Nassau Community College (NCC) is pleased to offer a three credit course PUBLIC SPEAKING for the Fall 2016 semester at the Long Beach Public Library.

The first session is Monday, September 12 from 5:20 pm to 8:30 pm, and subsequent classes will meet on Mondays until December 19 at the same time, with the exception of the October 3 at the Long Beach Public Library, 111 West Park Avenue, Long Beach, NY 11561.

COURSE DESCRIPTION

COM 103 Public Speaking CRN 18930
Description: Principles and practices of public speaking. Emphasis in public speaking on preparation and presentation of speeches, selection of materials, organization and development, delivery, audience analysis, critical listening, and constructive evaluation. Three researched, informative speeches are required. SUNY GEN ED-GBCM, NCC GEN ED-COM, HUM

The student must meet all entry requirements for the class, including Admissions to the College.

Prerequisites: Student must have satisfied all ENG and RDG remediation requirements prior to starting the course.

The following overview is a guide only and does not supplant policy in the official College Catalog. [http://collegecatalog.ncc.edu/current](http://collegecatalog.ncc.edu/current)

ADMISSIONS

The student must be admitted to NCC, in order to be registered for a class. If you have attended NCC in the Fall 2015 or later, go to page 2.

Otherwise, complete an on-line admissions application, by visiting [http://www.ncc.edu/admissions/](http://www.ncc.edu/admissions/).

If you are not pursuing a degree or certificate, choose the “Non Degree” option.

If you are seeking a Degree or Certificate, review each of the options, and choose the one that is appropriate -- Freshman, Transfer or Returning.

We recommend you submit your Admissions application as soon as you can, as NCC reserves the right to close admission at any time. With your application, you must submit proof of High School graduation and/or completion of a college degree, and as necessary, transcripts from previously attended schools.

To ask questions about Admissions, email Admissions at admissions@ncc.edu or press this link [https://nccapps.ncc.edu/Admissions/RequestMaterial/RequestMaterial.aspx](https://nccapps.ncc.edu/Admissions/RequestMaterial/RequestMaterial.aspx), or call 516.572.7345.

For more details, see NCC Admissions. [http://www.ncc.edu/admissions/](http://www.ncc.edu/admissions/)
**MyNCC Portal**

Admissions will provide you information on setting up your MyNCC Portal account; click on the link. [https://www.ncc.edu/myncc/](https://www.ncc.edu/myncc/). Click on Portal Log In. Enter your NCC-ID. If this is your first time logging in, use your 6-digit date of birth (MMDDYY) as your initial PIN. Then follow the prompts to complete log in.

For more information on how to set up your Portal, please click on this link [https://myncc.ncc.edu/web/training/home](https://myncc.ncc.edu/web/training/home).

**Registration**

Log in to MyNCC Portal and click on Registration, click on “Look up Classes”. Select a term, Fall 2016, and click on Submit. The Course Number is CRN 18930, Subject COM, Course Number 103, Section LBL.

Click on the Box for the class. Scroll down to the bottom of the page and click the Register button. If the registration was successful, you will see *Registered on the Web* and the class you selected will appear. If you receive a Registration Add Error message, it means you were unable to enroll in the class. Click on link below for more details on Registration and Registration Add Errors. [http://www.ncc.edu/admissions/academicadvisement/helpful_tools/HOW%20TO%20REGISTER%20FOR%20CLASSES%2011-15.pdf#search=how%20to%20register%20for%20classes](http://www.ncc.edu/admissions/academicadvisement/helpful_tools/HOW%20TO%20REGISTER%20FOR%20CLASSES%2011-15.pdf#search=how%20to%20register%20for%20classes)

**Bill**

Once registered, you will also be able to review your bill. Admissions fee is $25.00 for a Re-Admit or $50.00 for a New Admit Application. Note: your textbook is not included, and your instructor will inform you of the required textbook.

Students are responsible for making sure their accounts are paid in a timely manner and that their records are free from any outstanding issues. The date that you register for class dictates your payment due date. For more information, see [https://www.ncc.edu/admissions/tuitioncosts/payingyourbill_fall.shtml](https://www.ncc.edu/admissions/tuitioncosts/payingyourbill_fall.shtml)

Payment can be made by check or on campus. Payments should be sent to: BURSAR, Nassau Community College, One Education Drive, Garden City, NY 11530. Payments via credit card can be made online; please check the fees for these services. Log onto your Portal account. [http://www.ncc.edu/myncc/](http://www.ncc.edu/myncc/). Whatever arrangements you choose, please take care of your bill as soon as possible or your registration will be cancelled.

For tuition refunds, see [http://www.ncc.edu/admissions/tuitioncosts/refund_policy.shtml](http://www.ncc.edu/admissions/tuitioncosts/refund_policy.shtml)

If you have additional questions, please call Center for Workforce Development at 516.572.7487 or send an email to workforce.development@ncc.edu.