Continuing Education & Workforce Development / Non-Credit Registration Form

By Email:
IMPORTANT:
IF you are **NEW** to NCC please email this to Admissions@ncc.commnet.edu
IF you are **RETURNING** to NCC please email NK-RecordsOffice@ncc.commnet.edu

Online:
IF you have a banner ID number you can register on myCommNet

Directions for registering on myCommNet can be found here:
https://norwalk.edu/records/registration/

By Mail
Make check or money order payable to NCC and mail to:
NCC Records Office
188 Richards Ave.
Norwalk, CT 06854
Must be received 3 business days before class begins.

By Phone
Call **(203) 857-7237**. You will be called back within 24 hours.

PLEASE CAREFULLY PRINT ALL INFORMATION REQUESTED BELOW:

Please circle the semester for which you wish to register: **Fall   Spring   Summer**   Year_____   Are you a 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

( ) _____   ( ) _____   _____
HOME PHONE (include area code)   MOBILE PHONE (include area code)   EMAIL

CRN #	Subject & Course ID #	Section #	Course Title	Days (circle)
				M T W Th F Sa
				M T W Th F Sa
				M T W Th F Sa
				M T W Th F Sa

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

Advisor's Signature _____   Advisor's Printed Name _____   Date ____ / ____ / _____

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

TO MAKE PAYMENT: Payment is due at time of registration via Mycommnet. Students need their Student ID and Password to pay online. **Go to www.Norwalk.edu and click into MYCOMMNET Account.** Sign in with student id# and password. Click Student self service area. Click Billing Payment. We accept all major credit cards.

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

Student's Signature _____   Student's Printed Name _____   Date ____ / ____ / _____

TO BE COMPLETED BY BUSINESS OFFICE.   PAYMENT INFORMATION