

# HOW TO REGISTER...

## **MAIL-IN, WALK-IN, FAX-IN!**

1. Payment will be accepted by check, money order, or charge card.
2. Checks and money orders should be made payable to Nassau Community College

### **MAIL-IN:**

#### **Nassau Community College**

Office of Workforce Development & Lifelong Learning  
One Education Drive  
Garden City, NY 11530-6793

### **WALK-IN:**

**355 East Road** (on NCC Campus)

### **FAX-IN:**

**516.828.3507**

## **SPECIAL NOTE**

- Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. **PLEASE REGISTER EARLY!**
- We will send you a receipt with the course location map and a **parking pass** (for student/visitor parking only) by return mail.
- Non-credit classes are not applicable toward any college degree. They do not involve record-keeping, transcripts or certificates, except where noted.

If you have any questions, call 516.572.7472  
or e-mail: [CED@ncc.edu](mailto:CED@ncc.edu)

**CLASSES WILL NOT MEET, EXCEPT WHERE NOTED**

**SEPTEMBER 30,  
NOVEMBER 11, 22-26**

# REGISTRATION FORM

Please answer all questions on this form and send it together with your check, money order, or credit card information to:

**OFFICE OF WORKFORCE DEVELOPMENT & LIFELONG LEARNING**

Nassau Community College  
One Education Drive  
Garden City, New York 11530-6793

**Make check payable to:** Nassau Community College  
**OR fax the form with credit card information to:**  
516.828.3507

**YOU MUST BE 18 OR OLDER TO REGISTER WITH THE EXCEPTION OF ALTERNATIVES, HSE, AND SAT PROGRAMS.**

**HOW DID YOU HEAR ABOUT OUR COURSES?**

- |                                    |                                 |
|------------------------------------|---------------------------------|
| <input type="checkbox"/> TV        | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Website   | <input type="checkbox"/> Email  |
| <input type="checkbox"/> Mail      | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Newspaper |                                 |

Last Name \_\_\_\_\_

Complete First Name \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone: (    ) \_\_\_\_\_  Male

Cell Phone: (    ) \_\_\_\_\_  Female

Work Phone: (    ) \_\_\_\_\_

\*Birthdate: mm/dd/yyyy \_\_\_/\_\_\_/\_\_\_\_\_\*  
\*required\* at NCC? Have you ever taken any courses  Yes  No

e-mail: \_\_\_\_\_ NCC ID #: \_\_\_\_\_

**COURSE SELECTION**

CED #	SECTION	COURSE TITLE	DAY	FEE
Total Amount :				\$

**Non-Credit Refund Policy:** Tuition is refundable when a course is canceled by the College. Tuition is refundable to the student whose written request for withdrawal has been received by the Office of Workforce Development & Continuing Education prior to the beginning of the class. A 50% refund of tuition may be made to the student who has applied in writing to the Office of Workforce Development & Continuing Education prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

**CREDIT CARD PAYMENT INSTRUCTIONS:**

I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

*Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection cost processes.*

**Step 1:** Print Cardholder's name  
(as it appears on the credit card) \_\_\_\_\_

**Step 2:** Provide Cardholder's signature: \_\_\_\_\_

**Step 3: Please read:** I certify that there is sufficient credit amount on the card listed below to cover the fee charges shown on the accompanying Registration Form. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

**Step 4:** Card Information:  
**PLEASE Check ONE:**  VISA  Mastercard  Discover  American Express

Card Number: \_\_\_\_\_ Date of Expiration: \_\_\_/\_\_\_/\_\_\_\_

The deadline for mailing in registration is: Thursday, September 21, 2017  
*Beyond deadline, please call for class availability.*