

Language Center Registration Form

REGISTRATION FOR LANGUAGE CENTER CLASSES JUST GOT EASIER!

We are excited to announce our ONLINE REGISTRATION system is now available! Foreign Language students and returning ESL students can register for classes listed in this brochure.

Language Center students are now able to select, register, and pay the entire course fee online through the CampusCE registration portal.

Foreign language students: please use QR code on page 7.

ESL students, please contact us at LC@ncc.edu

Students may also register by mail or walk in, **IF PAYING BY CHECK or MONEY ORDER.** In that case, fill out this form, attach check or money order and mail to:

Nassau Community College
Language Center
One Education Drive
Garden City, NY 11530
OR walk in to our Office:
355 East Rd
Garden City, NY 11530

Last Name _____ First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____ *Cell Phone: () _____

*Birthdate: mm/dd/yyyy ____/____/____ I identify my gender as: _____

Have you ever taken any courses at NCC? Yes No NCC ID# N00 _____

*Preferred E-mail: _____

Alternate E-mail: _____

COURSE SELECTION

**required information*

YOU MUST BE 17 OR OLDER TO REGISTER WITH THE EXCEPTION OF HSE PREP COURSES.

CED #	SECTION	COURSE TITLE	START DATE	FEE
Total Amount:				\$

Au Pair

By submitting this registration form, I am accepting the terms of the refund policy noted below.

HOW DID YOU HEAR ABOUT OUR COURSES?

- Brochure/Mail Family/Friend
 Website Facebook/Instagram
 Email Google
 Other: _____

Non-Credit Refund Policy: Fee is refundable when a course is canceled by the College. Fee is refundable to the student whose request for withdrawal has been received by CED@NCC.EDU 24 hours prior to the beginning of the class. A 50% refund of fee may be made to the student whose request for withdrawal has been received by CED@NCC.EDU prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Please be advised that if a refund is due it will take approximately 2-3 weeks to be processed.

SPECIAL NOTE: We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by email. Non-credit Lifelong Learning classes are not applicable toward any college degree. They do not involve recordkeeping, transcripts or certificates, except where noted. **If you have any questions, call 516.572.7062 or e-mail: lc@ncc.edu**

CLASSES WILL NOT MEET ON JULY 4-6. PLEASE REGISTER EARLY!