



NORWALK
COMMUNITY COLLEGE
188 Richards Ave / Norwalk, CT 06854

Continuing Education Non-Credit Registration Form

NEW! Flexible Registration Online...

Available 24/7, it's quick, easy & convenient! Go to: www.norwalk.edu website and click on the **Continuing Education link**. Then click on **Flexible Online Registration**.

Questions relating to Flexible Online Registration, call: **(203) 857-7237**

BY MAIL...

Make check or money order payable to NCC and mail it to:
Attn: Records Office
188 Richards Ave.,
Norwalk, CT 06854

IN PERSON...

Visit us on campus in NCC's Record Office, **East Campus, Room E-102**
Registration hours:
Monday-Thursday
8:30am to 4:45pm
Friday
8:30am to 3:45pm

BY FAX...

Visa, American Express, MasterCard or Discovery Card only. Number & Expiration Date. Fax form to: **(203) 857-7012**

BY PHONE...

Monday-Friday
10:00am to 3:00pm
(203) 857-7237

PLEASE CAREFULLY PRINT ALL INFORMATION REQUESTED BELOW:

Please circle the semester

for which you wish to register: **Fall** **Spring** **Summer** Year _____ **VETERAN** _____ yes

STUDENT ID # @ _____ (New and Readmit Students must contact the Admissions Office to activate your student status. It may take 24 hours for access to your myCommNet account).

LEGAL LAST NAME (PLEASE PRINT) LEGAL FIRST NAME MI FORMER NAME

PERMANENT ADDRESS APT. CITY STATE ZIP CODE

Check box if this is a new address

SOCIAL SECURITY NUMBER BIRTH DATE: (MM/DD/YYYY)

() ()

HOME TELEPHONE (include area code) CELL PHONE NUMBER (include area code) EMAIL

| CRN # | Subject & Course ID # | Section # | Course Title | Days (circle) |
|-------|-----------------------|-----------|--------------|---------------|
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REFUND POLICY A student who withdraws by the last BUSINESS DAY (24 hours) prior to the class start date is entitled to a full refund. No refund will be made after the first class meeting of the course except in cases of: serious illness, call to active military duty, or other extenuating circumstances. Documentation will be required by the Division of Continuing Education to support the refund appeal.

The college reserves the right to cancel classes or limit class size. The semester Course Schedule is subject to change.

PAYMENT IS DUE AT TIME OF REGISTRATION

Advisor's authorization is required for ESL non-credit course registration.

Advisor's printed name _____ **Advisor signature** _____

***Student Signature:** _____ **Date:** ____ / ____ / ____

I understand that a form of payment must be processed at the Business Office. I have read and understand the refund policy

Credit Card Number: _____ **Expiration Date:** ____ / ____ **CSV:** _____

CHARGE TO MY (Circle one) **Discover** **MasterCard** **Visa** **American Express**