

SAMPSON COMMUNITY COLLEGE

PROCEDURES FOR COMPLETING REGISTRATION FOR AN ONLINE CONTINUING EDUCATION COURSE

Complete the student registration form attached by typing in the appropriate information. After entering the appropriate information, print the form, sign and date, and mail the form to: **Karen King, Continuing Education Division, Sampson Community College, PO Box 318, Clinton, NC 28329.**

You will need a username and password to enter Blackboard online. To expedite this process, please create a username by using the following naming scheme: last name, first initial, middle initial. For example, if student John Q. Public were to register for an online course, his username would be **public**. For his password, the last four digits of his Social Security number would be used. For example, if John Q. Public's Social Security number is 123-45-6789, his password would be **6789**.

Using the above naming scheme for username and password creation, go to <http://sbc.sampsoncc.edu/username-submission.htm> and complete the online username submission form. Upon receiving the username submission information and application, you will be notified when you have officially enrolled in the course and will be allowed access into the online course.

When printing your student registration form to be mailed to the college, please retain a copy of the Sexual Harassment Policy (found within the electronic student registration form) for future reference.

If you should have any questions regarding applying for an online course through Sampson Community College's Continuing Education Division, please contact the Division at (910) 592-7176 or Karen King at karking@sampsoncc.edu.