

Passaic County Community College, Center for Continuing Education & Workforce Development

Information: Call (973) 684-6153 or (973) 684-6224, Monday through Friday, 8:30 am – 4:30 pm, or email CE@pccc.edu

Registration: Advanced registration and payment are required for all Continuing Education classes. Once your registration and payment are received, you are automatically enrolled and a confirmation will be sent. Plan to attend your class as scheduled! You will be notified by telephone or email if a class is cancelled or changed. A **current telephone number and email** is required on the registration form.

Registration by fax: Fill out the form and fax to (973) 341-1629. Submit payment with form by mail or in person within three (3) days.

Registration by mail: Fill out the form and mail to: **Passaic County Community College, Office of Continuing Education, One College Boulevard, Paterson, NJ 07505-1179.** Please be sure to enclose payment in the form of check or money order.

Registration in person: The Continuing Education Office is located in the PCCC Memorial Hall Building on the 3rd floor in room M341 at 200 Memorial Drive (entrance under the bridge on Ellison St.), Paterson, NJ. Payment may be made by credit card (Visa, MasterCard, or Discover), check, or money order when you register in person. **Note:** If you don't have a valid PCCC student ID, please enter at 225 Market Street or any PCCC entrance with a security guard.

Other payment options: You may pay through the mail by check or money order payable to: "Passaic County Community College." Write the student name, course # and last four digits of the student's SS# or student ID on the check. Cash payments can only be made in person at the Bursar's Office on the Main Campus/Paterson at 225 Market Street, Enrollment Services Building, Mezzanine (2nd) Level. The Bursar also accepts Visa, MasterCard, or Discover, checks, and money orders.

Withdrawals and refunds: To withdraw from a short course or seminar, you must notify the Continuing Education Office in writing or in person. Refunds will be made as follows:

- With written notification received prior to the first class session -100%
- With written notification received after the first class meeting for courses or seminars that meet more than once – 50%
- No refunds after the first class meeting.
- For classes that meet for 170 hours or more, see CE brochure or contact CE office.

Cancellation Policy: The College reserves the right to cancel courses, change dates, and total hours if necessary. Attempts will be made to notify students in the event of a change. Refunds take 4-6 weeks.

PCCC CE&WD Registration Form

Last Name:	First Name:	MI:
Preferred Tel. #:	Secondary Tel. #:	
Street:	City:	
County:	State:	Zip:
Emergency Contact:	E-mail:	
Student ID or Social Security #:	Date of Birth:	
Check all that apply:		
<input type="checkbox"/> New	<input type="checkbox"/> Returning	<input type="checkbox"/> Fall
<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	

Course #	Course Title	Place	Start Date	Cost

I certify that the above information is correct and agree to the terms of the course. Note refund policy.

Student Signature _____ Date _____

For Official Use Only:					
_____ Initial Person Accepting Registration			_____ Initial of Person Accepting Payment		
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> Charge	<input type="checkbox"/> M.O.	<input type="checkbox"/> Staff	<input type="checkbox"/> Third Party