4 Ways to Apply and Register for Credit Extension Courses

1. **By Mail**

Registrations must be received at least five business days prior to the start of the requested course.

If applicable, complete the MCC Application for Admission for new students on pages 26-28. Complete the Credit Extension Course Registration Form on page 31. 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 Services  
Manchester Community College  
Great Path, MS #13  
P.O. Box 1046  
Manchester, CT 06045-1046

Please mail in the entire registration page!

2. **By Fax: (860) 512-3221**

If applicable, complete the MCC Application for Admission for new students on pages 26-28. Complete the Credit Extension Course Registration Form on page 31, using Visa, MasterCard or Discover Card only. Please complete the entire form.

3. **In-Person**

If applicable, complete the MCC Application for Admission for new students on pages 26-28. Complete the Credit Extension Course Registration Form on page 31, using Visa, MasterCard or Discover Card only, if paying by credit card. Please complete the entire form.

Fees are payable in full at time of registration and must be paid at the Bursar's Office in the Lowe Building, after registering for your course. Register in the Lowe Building at the Registrar’s Office.

Make checks or money orders payable to “MCC”.

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 password (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 Oct&6789
- You will then be prompted to change your password

**Registration Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>10:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-4:30 p.m.</td>
</tr>
</tbody>
</table>

For more information, call (860) 512-3220.

Please call for holiday closings and Saturday hours.

**Bursar's Office Hours**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Wednesday, Thursday</td>
<td>8:30 a.m.-4:00 p.m.</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30 a.m.-7:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30 a.m.-noon</td>
</tr>
<tr>
<td>Saturday</td>
<td>closed</td>
</tr>
</tbody>
</table>

For more information, call (860) 512-3638.

Please call for holiday closings.
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/Appeal Procedures on page 5 before you register!

NEW STUDENTS MUST FILL OUT AN MCC APPLICATION FOR ADMISSION on Pages 26-28

<table>
<thead>
<tr>
<th>Applicant's Name (last)</th>
<th>(first)</th>
<th>(middle)</th>
<th>Previous Name (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Social Security # (for Student I.D.)

Banner ID#

Date of Birth

Home Address (number and street, city/town, state, zip)

Telephone Number(s) (Home) (Business)

Email address

<table>
<thead>
<tr>
<th>CRN#</th>
<th>COURSE TITLE</th>
<th>DAY(S)/TIME</th>
<th>START DATE</th>
<th># OF CREDITS</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I hereby authorize the use of my

☐ MasterCard

☐ Visa

☐ Discover Card

Credit Card #

Credit Card 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

If enrolled, I pledge myself to comply, in good faith, with all the rules and regulations of the College. I realize that any misleading information given by me on this application may be cause for dismissal. I acknowledge that I have read the credit extension refund policies.

Office Use Only

Regis. Special Receipt # Date

Attention Students: be sure to read the Credit Extension Refund Policy/Appeal Procedures on page 5 before you register!