

# Continuing Education Registration

## 4 Ways To Enroll In Non-Credit Courses

Enroll ASAP to guarantee your seat in the course!



**1. By Mail** Registration form and check or credit card payment. (Address is at bottom of form.)



**2. By Fax** Registration form and credit card information to 860-344-7488.



**3. Walk-In** Office hours are 8 am – 4:00 pm, Monday – Friday.



**4. By Phone** 860-343-5865. Registration with credit card only. See above office hours.

*Registration deadlines for most courses: Wednesday of the week before a course starts. Please enroll as soon as possible to make sure your seat is guaranteed and to lessen the chance of a course being cancelled.*

*For all but in-person registrations, you will receive confirmation of payment by mail. Please mark the class dates on your calendar.*



## Continuing Education Registration Form

Please print the information requested in the boxes below.

\_\_\_\_\_  
Social Security Number      Last Name      First Name      M.I.

\_\_\_\_\_  
Street Address      City or Town      State      ZIP Code

\_\_\_\_\_  
Birth Date Example 11/05/52 = Nov. 5, 1952      ( ) Area Code      Telephone/Evening      ( ) Area Code      Telephone/Day      Ext.

E-mail \_\_\_\_\_ Male  Female

*If you would like information on upcoming courses or programs, please provide your email.*

**Please check applicable boxes:**

Citizenship/Residence  
1.  U.S. Citizen  
2.  Resident Alien  
3.  Foreign Resident

1.  Black, non-Hispanic      4.  Hispanic  
2.  American Indian      5.  White, non-Hispanic  
3.  Asian or Pacific Islander      6.  Non-Resident Alien

Have you ever attended a Community College in CT for *EITHER* a credit *OR* Continuing Education course?  
Yes  No

Are you seeking a certificate in a Continuing Education program?       Yes       No

If so, please list the certificate program \_\_\_\_\_

*Course information should be provided in the appropriate spaces below (see example on line 1):*

CRN#	Course Title	Date	Location	Cost
2219	(example) Microsoft Office	8/15-9/16	Meriden	\$120

Attached is my check:  Payable to: **MxCC**      Total Cost \$ \_\_\_\_\_

**Mail to:** Continuing Education Office  
Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457

**Charge to my:**       MasterCard       Visa       Discover  
Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_