

CREDIT-FREE REGISTRATION INFORMATION

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 start 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 Registrar's Office no later than one (1) business day prior to the first scheduled class meeting. It is your responsibility to call the Registrar's Office 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: Registrar's Office, SSC Lobby

By fax: 860-512-3221

Or mail: Registrar's Office, MS #13, MCC,
P. O. Box 1046, Manchester, CT 06045-1046

No refunds will be issued after the allowable drop period. **

* 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 this account refunded, you must provide us with your account number and expiration date. Otherwise, a refund check will automatically be mailed.

** Refund Appeals are only considered for extraordinary circumstances.

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 one (1) business day prior to the first scheduled class meeting, or you will be billed for the course.

REFUND POLICY APPEAL PROCEDURES

The Refund Appeal is intended to extend the refund period for a limited 10-day period of time for students experiencing extraordinary circumstances. After the 10-day extension period, there are no refunds and appeals will not be considered regardless of the circumstances a student may experience. All appeals must be submitted in writing and include student ID, contact information and appropriate documentation. Appeals for credit-free courses must be received within 10 calendar days from the start date of class.

Appeals will only be considered for the following extraordinary circumstances: severe illness documented by a physician's certificate, administrative error by the College with supporting documentation, or military transfer documented by a copy of transfer orders.

The following circumstances will not be considered: change in employment situation, misunderstanding of start date or dates of class, misunderstanding of the registration process, inability to transfer course, normal illness, transportation issues, child care issues, poor decision or change of mind by student regarding course selection, or dissatisfaction with course content or instructor.

You may view and print a Refund Policy Appeal form at www.manchestercc.edu in the Form-Depot or you may obtain a form at the Registrar's Office.

SUBMIT COMPLETED FORM TO:

Refund Appeals Committee
Manchester Community College
Registrar's Office, MS #13
Great Path, P.O. Box 1046
Manchester, CT 06045-1046

The Refund Appeals Committee meets twice per month. You will receive a written response notifying you of the outcome.

WEB/FLEXIBLE REGISTRATION

Students may register online using a MasterCard, Visa or Discover Card.

RETURNING STUDENTS

If you are a returning student and know your NetID/Banner ID*, follow the Web/Flexible Registration instructions below.

If you are a returning student and do not know your NetID/Banner ID*, please call 860-512-3220 or email ma-flexreg@manchestercc.edu to request that your NetID/Banner ID be mailed to you. See New NetID Users information below.

NEW STUDENTS

If you are a new student (have never taken a class within the Connecticut Community College system), follow the Web/Flexible Registration steps below, skipping step 3. A User Name (NetID) login will be created at checkout.

WEB/FLEXIBLE REGISTRATION:

1. Go to www.manchestercc.edu/continuing-education
2. Click Web/Flexible Registration
3. Sign in by entering your User Name (NetID) and Password
4. Select the appropriate term and follow instructions on the Web/Flexible Registration page**

*Banner ID numbers will be mailed (upon request) to returning students and cannot be given out over the phone or by email.

**Please choose your course(s) in advance and have the correct CRN number(s) handy when you register using Web/Flexible 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.comnet.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: For a user whose birthday is in October and whose social security number ends in 6789, the initial password would be Oct&6789)
- You will be prompted to change your password during your first login

CONTACT INFORMATION

| | |
|---------------------|--|
| Admissions | 860-512-3210 |
| Bursar's | 860-512-3637 |
| Financial Aid | 860-512-3380 |
| Library | 860-512-2880 |
| Registrar..... | 860-512-3220 |
| Bookstore..... | www.mctc.bkstr.com |

CREDIT-FREE REGISTRATION INFORMATION

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, Visa or Discover Card.

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 in the SSC Building. Pay at the Bursar's Office by cash,
check, money order, MasterCard, Visa or Discover Card.
Please use the night drop box after hours.

3. BY FAX 860-512-3221 (24 HOURS)

Complete a registration form with MasterCard, Visa or Discover Card.
Please call 860-512-3232 to confirm that your fax was received.

4. BY PHONE 860-512-3232

Call 860-512-3232 between 8:30 AM and 4:30 PM,
Monday-Friday, using MasterCard, Visa or Discover Card.
• Please leave a detailed voice message if staff is unavailable.

5. REGISTER ONLINE

Go to www.manchestercc.edu/continuing-education.
Click Web/Flexible Registration (for details, see page 76)

NO WRITTEN CONFIRMATIONS ARE MAILED. REGISTRANTS WILL BE CONTACTED BY MCC ONLY IF A COURSE IS FULL, 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 IF NEEDED.

Banner I.D. # (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) _____

Birth Date _____ Gender Female Male Today's Date _____

**BE SURE TO INCLUDE BOTH A DAY AND EVENING PHONE NUMBER
IN CASE WE NEED TO INFORM YOU OF A SCHEDULING CHANGE OR CANCELLATION.**

| CRN | Course Title | Start Date | Time | Room | Fee |
|-----|--------------|------------|------|------|-----|
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MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # _____

Three Digit Security Code (CV Code) _____ Exp. Date _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder address _____

Cardholder phone _____

Fees (total enclosed) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting. See details on page 76.

| | | | | |
|-----------------|--------|---------|-----------|------|
| Office Use Only | Regis. | Special | Receipt # | Date |
|-----------------|--------|---------|-----------|------|

CREDIT-FREE REGISTRATION INFORMATION

Register Early

Enrollment in classes is limited and will be accepted on a first-come, first-serve 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, unless otherwise indicated in the course descriptions.

Free Parking

Parking is free at MCC. You may park without a permit in East and West Lots. A permit is required to park in staff or handicapped spaces. For convenient access to the new Great Path Academy (GPA), please use East Lot.

MCC Bookstore

Please call for hours: 860-645-3140
www.efollett.com

Postponements & Make-Ups

Classes postponed by instructor's request, emergencies, or extreme weather conditions will be made up whenever possible. Please call the College's main line, 860-512-3000, or visit the College web page: www.manchestercc.edu for cancellations due to weather conditions. You may not makeup absences by attending classes other than your own.

Cancellations

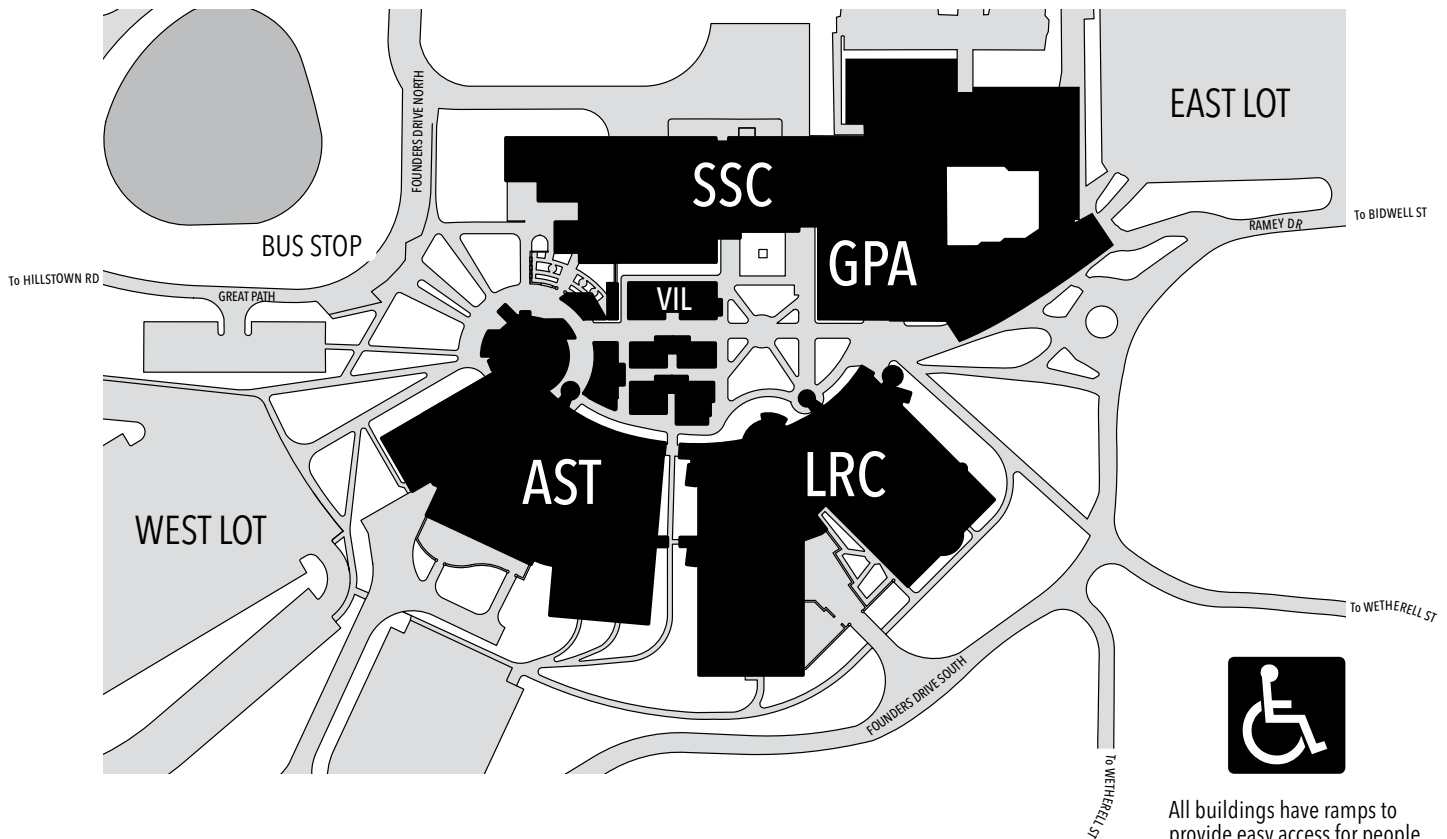
MCC reserves the right to cancel or postpone classes, or substitute instructors as needed due to unforeseen circumstances. If MCC cancels a course, registrants may transfer their fees to another course for the same semester or receive a full refund. If a course is cancelled, registrants will be notified 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 Continuing Education at 860-512-2800, or stop by the office in the Learning Resource Center (LRC), Room B147.

MCC CAMPUS MAP

For Directions to MCC: www.manchestercc.edu



MCC BUILDINGS

- AST = Arts, Sciences & Technology Center
- GPA = Great Path Academy
- LRC = Learning Resource Center
- SSC = Student Services Center (formerly the Lowe Building)
- VIL = Village

OFF-CAMPUS LOCATION

MCC on Main
903 Main Street | Manchester
www.manchestercc.edu/mcc-on-main/contact.php

All buildings have ramps to provide easy access for people with disabilities. There are also designated parking spaces for people with disabilities.