

HOW TO REGISTER FOR THE NON-CREDIT COURSES IN THIS BROCHURE



By Fax

Complete the form on p. 27.
Fax it to: 914-606-6129
(Payment by MasterCard or VISA)



By Mail

Complete the form on pg. 27
and mail with your credit card information or check payable to:
Westchester Community College
Div. of Continuing Education
Administration Building, Room 207
75 Grasslands Rd., Valhalla, NY 10595



By Phone

Call: 914-606-6830 and choose option 1, then option 3.
Monday-Thursday 8:00 am - 7:30 pm
Friday 9:00 - 11:30 am
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 9:00 - 11:30 am
Payment by VISA, MasterCard, check, money order

CUSTOMER INFORMATION

The following information and the registration form apply to all non-credit courses in this catalog. For information about credit course registration, see FOR COLLEGE CREDIT, pg. 25.

REFUND POLICY – for non-credit classes

All refund requests should 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.

No refunds thereafter; no refunds on classes which meet for one session or one day only.

CANCELLATIONS

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**.

CERTIFICATE OF RESIDENCE

Out-of-county residents registering for Skill Improvement, ESL or Sign Language classes require a certificate of residence in order to be charged the resident tuition rate. See pages **13, 15 and 20** for information.

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.

CAMPUS SECURITY INFORMATION

In compliance with the Federal Crime Awareness and Campus Security Act, Westchester Community College publishes an annual "Campus Security & Safety Report." This report includes statistics for the previous three years 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 related to campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, bias crimes and other crimes. The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. To get a copy of this report and included crime statistics, contact the Security Office, Student Center, Room 113 (**914-606-6730**) or visit www.sunycc.edu/security

