

# 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](http://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

### MAKE CHECK OR MONEY ORDER PAYABLE TO "MCC".

Credit Card # \_\_\_\_\_  
 VISA  Master Card  Discover  
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
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