



Live Online Courses

Registration Form

*Required Fields

Please Print Legibly

*Date of Registration: _____

*First Name: _____ M.I.: _____ *Last Name: _____

*Mailing Address: _____

*Have you taken a Live Online course before? Yes No

*Email: _____

Must be an individual email address. If you have taken a Live Online class before, use the same email you previously registered with.

*Phone: _____ *Date of Birth: _____ Male Female

*Current Employer: _____

Registration Confirmation: Upon registration, participants will receive an email confirmation with registration details and pertinent course information. Approximately one week prior to the start of the course, participants will receive an onboarding email with a student manual, course connection information, instructor contact, and final reminders.

Course Title	Start Date	Start Time	Enrolling College	Credit (Y/N) If applicable	Registration Fee**

****Additional purchases may be required:** Some courses require additional purchase of a subscription, textbooks, and/or materials. The participant or employer is responsible for purchasing all required items prior to the course start date. View all required textbooks and materials online at www.southcentral.edu/liveonline.

Method of Payment:

Credit Card – Call me for credit card information

*Payer Name: _____ *Payer Phone: _____

*Payer Email: _____

Company/3rd Party Billing

*Company Name: _____

*Company Address: _____

*Phone: _____ PO#: _____

*Authorized Representative: _____

*Authorized Representative's Email: _____

REFUND POLICY – A full refund or a transfer will be given to any student/company canceling or transferring their registration no less than 3 business days prior to the course start date. Participants and/or companies will incur all charges, with no refund, if the participant/company does not cancel or transfer their registration no less than 3 business days prior to the first course date.

To Complete Registration: Submit form to your enrolling college OR email directly to cbi@southcentral.edu.

Registration Questions: Call 507-389-7203 or email cbi@southcentral.edu.