

Registration Procedures for Non-Credit Programs

Mail-In

Mail check or money order and completed registration form to:
WISE Women's Center, 303 University Ave., Newark, NJ 07102

Walk-In

Report to WISE Women's Center during the regular working hours: Monday-Friday, 9:00am – 5:00pm. Registration form should be completed and payment made at this time.

Register early to avoid cancelled classes!

No payment will be accepted after 5:00pm on the day of class

Cancelled Classes

Any class is subject to cancellation if registration is not sufficient. Students will be notified by phone/mail of class cancellation.

Non-Credit Refunds

Withdrawal before the first class meeting - 100% of tuition.

No fees refunded.

Withdrawal before second class meeting; - 50% of tuition.

No fees refunded.

No refunds thereafter. Please allow up to 6 weeks for processing of refunds. Fees are not refundable.

Full tuition & fees refunds are granted only for courses cancelled by the College.

Senior Citizens Registration (60 years of age or older)

No charge to Essex County residents. Registration is based on space availability and will be confirmed three days before class begins. Senior Citizens can ensure a seat in the class by paying the regular tuition.

It is the policy of Essex County College not to discriminate on the basis of race, creed, color, national origin, age, marital status, affectional or sexual orientation, disability, gender, liability for military service or any other category protected by applicable law. This policy applies to all terms, conditions, and privileges of student enrollment, staff employment, and vocational opportunities. Further, the College confirms to all federal and state statutes, orders, regulations, guidelines, and amendments concerning equal opportunities.