Express Registration

For information go to sunywcc.edu/ce

Online

www.sunywcc.edu/MyWCC
MasterCard, Visa, or Discover

By Phone

914-606-6830
MasterCard, Visa, or Discover

By Fax

914-606-6129
MasterCard, Visa, or Discover

By Mail

Continuing Education
Westchester Community College
75 Grasslands Rd.
Valhalla, NY 10595
MasterCard, Visa, or Discover or Check/Money Order

In Person

Administration Bldg., Rm. 207
MasterCard, Visa, or Discover or Check/Money Order

Customer Information

Refunds

- There are no refunds for classes that meet for one session only
- Before first class: 100% refund of tuition.
- Before second class: 50% refund.
- After second class: no refund.

All refund requests must be made to the college in writing. If you paid by check, please allow 6-8 weeks for your refund to be processed. Credit card refunds are processed immediately.

Changes and Closings

The college reserves the right to make faculty substitutions at its discretion. The college also reserves the right to cancel any under-enrolled class and return all fees. Time and date changes and other rescheduling may be made if necessary. In the event of severe weather or other emergencies, classes may be cancelled and every effort will be made to reschedule the class. For information on emergency closings, call 914-606-6900.

Returned Check Fee

The charge for a returned check is $10.

Confirmations

You are officially enrolled when we receive your registration and payment. We will contact you only if there is a change in your class. If you are not contacted, your class will meet as scheduled. Please make a note of your course information.

DO NOT USE FOR ESL REGISTRATION. SEE PAGE 63.

Social Security Number |__|__|__|-|__|__|-|__|__|__|__|

Date of Birth |__|__|__|__|__|__|
MM DD YY

Student ID |__|__|__|__|__|__|__|__|__|

Last Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

First Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Address |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

City |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

State |__|__| Zip |__|__|__|__|__|

Home Phone (__|__|__) |__|__|__|-|__|__|__|__|

Business Phone (__|__|__) |__|__|__|-|__|__|__|__|

Fax (__|__|__) |__|__|__|-|__|__|__|__|

Email Address _____

Have you ever taken a class at WCC before? ____Yes ____No

If yes, was it _____ credit _____ noncredit

❒ Enclosed is my check, payable to Westchester Community College.

❒ Charge to my ❒ Visa ❒ MasterCard ❒ Discover

Card No. __|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Exp Date _____ Approval Code No._____ (from back of card)

Signature_____

CATALOG NUMBER	COURSE TITLE	STARTING DATE	TUITION
Ex: CE-COMP1000	Intro to Computers		
		Student fee (registration fee)	$8.00
		TOTAL ENCLOSED	$

* Payable once each semester for non-credit courses. **This fee is $3.25 for non-credit courses held off campus.** (Materials fees are payable to the instructor at the first class).

Ethnicity

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested below will assist us in meeting this requirement. Please check the appropriate boxes. (Response is optional and does not affect your admission in any way.)

Are you Hispanic/Latino? ❒ Yes ❒ No

If Hispanic/Latino, please indicate which of the following would best describe your background? (select one)

❒ Cuban ❒ Dominican ❒ Mexican ❒ Puerto Rican ❒ Other Hispanic/Latino

Please indicate your race (select one or more)

❒ American Indian or Alaskan Native ❒ Asian ❒ Black or African American

❒ Native Hawaiian or other Pacific Islander ❒ White

PARKING

A parking permit is required for all day classes on the Valhalla campus. For classes which meet for one session only, use Lot 1; for classes with multiple sessions, use Lot 1 for the first class and obtain a permit from your instructor or at the guardhouse at the E. Grasslands Gate. Cars parked in other lots during the day without a permit are subject to ticketing by campus or County police. Parking at our community locations varies; call the site directly for information.

ROOM ASSIGNMENTS

For classes held at the Valhalla campus, the building/room location is indicated for your class. If Room TBD is the listed location, you can obtain the correct assignment by checking your class at www.sunywcc.edu/MyWCC or by calling us at 914-606-6830 (choose option 1), or by stopping by our office in Admin. Bldg., Room 207.

Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation or handicap is excluded from, or is subject to discrimination in any program or activity. Westchester Community College is an equal opportunity, affirmative action employer.