Class registration confirmations are sent via email.*

Course Code	Start Date	Course Title	Fee
SEE FULL REFUND AND MISCONDUCT POLICIES ON OUR WEBSITE: <a href="http://www.ocean.edu/cpe.htm">www.ocean.edu/cpe.htm</a>			Total

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR PARENTS OF ALL STUDENTS UNDER THE AGE OF 18 - MANDATORY**

Parent Name \_\_\_\_\_ Parent Preferred Phone \_\_\_\_\_

Parent Email (required) \_\_\_\_\_

Family Physician Name & Phone \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

List any Allergies \_\_\_\_\_

Authorized Adults for pickup/drop-off: (1) Name \_\_\_\_\_ Phone # \_\_\_\_\_

(2) Name \_\_\_\_\_ Phone # \_\_\_\_\_

(3) Name \_\_\_\_\_ Phone # \_\_\_\_\_

**Check one (Summer Camps Only)**

Will your child be participating in the supervised lunch care program?

Yes  No

I give consent for photographs/video of my child to be used solely for OCC promotional and/or public information purposes.  Yes  No

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT!** You must bring your registration receipt/confirmation to class with you. ■ When registering by phone, in person or by mail, your registration confirmation will be emailed to you within 24 hours. ■ If you register close to the start of the class, you may not appear on the instructor's attendance sheet, so you will not be allowed in the class unless you show your payment receipt. ■ FOR STUDENTS UNDER 18: Go to [www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm) to download our Health History & Waiver form. Please bring the completed form to class on the first day of camp. No child can participate without the completed form.

**TO REGISTER IN-PERSON** visit the OCC Main Campus in Toms River, Library Building #3, Ground Floor • 732.255.0404 or visit the SEC (Southern Education Center), 195 Cedar Bridge Road, Manahawkin • 609.978.2077

**TO REGISTER BY MAIL** send your completed registration form to CPE (Continuing & Professional Education) • Ocean County College • PO Box 2001, Toms River, NJ 08754 (make check payable to Ocean County College)

**REGISTER AND PAY ONLINE** [www.ocean.edu/cpe.htm](http://www.ocean.edu/cpe.htm)



## KIDS' CODE OF CONDUCT AGREEMENT

- I will always have the opportunity to meet with the College Administrator/Director to tell my side of any incident that is being reported to the camp office.
- I will respect the Instructor and follow his/her instructions. I will not run away from my group and will not leave class without permission from the Instructor.
- I will respect College property, off-site facilities, and all bus transportation and rules. If I willfully destroy property or equipment, monetary reimbursement will be required.
- I will obey fire drill safety and never pull or play with a fire alarm.
- I will respect personal property of other students and staff and not take anything that doesn't belong to me.
- I will show respect for everyone and only use appropriate language and gestures at camp.
- I will obey Internet safety rules as instructed by my Instructor. Failure to obey Internet safety may cause immediate expulsion from camp.
- I will be a good camp friend and not fight or instigate a fight. I will not hurt anyone with unkind words or actions. Any object that may hurt or place another person in fear of his/her safety may be considered a weapon and is cause for serious disciplinary action that could cause immediate expulsion from class. The Administrator/Director will investigate and resolve any safety issue immediately.
- OCC has a zero tolerance for bullying of any kind.
- If I am dismissed from class for misconduct, I will not be given a refund.

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Parent/Guardian Signature (for student)

Date

This form must be signed and presented upon registration.