REGISTRATION INFORMATION

4 Ways to Apply and Register for Credit Extension Courses

1. By Mail
   *Must be received at least 5 business days prior to start of requested course.*
   If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Full payment must accompany each registration.** Refer to fee schedule on page 4. Send your registration and payment to:
   
   Registration Office, MS #13
   Manchester Community College
   Great Path
   P.O. Box 1046
   Manchester, CT 06045-1046

   Please mail the entire registration page!

2. In-Person
   If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19. Please complete the entire form. **Fees are payable in full at time of registration** and may be paid at the Bursar’s Office in the Lowe Building, after registering for your course in the Lowe Building Registrar’s Office.

   Make checks or money orders payable to "MCC."

3. By Fax: (860) 512-3221
   If applicable, complete the MCC Application for Admission form for new students on pages 15-16. Complete the registration form on page 19 using Visa, MasterCard, or Discover Card only. Please complete the entire form.

   **Forms of Payment**
   Full payment must accompany registration.
   Cash: In person, during regularly scheduled Bursar hours.
   (See page 4.)
   Credit Cards: Only MasterCard, Visa or Discover Card are accepted.
   Checks/Money Orders: Please make all checks payable to “MCC.” If one check is used to pay for more than one student, the names and course numbers for all students involved must be listed on the check. Please include each student’s Social Security number or Banner ID on your check.

   **Registration Hours:**
   Lowe Bldg, Room L157
   Monday: 8:30 a.m.-7:00 p.m.
   Tuesday: 8:30 a.m.-7:00 p.m.
   Wednesday: 10:30 a.m.-4:30 p.m.
   Thursday: 8:30 a.m.-4:30 p.m.
   Friday: 8:30 a.m.-4:30 p.m.
   Please call for Saturday and holiday hours or closings.

   For more information regarding registration, please call the Registrar’s Office at (860) 512-3220.

   **Class Requirements**
   For credit course prerequisites see Course Descriptions, pages 9-13.

4. Web Registration
   **Returning students** may register online using a MasterCard, Visa or Discover Card only. If you are a returning student and know your NetID and/or Banner ID*, **here’s how to register online:**

   **Login:**
   - Go to http://my.commnet.edu
   - Enter your NetID and PIN
   (See “New NetID Users” information below)
   - Click on STUDENT TAB
   - Click on the “Student Self Service” channel

   **Registering:**
   - If prompted, select Manchester Community College from the list of colleges
   - Click on “Registration and Payment”
   - Click on “Register (add/drop) classes”
   - Go to Schedule Term to select the correct semester/year, then submit
   - Follow instructions in step 1 and 2**
   - Click on “View Schedule” at the bottom of the page to confirm registration
   - Follow the prompts to initiate payment
   
   * Banner ID numbers will be mailed (upon request) to 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 (860) 512-3220 for more information about Web registration.

   **New NetID Users**
   - Your NetID is your Banner ID with the “@” symbol in a different position (i.e. a student with a Banner ID of @87654321, will have the following NetID: 87654321@student.commnet.edu)
   - Your initial password is made up of the following personal information:
     1. The first three characters of your birth month (with first letter capitalized)
     2. The “&” symbol
     3. The last four digits of your Social Security Number

   Example: a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct6789
   - You will then be prompted to change your password

   **Textbooks/Bookstore Hours**
   Textbooks and supplies can be purchased at the MCC Bookstore in the Lowe Building. The bookstore will be closed whenever the school is closed. For more information call (860) 645-3140 or visit them on the web at: www.efollett.com.

   **Credit Confirmation**
   You will receive your course schedule print-out as a confirmation, with course location, within a week after we receive your registration form. Students who register in person will receive confirmation at that time. Your confirmation is necessary to purchase textbooks at the MCC Bookstore. Credit course locations are also printed with each semester class schedule.

   **Late Registration**
   Late registration will be accepted on a space-available basis prior to the second class meeting and/or by permission of the instructor.
Credit Extension Course Registration Form

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

Attention Students: be sure to read the Credit Extension refund policy on page 3 before you register!

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on Pages 15-16

<table>
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<tr>
<th>Applicant's Name</th>
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<th>Previous Name (if any)</th>
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<td>Social Security # (for Student I.D.)</td>
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<td>Banner ID# Date of Birth</td>
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CRN# | COURSE TITLE | DAY(S)/TIME | START DATE | # OF CREDITS |
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I hereby authorize the use of my
MasterCard □ Visa □ Discover Card □
Credit Card #__________________________
Cardholder name (print)__________________
Cardholder signature_____________________
Relationship to student__________________
Cardholder address______________________
________________________________________
Cardholder phone________________________Exp. date (mo/yr)____

Total Fees: ____________________________
(include any applicable lab or studio fees)

New Student Application Fee:
($20 application fee must be paid by a separate check made payable to "MCC")

Student Signature ______________________ Date __________
I acknowledge that I have read the Credit Extension refund policies.

Attention Students: be sure to read the Credit Extension refund policy on page 3 before you register!