Passaic County Community College
Office of Continuing Education

Information: Call (973) 684-6153 or (973) 684-5782, Monday through Friday, 8:30 am – 4:30 pm.

Registration: Advanced registration and payment are required for all Continuing Education classes. Once your registration and payment are received, you are automatically enrolled and a confirmation will be sent. Plan to attend your class as scheduled! You will be notified if a class is cancelled, changed or full by telephone. A **current telephone number** is required on the registration form.

Registration by fax: Fill out the form and fax to (973) 523-6085. Immediately submit payment with form by mail or in person.

Registration by mail: Fill out the form and mail to: **Passaic County Community College, Office of Continuing Education, One College Boulevard, Paterson, NJ 07505-1179**. Please be sure to enclose payment in the form of check or money order.

Registration by phone: Call the PCCC Continuing Education Office (973) 684-6153 during business hours and a CE representative will hold your registration for three days until we receive your check or money order.

Registration in person: The Continuing Education Office is located at the PCCC Hamilton Club Building, 32 Church Street (Corner of Church St. and Ellison St.) Paterson, NJ.

Payment: You may pay through the mail by check or money order payable to: "**Passaic County Community College**." Write the student name, course # and last four digits of the student's SS# or student ID on the check. Credit cards (Visa, MasterCard, or Discover), and cash payments must be made in person at the Bursar's Office, PCCC, One College Blvd., Paterson.

Withdrawals and refunds: To withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person. Refunds will be made as follows:

- With written notification received prior to the first class session -100%
- With written notification received after the first class meeting for courses or seminars that meet more than once – 50%
- No refunds after the second class meeting.
- For classes that meet for 120 hours or more, see CE brochure or contact CE office.

Cancellation Policy: The College reserves the right to cancel courses or to change dates, if necessary. Attempts will be made to notify students in the event of a change. Refunds take 4-6 weeks.

PCCC CE Registration Form

Last Name:	First Name: MI:
Preferred Tel. #:	Secondary Tel. #:
Street:	City:
County:	State: Zip:
Emergency Contact:	E-mail:
Student ID or Social Security #:	Date of Birth:
Employer:	Employer's Address:
Check all that apply: ❑ New ❑ Returning ❑ Fall ❑ Spring ❑ Summer	

Course #	Course Title	Place	Start Date	Cost

Check statements which apply:

❑ Female ❑ Male

❑ US citizen or permanent resident ❑ Non-resident alien ❑ Other

In compliance with Title VI of the Civil Rights Act of 1964 and Title XI of the Education Amendments of 1972.

Ethnicity: Please check one ❑ Hispanic/Latino ❑ Non-Hispanic/Latino

Race: Check one or more ❑ American Indian/Alaskan Native ❑ Asian

❑ Black/African American ❑ Native Hawaiian/Other Pacific Islander ❑ White

I certify that the above information is correct and agree to the terms of the course. Note refund policy.

Student Signature _____ Date _____

For Official Use Only:

_____Initial Person Accepting Registration _____Initial of Person Accepting Payment

❑ Cash ❑ Check ❑ Charge ❑ M.O. ❑ Staff ❑ Third Party