

# REGISTRATION INFORMATION

## Register Early

To ensure that you receive materials lists (describing what you should bring to class) in a timely manner, register at least ten (10) days before the first scheduled class meeting. MCC can not guarantee that materials (what instructors bring for your use) will be available for late registrants. Enrollment in classes is limited and will be accepted on a first-come, first-served basis. Classes may fill quickly; early registration ensures you a seat and also decreases the likelihood that a course will be cancelled.

## 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.

## Course Locations

Courses are held in classrooms at MCC or the East Hartford Community Cultural Center (EHCCC), unless otherwise indicated in the course descriptions. Please see maps on pages 15, 26 and 64 for directions.

## Free Parking

Parking is free at MCC. You may park without a permit in Lots B or C. A permit is required to park in staff or handicapped spaces. For parking lot locations, see Campus Map on page 26. Parking is also free at EHCCC.

## Weekend Restrictions

Weekend parking permitted in Lot C only. Enter through the AST building and proceed to your scheduled building/classroom.

## Postponements & Make-Ups

Classes postponed by instructor's request or extreme weather conditions will be made up whenever possible. Please call the College's main line, (860) 512-3000, or listen to WTIC, WDRC, WHCN, WPOP, WRCH or WCCC for cancellations due to weather conditions. You may not make up absences by attending classes other than your own. Closings due to weather are also listed on the College web page: [www.mcc.commnet.edu](http://www.mcc.commnet.edu).

## Cancellations

MCC reserves the right to cancel, postpone and substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified by phone or mail.

## Class Supply List

If the class for which you are registering requires supplies (see course description), your supply list will be mailed to you prior to class start. If you have not received your list one week before the scheduled class start, call the Continuing Education office at (860) 512-2800, or stop by the office in the Learning Resource Center (LRC) Room B147 to pick one up.

*Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request. MCC does not discriminate against any individual on the grounds of race; color; national origin; ancestry; sex; sexual orientation; age; religion; political beliefs; mental, learning or physical disability; marital or veteran status; or prior conviction of a crime. The College reserves the right to make any necessary changes in the information listed in this publication. 8/06, 62M, Resource: CE/VS*

*Catalog Layout: Valerie Scott*

## Refund Policy for Credit-Free Courses

There is a minimum enrollment for all Credit-Free courses. Classes with insufficient enrollment will be cancelled. If a course is full or cancelled, you will be notified by phone, mail or email before the starting date. If the College cancels a Credit-Free course, students will receive a full refund.\*

In order to drop a Credit-Free course and receive a refund\*, you must submit a written request to the Continuing Education Office no later than THREE business days prior to the first scheduled class meeting. It is your responsibility to call Continuing Education to verify that your request for a refund was received. If you fail to call, and we have no record of your request, you are ineligible for a refund. Refund checks are issued by the State Comptrollers' Office and take approximately four to six weeks to process.

Requests for refunds may be made:

In person: LRC B147

By fax: (860) 512-2801

Or mail: Continuing Education, MS #16, MCC,  
P. O. Box 1046, Manchester, CT 06045-1046

**No refunds will be issued after the allowable drop period.  
There are no exceptions regardless of circumstances.**

**\* The college does not keep student credit card information on file. If you paid for a class with a credit card and would like to have your credit card account refunded, you will need to provide us with your account number and expiration date. Otherwise, you will automatically be mailed a refund check.**

### Special Note to Students

Full payment is due upon registration. If you register and do not pay, you will be billed for the course(s). If you wish to drop a course, you must do so no later than three business days prior to the first scheduled class meeting, or you will be billed for the course(s).

## WEB REGISTRATION

for Credit-Free Courses

**Returning students** may now register online using a MasterCard or Visa.

If you are a returning student and know your Banner ID\* **here's how to register online\*\*:**

- Go to [www.online.commnet.edu](http://www.online.commnet.edu)
- In the "Secured Information" area click "Login"
- Enter your User ID/Banner ID, which is "@" followed by your eight-digit ID number\*\*
- Enter your PIN or Password—Your PIN is your date of birth entered as "mmddy" (You will be prompted to change your PIN when you login)
- Select "Manchester CC"
- Follow instructions for registration and payment

*Online registration for the Motorcycle Program is not permitted.*

- \* *Banner ID numbers will be mailed (upon request) to all returning students and cannot be given out over the phone.*
- \*\* *Please choose your course(s) in advance and have the correct CRN number(s) handy when you register online.*

**Please call 512-3220 for more information about Web registration or to request your Banner ID.**

# CREDIT-FREE 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.comnet.edu](http://www.online.comnet.edu) (using MasterCard or VISA). For details see page 66 or call (860) 512-2800.

**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 \_\_\_\_\_

Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

*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 # \_\_\_\_\_

### REFUNDS

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

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.

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

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

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

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

Office Use Only	Regis.	Special	Receipt #	Date