

**HOW TO REGISTER...
REGISTRATION CAN BE
ACCOMPLISHED BY MAIL!**

Fill out the registration form, mail it along with your check made payable to Nassau Community College, and send it to:

Nassau Community College
Office of Lifelong Learning
1 Education Drive
Garden City, NY 11530-6793

SPECIAL NOTE

Receipt of your registration information ensures a seat in the course(s) you select on a space available basis. **PLEASE REGISTER EARLY!**

We will send you a receipt with the course location map and a parking pass (for student/visitor parking only) by return mail.

NON-CREDIT LIFELONG LEARNING CLASSES ARE NOT APPLICABLE TOWARD ANY COLLEGE DEGREE. THEY DO NOT INVOLVE RECORD-KEEPING, TRANSCRIPTS OR CERTIFICATES, EXCEPT WHERE NOTED.

**CLASSES WILL NOT MEET ON:
SEPT. 18, 19, 20, 28 & NOV. 11, 25, 26, 27, 28, 29**

IMMUNIZATION REQUIREMENT

New York State law requires that students born on or after January 1, 1957 who are enrolled for 6 or more chargeable credits be immunized against measles, mumps and rubella. The law further mandates that students who fail to submit proof of immunization prior to the 30th day of a regular semester will be disenrolled from all classes. Disenrolled students are not permitted to be physically present in class and will receive W grades for all enrolled classes. Disenrolled students will not be permitted to register for future semesters and are not entitled to any refund of tuition and fees.

In the event of an outbreak of measles, mumps or rubella, the New York State Department of Health will exercise emergency procedures that require the College to ban the attendance of any student, regardless of credit load who has not submitted proof of immunization to the College's Health Service Office. For this reason, the College encourages all students in attendance born on or after January 1, 1957 to submit proof of immunization. In the event of an outbreak, students will not be permitted to use attendance restrictions imposed by the New York State Department of Health as a reason for refund in excess of normal refund entitlements as outlined in the college's refund policy on page 47 of this publication. Submitting documentation of immunization is the responsibility of the student and will ensure uninterrupted attendance of classes.

MENINGITIS REQUIREMENT

New York State law requires colleges to distribute information about meningococcal disease and vaccination to all students enrolled for at least six (6) semester hours or the equivalent per semester. Colleges in New York State are required to maintain a record of the following for each student:

- A response to receipt of meningococcal disease and vaccine information signed by the student or student's parent or guardian. This must include information on the availability and cost of meningococcal meningitis vaccine; AND EITHER;
- A record of meningococcal meningitis immunization within the past ten years;
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

New York State law states that no institution shall permit any student to attend the institution in excess of 30 days from the start of the semester without complying with this law. The 30 day period may be extended to 60 days if a student can show good faith effort to comply.

NASSAU COMMUNITY COLLEGE OFFICE OF LIFELONG LEARNING REGISTRATION FORM

REGISTRATION IS NOW BEING ACCEPTED BY MAIL OR BY FAX.

Please answer all questions on this form and mail it together with your check(s) or money order(s), to:

OFFICE OF LIFELONG LEARNING
Nassau Community College
One Education Drive
Garden City, New York 11530-6793

OR FAX YOUR COMPLETED APPLICATION AND CREDIT CARD INFORMATION TO:

516.572.3588

**No faxes will be accepted after
September 17, 2009**

IMPORTANT NOTES:

- Payment by check, credit card or money order is acceptable, Cash will NOT be accepted.
- If paying by check, please note ONE CHECK PER COURSE. Each class registered for must be accompanied by a separate check. Registration will not be processed with one check for multiple classes.
- Please make your check(s) payable to: Nassau Community College.
- You must be 18 or older to register for these programs with the exception of GED and SAT programs.

PLEASE COMPLETE BELOW

Last Name _____

First Name _____

Address _____

City/State _____ Zip _____

Home Phone: () _____

Work Phone: () _____

e-mail: _____

Circle: MALE FEMALE

Birthdate: mm/dd/yyyy ____/____/____

NCC-ID #: _____

OR
Social Security # _____ - _____ - _____

(We cannot process your registration without your NCC-ID or Social Security Number)

Are you a previous NCC Non-Credit Student?

() Yes () No

COURSE SELECTION

CED #	SECTION	COURSE TITLE	DAY	TIME

YOU MAY ALSO USE YOUR CREDIT CARD FOR PAYMENT. SEE INSTRUCTIONS BELOW.

Credit Card Registration Option: I authorize the use of my credit card account for full payment of the amount of my course registration as indicated on this non-credit registration application.

Step 1: Print Cardholder's name (as it appears on the credit card): _____

Step 2: Provide Cardholder's signature: _____

Step 3: Please read: I certify that there is sufficient credit amount on the card listed below to cover the tuition charges shown on the accompanying Class Reservation Letter. Otherwise, I understand the lack of approval by my credit card company will result in cancellation of this registration for non-payment.

Step 4: Card Information:

PLEASE CIRCLE ONE VISA MASTERCARD DISCOVER

Card Number: _____ **Date of Expiration:** ____/____/____

Non-Credit Refund Policy: Course fees are refundable when a course is withdrawn by the college. A full refund may be made to the Lifelong Learning student whose written request for withdrawal has been received by the Office of Lifelong Learning prior to the beginning of the class. A 50 percent refund of course fees may be made to the Lifelong Learning student who has applied in writing to the Office of Lifelong Learning prior to the second session of the class. **NO REFUNDS WILL BE MADE AFTER THE SECOND CLASS MEETING OF ANY CLASS.** Nassau cashes all checks for non-credit courses within five days of receipt. Please be advised that if a refund is due, it will take approximately 6-8 weeks from date of written request.

**THE DEADLINE FOR MAILING IN REGISTRATIONS IS
THURSDAY, SEPTEMBER 17, 2009**