

**NASHUA COMMUNITY COLLEGE**  
 CORPORATE & COMMUNITY EDUCATION  
 505 Amherst Street, Nashua, NH 03063  
 Phone (603) 578-8900 Fax (603) 882-8690

**OFFICE USE ONLY**

Processed By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**NON-CREDIT REGISTRATION FORM**  
 (Complete all items. Please print clearly and sign in ink at bottom.)

A \_\_\_\_\_  
 STUDENT ID # \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

Prior Name(s) \_\_\_\_\_ Personal Email: \_\_\_\_\_

\*Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

\*For compliance purposes, the Community College System of NH (CCSNH) and its Colleges collect names and social security numbers from all student attending the college. For example, the Internal Revenue Code requires the college to produce a 1098-T tax form. The college's use of social security numbers will be limited to legitimate educational purposes. The college will exercise due diligence to protect the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.

Check here if this is a change in address or phone

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Employer Name: \_\_\_\_\_ Employer Contact: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Employer Email Address: \_\_\_\_\_

**Federal Governmental statistical Information (Optional):**  
 Sex:  Female  Male US Citizen:  Yes  No  
 Ethnic Background: Are you Hispanic or Latino:  Yes  No  
 Select one or more races: American Indian/Alaskan Asian Black or African American Native American / Pacific Islander White

CRN	Subj/Number	Course Title	Term/Semester	Tuition

**Please Note** – All Non-Credit courses must be paid for at time of registration.

**Financial Obligation Statement** – I agree that by registering for courses within the Community College System of NH (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

**Non-Credit Course Refund Policy** - Students must withdraw in writing at least three (3) days prior to the first day of class to receive a full refund of tuition and fees.

Registrations will **NOT** be processed if you have an outstanding obligation to NCC. Upon registration, you are enrolled unless otherwise notified. No confirmation will be mailed. Classes are subject to change.

**Non-Discrimination Policy:** Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).354-A). The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX. The following persons have been designed to handle inquiries regarding the Non-Discrimination Policy:

<b>Kyle Metcalf, Chairperson</b> NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:NCHREC@ccsnh.edu">NCHREC@ccsnh.edu</a> (603) 897-9988 <a href="#">Equity Grievance Policy</a>	<b>Lizbeth Gonzalez</b> Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:lgonzalez@ccsnh.edu">lgonzalez@ccsnh.edu</a> (603) 578-8928 <a href="#">Title IX Grievance Policy</a>	<b>Catherine Barry</b> NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 <a href="mailto:cbarry@ccsnh.edu">cbarry@ccsnh.edu</a> (603) 578-8900 ext. 1766	<b>Jodi Quin</b> Section 504 Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 <a href="mailto:jquin@ccsnh.edu">jquin@ccsnh.edu</a> (603) 578-8996	<b>Sara A. Sawyer</b> CCSNH Director of Human Resources CCSNH 26 College Drive Concord, NH 03301 <a href="mailto:ssawyer@ccsnh.edu">ssawyer@ccsnh.edu</a> (603) 230-3503	<b>NH Commission for          Human Rights</b> 2 Industrial Park Drive Concord, NH 03301 <a href="mailto:humanrights@nh.gov">humanrights@nh.gov</a> (603) 271-2767 TDD 1-800-735-2964	<b>Equal Employment          Opportunity          Commission</b> <b>Boston Area Office</b> JFK Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203- 0506 <a href="mailto:info@eeoc.gov">info@eeoc.gov</a> 1-800-669-4000 (617) 289-0111 TTY 1-800-669-6820 ASL Video (844) 234- 5122 FAX (617) 565-3196	<b>Office for Civil          Rights,          Boston Office</b> <b>US Department of          Education</b> 8 <sup>th</sup> Floor 5 Post Office Square Boston, MA 02109- 3921 <a href="mailto:OCR.Boston@ed.gov">OCR.Boston@ed.gov</a> (617) 289-0111 TTY 1-800-877-8339 FAX (617) 289-0150
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**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Chair Signature (For ESOL students only):** \_\_\_\_\_

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.