

THREE WAYS TO REGISTER

1. MAIL completed registration form and payment to:
County College of Morris, Dept. C
214 Center Grove Road
Randolph, NJ 07869-2086

Total payment, by check or money order, must accompany your registration. *Each student should send a separate check. Do not mail cash.* Check or money order should be made payable to County College of Morris.

2. IN-PERSON registration may be completed in the Student Community Center, 220 (parking lot 6—obtain a visitor's pass at Public Safety). The Records and Registration Office is open 9 a.m.-3:30 p.m., Monday-Friday and until 6:30 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.

3. ON-LINE INSTANT ENROLLMENT: You can now register for classes ONLINE. Search for the course(s) you want, pay and get **immediate confirmation** of your registration. Go to www.ccm.edu, click on **Business & Community**, click on **Web Registration/Web Advisor**. Follow the instructions. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted. Detailed instructions can be found at www.ccm.edu/ccp/conted, page 46.

CHANGE OF INFORMATION: Please complete this form if you have a change of name, address or phone number since your last registration and are registering on-line. This form can be found at www.ccm.edu Web Registration/Web Advisor. This helps the college contact you with mailings, course changes or cancellations. Please help us to serve you better.

COUPONS: The original "Welcome to Morris County" coupon for new residents must accompany your registration; therefore, only mailed or in-person registrations can be accepted when using this form of payment.

COMPANIES AND ORGANIZATIONS: Your registration cannot be processed without full payment. Therefore, please submit these items together: your registration form, company payment and any balance due by you. A separate check is required for EACH student.

MORRIS COUNTY AGENCIES ONLY: These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person.

STUDENT WITHDRAWAL AND REFUNDS: Students will receive a full refund (minus a \$10 drop fee per course) if notification is received in writing three business days prior to the first class. Thereafter there is no refund. Refunds may take 4-6 weeks to be processed and mailed. It is not possible to transfer course costs from one semester to another. Mail your request to Department C, County College of Morris, 214 Center Grove Road, Randolph, NJ 07869-2086.

Clip the parking decal and display on your dashboard when on campus.

COMMUNITY and PROFESSIONAL PROGRAMS
PARKING DECAL



Spring 2010

Title IX, Section 504 & Americans with Disabilities Act Compliance
County College of Morris does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion veteran or marital status, or disability.

Visit Our Web Site www.ccm.edu



Community and Professional Programs
214 Center Grove Road
Randolph, New Jersey 07869-2086

COUNTY COLLEGE of MORRIS

Spring 2010

Certified Homemaker Health Aide Course

Certified Medication Aide Course

Approved by New Jersey Department
of Health and Senior Services

www.ccm.edu
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