

REGISTRATION PROCEDURES FOR NON-CREDIT PROGRAMS

WE OFFER FOUR WAYS TO REGISTER

Register early to avoid canceled courses. Late Registration will be accepted until classes are filled. Full tuition must be paid.

Phone-In

VISA, MasterCard, American Xpress and Discover are accepted. Have credit card number and expiration date handy when you phone us at:

973-877-3079 (Main Campus)

973-877-1920 (West Essex Campus)

973-877-3158 (Extension Programs)

Mail-In

Mail check or money order and complete registration form to the department that offers your course. See page 4 for department mailing addresses. When registering by mail, your check will serve as your receipt.

Fax-In

24 HOUR FAX REGISTRATION!

Complete the registration form and include VISA, MasterCard, American Xpress or Discover information. FAX NUMBER:
973-877-3414 (Main Campus)
973-877-6633 (West Essex Campus)

Walk-In

Report to the program site during the listed registration days and hours. All forms may be completed and payment made at this time.
Seniors must register in person.

Continuing Education Units

The CEU (Continuing Education Unit) is a nationally accepted uniform unit of measurement applicable to non-credit continuing education. A certificate is awarded after successful participation in an organized continuing education activity. *Designated non-credit courses are CEU certified. An \$8 non-refundable fee per course is charged. This fee must be paid at the time of registration each semester. A fee of \$5 is charged on any request for replacement certificate.

General Information

Make all checks/money orders payable to:
Essex County College.

Your registration has been accepted unless notified otherwise. Begin class(es) on the scheduled date.

Non-Credit Tuition/Fee Schedule

Per instructional hour:

Tuition:	\$10.00
Computer lab fee:	\$1.00
Off-Campus fee:	\$10 (per course)
Material Fee:	(determined by course)
CEU Fee:	\$8 (per course)

Parking Fee/Main Campus Only

Students must pay a one-time refundable fee of \$25.00 at the Bursar's Office. After paying, student must bring their receipt along with their **VALID** vehicle's Registration, Insurance card and Driver's License to receive their parking Decal. Validation is required for every subsequent semester that a student is actively enrolled in a non credit course, and presentation of the above mentioned documents is also required.

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 & fee refunds are only granted for courses cancelled by the College.

Senior Citizen Registration

Senior Citizens (60 years of age or over) who are residents of Essex County have the following registration options available to them:

Option 1: Tuition and Fees Waived

No charge to Essex County residents. Registration is based on space availability. There has always been limited space in computer courses. Those seniors registering through waiver will be notified three days before class begins if their registration has been accepted.

Option 2: Payment of Tuition and Fees

Senior Citizens can ensure a seat in the class by paying the regular tuition. Senior Citizens can no longer be eligible for tuition waiver for this course once payment is received.

Option 3: Courses for Senior Only

Senior Citizens can enroll in courses specifically for seniors at no cost. In order to respond to a high demand for these courses and accommodate our Senior students in a fair manner, those Seniors who have taken **Senior only** courses during the previous Fall 2010 and Spring 2011 semesters are eligible to repeat them during the Fall 2012 and Spring 2013 semesters; unless there is space available for repeat students in the current program year (Fall 2011 and Spring 2012). Contact the program office for more information. **In order to verify that age and residency eligibility requirements are met, Seniors must register in person and provide valid identification.**

School Closing

School closing announcements will be made on the following radio stations:

◆ WINS 1010 AM

◆ WCBS-880 AM

Television Channels 2, 4 and News 12 NJ

For pre-scheduled Holidays that may affect your class meetings, please visit the web site at:

<http://www.essex.edu/esx/calendars/2010-2011/fall.pdf>