

HOW TO REGISTER...

REGISTRATION CAN BE ACCOMPLISHED BY MAIL!

Fill out the registration form, mail it along with your check(s) made payable to Nassau Community College, and send it to:

Nassau Community College
Office of Lifelong Learning
1 Education Drive
Garden City, NY 11530-6793

PLEASE SEND A SEPARATE CHECK FOR EACH COURSE THAT YOU ARE REGISTERING FOR.

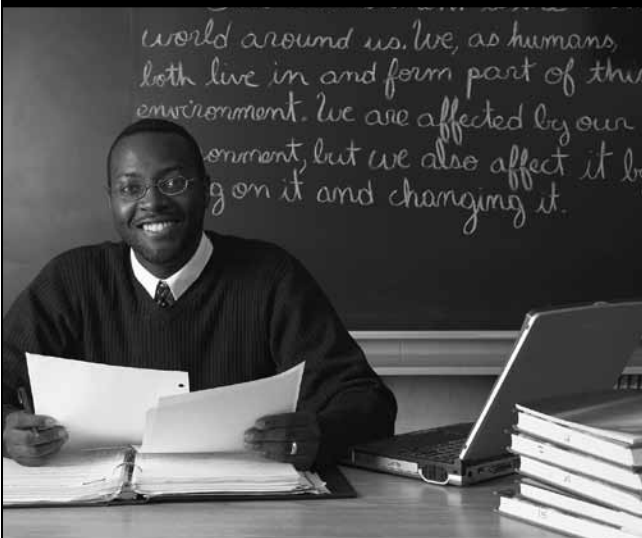
SPECIAL NOTE

- 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 Lifelong Learning 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: continuingeducation@ncc.edu

CLASSES WILL NOT MEET ON JANUARY 16, FEBRUARY 17-26, AND APRIL 2-8

Attention Adult Educators



Nassau is always looking for qualified people to join our non-credit instructional staff. If you have a special skill qualification and are looking to share your knowledge with other Long Island adults

please send your course idea(s) and resume to:

**Nassau Community College
Office of Lifelong Learning
1 Education Drive
Garden City, NY 11530**

CONTINUING EDUCATION—REGISTRATION FORM

CASH WILL NOT BE ACCEPTED

SEND A SEPARATE CHECK FOR EACH COURSE.
Please answer all questions on this form and mail it together with your check(s), money order(s), or credit card information to:

OFFICE OF LIFELONG LEARNING

Nassau Community College
One Education Drive
Garden City, New York 11530-6793
Make check(s) payable to: Nassau Community College

YOU MUST BE 18 OR OLDER TO REGISTER WITH THE EXCEPTION OF GED AND SAT PROGRAMS.

HOW DID YOU HEAR ABOUT OUR COURSES?

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

Last Name _____

Complete First Name _____

Address _____

City _____ Zip _____

Male

Home Phone: () _____

Female

Work Phone: () _____

Birthdate: mm/dd/yyyy ____/____/_____ Are you a previous NCC Student? 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 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 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 8 weeks to be processed.

CREDIT CARD FOR PAYMENT OPTION—SEE INSTRUCTIONS BELOW

Credit Card Payment Option: 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.

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 tuition charges shown on the accompanying Class Reservation Letter. 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 Circle ONE: VISA Mastercard Discover American Express

Card Number: _____ **Date of Expiration:** ____/____/_____

The deadline for mailing in registration for the Mini Session is: December 20, 2011
The deadline for mailing in registration for Spring Session is: Thursday, February 16, 2012