

# Registration Form

## 5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

### 1. By Mail

Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard or VISA.

Mail entire page with full payment to:

**Continuing Education Registration, MS #13  
Manchester Community College  
Great Path  
P.O. Box 1046  
Manchester, CT 06045-1046**

### 2. In-Person

At the Registrar's office in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard or VISA. Please use the night drop box after hours.

### 3. By Fax (860) 512-3221 (24 hours)

Complete a registration form, using your MasterCard or VISA. Please call (860) 512-3220 to confirm that your fax was received.

### 4. By Phone (860) 512-3232

Call (860) 512-3232 between 11 a.m. and 2 p.m., Monday-Thursday, using MasterCard or VISA only.

### 5. Register Online

Returning students, go to: [www.online.commnet.edu](http://www.online.commnet.edu) (using MasterCard or VISA). For details see page 66 or call (860) 512-2800.

#### Confirmations

**No written confirmations are mailed. Registrants will be contacted by MCC only if a course cancels or if classrooms, meeting times or dates change.**

## MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form as needed.

Banner I.D. # \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
(if known)

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (M) \_\_\_\_\_

Previous Name (if any) \_\_\_\_\_ email address \_\_\_\_\_

Home Address (Number and Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Semester and Year \_\_\_\_\_ Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

*Be sure to include both a day and evening phone number in case we need to inform you of a scheduling change or cancellation.*

Birth Date \_\_\_\_\_ Sex  Female  Male Today's Date \_\_\_\_\_

Resident Information ARE YOU: (Check applicable)

A CONNECTICUT RESIDENT FOR 1 YEAR?  YES  NO

ARE YOU: (Check applicable) 01  AMERICAN 02  NATURALIZED 03  APPLIED FOR CITIZENSHIP 04  STUDENT VISA

05  NOT ON STUDENT VISA - Other (Specify) \_\_\_\_\_ COUNTRY OF ORIGIN \_\_\_\_\_

06  PERMANENT RESIDENT (Registration Number) \_\_\_\_\_

CRN #	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC".

Fees (total enclosed) \_\_\_\_\_

Credit Card # \_\_\_\_\_

Cardholder name (print) \_\_\_\_\_

Cardholder signature \_\_\_\_\_

Relationship to student \_\_\_\_\_

Cardholder Address \_\_\_\_\_

Cardholder phone \_\_\_\_\_ Exp. Date (mo/yr) \_\_\_\_\_

#### REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received three (3) business days prior to the first scheduled class meeting. Regardless of circumstances, no exceptions will be considered. See details on page 66.

Office Use Only	Regis.	Special	Receipt #	Date