MANCHESTER COMMUNITY COLLEGE

Continuing Education
Non-Credit Course Registration

Complete this form. One form per person. You may register for non-credit courses by:

Email: Email completed form to ceinfo@manchestercc.edu. Once registered, students will be emailed payment instructions.

Online: Go to www.manchestercc.edu/non-credit-registration.

We are not accepting registrations via phone, fax, walk-in or mail until further notice.

Registration Terms

- Once registered, students will be emailed payment instructions. Payment is due in full immediately upon receipt of the instructions.
- There is no payment plan nor financial aid available for non-credit courses.
- Failure to make payment could result in the termination of enrollment. However, if you remain registered without payment, and do not submit a drop request prior to class start, you will be responsible for paying all fees owed.
- To drop a course, you must send a written request to ceinfo@manchestercc.edu no later than the end of the last business day prior to the first day of the course.

APPLICANT INFORMATION
Include a day and evening phone number and email address in case we need to inform you of a scheduling change or cancellation.

First Name	MI	Last Name	Banner ID (if known)

Previous Name (if any)	Email

Street Address	Apt.#

City	State	Zip

Home Phone	Work Phone	Cell Phone

Date of Birth	Gender ☐ Male ☐ Female	Today's Date

LIST COURSES:

CRN	COURSE TITLE	START DATE	TIME	ROOM	FEE

REFUNDS: Refunds are issued only for non-credit courses that MCC cancels, or if a written request is received no later than the end of the last business day prior to the first day of the course. For MCC information on non-credit course refunds, go to www.manchestercc.edu/refund.

TOTAL FEES: _____

January 2021/PR

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