Nashua Community College

Corporate and Community Education
505 Amherst Street
Nashua, NH 03063
Phone (603) 578-8900 Fax (603) 882-8690
www.nashuacc.edu/community-education

TERM: _____

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 Address: _____

*Social Security #: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

*For compliance purposes, the Community College System of New Hampshire and its Colleges collect names and social security numbers from all students 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 Contact 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 Hawaiian / Pacific Islander ☐ White

CRN #	Course # and Section	Course / Workshop Title	Comments	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 New Hampshire (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. Students need to check the NCC website (www.nashuacc.edu) under the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.

Student Signature: _____ **DATE:** _____

Department Chair Signature (For ESOL Students Only): _____ **DATE:** _____

The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business elec-tronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email ac-count. 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 under-take 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.

FOR OFFICE USE ONLY: Date: _____ Entered By: _____

Revised: 03/20 KMH