Four ways to register for LCCC Continuing and Professional Education courses

You may register for courses right up to the first day of class (with some exceptions). However, you are encouraged to register at least one week before the start date of the course because you may be closed out of a course that has filled to capacity or because insufficient enrollment leads to the cancellation of the course.

By Mail

Complete the Continuing and Professional Education registration form and mail it to:

Lorain County Community College
Records Office
1005 N Abbe Road
Elyria, OH 44035

If you mail, make sure to include check or money order payable to LCCC or include the credit card information as requested in the form.

By Phone

To register for any of the Continuing and Professional Education courses or programs listed in this schedule, simply phone the LCCC Records Office at (800) 995-5222, Ext. 4067 or (440) 366-4067. You may phone between 8:30 a.m. and 4:30 p.m. Monday through Friday. After 4:30 p.m., call the Enrollment Services Center (440) 366-4032. Phone registration requires the use of a major credit card—Visa, MasterCard, Discover or American Express.

By Fax

You may also fax the form to (440) 366-4167. You can fax LCCC 24 hours a day, seven days a week. Please include credit card information or a copy of a purchase order.

In Person

Visit the first floor of the new LCCC Library/Resource Center, 1005 N. Abbe Road Elyria. You may register in person between 8:30 a.m. and 7:30 p.m. Monday through Thursday, and from 8:30 a.m. to 4:30 p.m. Friday. To register in person, you may use cash, purchase order, check, money order, or a major credit card—Visa, MasterCard, Discover or American Express.

Books and Materials

Textbooks, workbooks and extra materials are required for some courses. Purchase of these items may be the responsibility of the student. Students are encouraged to inquire about additional fees for courses. Students may also call the LCCC Bookstore (440) 366-4055 for information relating to books that may be needed for some courses.

Certificates, CEUs and Contact Hours

In some courses, certificates, Continuing Education Units (CEUs) or contact hours are awarded for successful completion. This is noted in the course description. Many professional areas recommend receiving these designations and recognize them as proof of continued professional education.

LCCC reserves the right to repeal, change or amend rules, regulations and fees; to withdraw, add to or modify courses listed within; and to change instructor assignments. See Credit Class Schedule for information on LCCC accreditation, accommodations for persons with disabilities and nondiscrimination statement.

Refund of Fees

Non-credit Classes, Workshops, Seminars:

- **100%** if cancelled by the College
- **100%** if the schedule adjustment or withdrawal is initiated at least seven calendar days prior to the start of the course.
- **No refund** if the withdrawal is initiated six calendar days before the first class meeting or later

Trips:

- **100%** refund if cancelled by the college
- **100%** refund if schedule adjustment or withdrawal is initiated prior to the published refund deadline.
- **Refunds** for Center for Lifelong Learning trip cancellations made after the published refund deadline may only be considered by the program coordinator in the Center for Lifelong Learning.

A challenge of the refund amount must be made in writing and mailed, faxed or delivered to the Bursar's Office, attention Refund Committee. Appeals of the Refund Committee decision(s) are to be made in writing to the vice president for learner services and chief academic officer within 30 calendar days of the initial Refund Committee decision.

Non-Credit Registration Form

PLEASE PRINT:

PERSONAL INFORMATION

FULL LEGAL NAME OF STUDENT (LAST, FIRST, MI)

FORMER NAME OF STUDENT (LAST, FIRST, MI)

LEGAL NAME OF GUARDIAN (FOR REGISTRATION UNDER 18 YEARS OF AGE) (LAST, FIRST, MI)

ADDRESS APT.

CITY STATE ZIP CODE

AREA CODE / TELEPHONE NUMBER

E-MAIL

STUDENT NUMBER SOCIAL SECURITY NUMBER

❑ CHECK HERE IF YOU DO NOT HAVE AN LCCC STUDENT NUMBER

DATE OF BIRTH MONTH: DAY: YEAR:

GENDER OF STUDENT: ❑ MALE ❑ FEMALE

MARITAL STATUS: ❑ MARRIED ❑ SINGLE

PLEASE CHECK ONE OF THE FOLLOWING (REQUIRED FOR FEDERAL REPORTING BY CIVIL RIGHTS ACT OF 1964):

A ❑ ASIAN B ❑ BLACK C ❑ CAUCASIAN
F ❑ FOREIGN H ❑ HISPANIC N ❑ NATIVE AMERICAN

Primary reason for enrolling:

❑ Upgrade skills for my current job
❑ Knowledge for personal interest
❑ Train for a new career

❑ Yes! I want to receive information about LCCC via e-mail.

ENROLLMENT

❑ FALL ❑ SPRING ❑ SUMMER _____YEAR

COURSE/SEMINAR SELECTION

COURSE & WORKSHOP TITLE	COURSE NUMBER	SECTION NUMBER	CLASS NUMBER	FEES
Excel 2007 Intermediate	NCIS 151	DE01	1941	$139

TOTAL

PAYMENT IS DUE AT TIME OF REGISTRATION.

I Plan to pay by:

❑ CASH ❑ PERSONAL CHECK ❑ DISCOVER ❑ VISA
❑ COMPANY CHECK ❑ AMERICAN EXPRESS ❑ MASTERCARD

❑ COMPANY PO: PO/CHECK # _____

COMPANY NAME

CARD NUMBER

CARDHOLDER NAME

CARD EXPIRATION DATE

CARD HOLDER SIGNATURE

SECURITY CODE (LAST SET OF NUMBERS FROM BACK OF CARD, EXCEPT AMERICAN EXPRESS - FOUR DIGITS ON FRONT OF CARD)

OFFICE USE ONLY KEYED BY: _____