

REGISTRATION INFORMATION

The following information and the registration form on p. 59 apply to all **non-credit** courses in this catalog, **except ESL**. For information about **credit** course registration, see p. 53. Classes fill quickly; register early to avoid disappointment.



By Phone

Call: 914-606-6830 and choose option 1.
Monday-Thursday 8:00 am - 7:45 pm
Friday 8:00 am - 4:30 pm, Saturday 9:00 am - 3:30 pm
(Payment by MasterCard or VISA)



By Mail

Complete the form on the inside back cover and mail with your MasterCard/Visa information or your check payable to:

**Westchester Community College
Div. of Continuing Education, Admin 207
75 Grasslands Rd., Valhalla, NY 10595**



By Fax

Complete the form on the inside back cover.
Fax it to: **914-606-6129**
(Payment by MasterCard or VISA)



In Person

Visit our offices:
Administration Building, Rm. 207, 2nd Floor
Monday-Thursday 8:00 am - 7:30 pm
Friday 8:00 am - 4:30 pm, Saturday 9:00 - 11:45 am
(Payment by VISA, MasterCard, check, money order)

CUSTOMER INFORMATION

REFUND POLICY - non-credit classes

All refund requests must be made in writing. If you pay by check or cash and request a refund, allow six to eight weeks. Credit card refunds are processed immediately.

- **Before first class:** 100% refund of tuition/fees.
- **Before second class:** 50% refund of tuition only.
- **After second class:** no refund. **Absolutely** no refunds on classes which meet for one session or one day only.

RETURNED CHECK FEE - \$25

CANCELLATIONS

In the event of severe weather or other emergencies, classes may be canceled. The college reserves the right to cancel any under-enrolled class and return all fees. Faculty substitutions and other rescheduling may be made if necessary.

PARKING

A parking permit is required for all day students. You can obtain a permit by showing your receipt at the Security Office, Student Center, Rm. 113 or by stopping at the Guardhouse at the East Grasslands Entrance to campus and requesting a daily pass. **There is no charge for the permit.** Cars parked on campus during the day without a permit are subject to ticketing by either campus or County police. A parking permit is not required for evening or weekend students.

***For information on emergency closings,
call 914-606-6900 or your local radio station (WFAS 103.9, WLNA 1420 AM, etc.)***

CAMPUS SECURITY INFORMATION

The federal gov't. requires institutions of higher ed. to disclose certain information to all students. This is to inform you of the availability of the information, briefly describe the information in the report, and advise you how to obtain a copy of our annual security report, which includes statistics for the previous 3 yrs. concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You may obtain a copy of this report by visiting us at www.sunywcc.edu/security or the Campus Security Office, Student Center Bldg, Rm. 113.

CONFIRMATIONS

You are officially enrolled, and your name is placed on the class roster, when we receive and process your registration form and payment. **We do not send confirmations;** we will contact you only if there is a change in your class. If you are not contacted, your class will meet as scheduled.

CONTINUING EDUCATION UNITS

Most of the courses in this brochure are non-credit – courses not intended to be part of a degree program, but applicable for professional or personal development. Some, but not all, courses carry Westchester Community College Continuing Education Units, or CEUs. The Continuing Education Unit is recognized nationally to document the type, quality and duration of non-credit work. A CEU is defined as being equal to ten class-hours (50 minute hours) in a non-credit course where the stated criteria are achieved.

Note: Other CEUs are awarded through a sponsoring agency as noted.

BOOKSTORE INFORMATION

The bookstore, located next to the Student Center, is open throughout the semester. Contact them at 914-606-6475 regarding hours. Textbooks may also be ordered online by visiting our web site www.sunywcc.edu and look for the bookstore link under Student Services.

