

## Registration Information

# easy ways to register!

### Hours

Monday – Thursday | 8:30 a.m. – 7:00 p.m.  
Friday | 8:30 a.m. – 4:30 p.m.

### Online

Go to [www.carrollcc.edu/instantenrollment](http://www.carrollcc.edu/instantenrollment) and follow instructions. You will need to pay in full with a credit card when registering.

For fast registration use your college ID# to login. For help call Continuing Education & Training at 410-386-8100.

### Mail

Mail a completed and signed registration form with total payment to:  
Carroll Community College  
Business Office CET  
1601 Washington Road  
Westminster MD 21157

### Walk-In

Register in-person in Room A115 on the Washington Road Campus

On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

### FAX

FAX completed and signed registration form with credit card payment information to 410-386-8111.

### Telephone

Call 410-386-8100  
Have the course information and your credit card information ready.

### Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held — by registering early!

### The College will be closed on the following dates:

- Holiday Recess: Dec. 17, 2011 – Jan. 1, 2012
- Martin Luther King, Jr. Day: Jan. 16, 2012
- Spring Recess: April 1 – 8, 2012

### How to Determine the Course Cost

- U.S. Citizens who are Residents of Carroll County: pay the course Cost as shown with the course description;
- Maryland Residents Age 60 and Over: pay the Senior Adult Cost as shown with the course description plus \$5 out-of-county fees if not a resident of Carroll County;
- Maryland Residents of Other Counties: pay course Cost plus \$5 out-of-county fee;
- Residents of Other States: pay course Cost plus \$10 out-of-state fee;
- Non-U.S. Citizens: pay course Cost plus \$10 fee (fee waived with copy of appropriate Visa.)

### Disability—Tuition Waivers

Recently enacted legislation (Maryland House Bill 104) no longer allows colleges to grant tuition waivers toward non-credit continuing education courses for individuals who hold Social Security or Railroad Act disability waivers. All course costs for non-credit coursework, including tuition and fees, must be paid by the individual. Tuition waivers may apply under certain circumstances toward credit courses. For more information about applying for a disability tuition waiver for credit courses contact the Carroll Community College Financial Aid Office, 410-386-8437.

### Employer Paid Course

An employer or other third party may pay for any continuing education course(s). Students must have either a purchase order, voucher, letter of authorization or credit card from the company/third party at the time of registration. Employer or third party paid registrations may be made in person, by fax or by mail. If a credit card is being used registration may also be completed by telephone or the Internet.

### Drops, Refunds and Cancellations

100% refund will be issued for any course the college cancels.

### Before the course begins:

Course withdrawals and requests for full refunds may be made prior to the course by calling Continuing Education and Training at 410-386-8100 or by using the Web registration feature at [www.carrollcc.edu/instantenrollment](http://www.carrollcc.edu/instantenrollment) up to the day before the course starts.

### After the course begins:

The college reserves the right to deny refunds once a course has started. When full or partial refunds are granted, students who have any outstanding debt to the college will first have their refunds applied to payment of the debt. Requests for withdrawals and refunds may be made by calling Continuing Education and Training at 410-386-8100.

*The college reserves the right to cancel courses or make changes due to unforeseen circumstances. The college is not responsible for typographical errors.*

### Continuing Education Training Programs & Employability

Important Information: Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements, in addition to training, may apply. These may include a high school diploma, residency or additional exams. It is the student's responsibility to be aware of those requirements.

### Course Textbooks

Textbooks for continuing education courses are generally available for purchase approximately one week before your course begins.

Carroll Community College is aware of the high cost of college textbooks. Our instructors endeavor to select reasonably priced texts that provide currency, relevance, and the most effective presentation of course content. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each textbook on the Carroll Community College Bookstore website ([www.carrollbookstore.com](http://www.carrollbookstore.com)) three weeks prior to each semester. For noncredit courses, the bookstore will post ordering information as soon as possible prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

### Bookstore Hours

Monday-Thursday: 9 a.m. – 7 p.m.  
Friday: 9 a.m. – 12 noon  
410-840-8443 or [bookstore@carrollcc.edu](mailto:bookstore@carrollcc.edu)

### Inclement Weather Procedures

Register for the free Campus Emergency Notification System and receive information directly to your e-mail or cell phone. Visit the college's website at [www.carrollcc.edu](http://www.carrollcc.edu) to register.

## Registration Information

For courses held in a college facility (Washington Road Campus, or the Multi-Service Center): call the College Incentive Weather Number at 410-386-8457 or go to the college's website at [www.carrollcc.edu](http://www.carrollcc.edu) for closing or late opening information.

For college courses held in a Carroll County Public School: If the public schools close for the day or during the day, the college courses being held there that evening will be cancelled.

For college courses held in other locations: Follow the same procedures as for a course held in a college facility.

### The Canteen Café

#### Winter 2012 Hours (Jan. 3 – Jan. 28)

Monday–Thursday: 7:30 a.m. – 2:30 p.m.  
Friday: 7:30 a.m. – 2 p.m.

#### Spring 2012 Hours (Jan. 30 – May 18)

Monday–Thursday: 7:30 a.m. – 7 p.m.  
Friday: 7:30 a.m. – 2 p.m.

### Disability Support Services

Carroll is committed to providing equal access to its programs, facilities and services for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The college offers an array of support services and accommodations that are post-secondary appropriate and are coordinated by the Office of ADA Support Services.

Students with a documented disability who would like to request reasonable accommodations must first contact and then make arrangements through the Office of ADA Support Services, located in A101 (Admissions); or, call 410-386-8327, or send an e-mail to: [jtatela@carrollcc.edu](mailto:jtatela@carrollcc.edu)

There are Emergency Rescue Assistance stairwells in every building. The college urges all students to become familiar with the locations.

### Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty, or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

### Directions & Locations

#### Carroll Community College

##### Washington Road Campus:

1601 Washington Road, Westminster

See campus maps on inside back cover for building locations.

#### Carroll County Career and Technology Center (CCCTC):

1229 Washington Road, Westminster

Directions from Washington Road Campus parking lot: Turn right onto Washington Road. Pass Kate Wagner Road and turn right into the driveway just before Westminster High School. Make an immediate right and follow the driveway to the CCCTC parking lot.

#### Carroll County Public Library:

Go to [library.carr.org](http://library.carr.org) for branch locations & directions.

#### Dog Brewing Company

1203 New Windsor Road, Westminster

Directions from Washington Road Campus parking lot: Turn right onto Washington Rd. Turn left onto Kate Wagner Rd. Continue on Kate Wagner Rd. to Rt. 31, New Windsor Rd. Turn right onto New Windsor Rd (Rt. 31). Continue about 1 mile, turn right into Business Park and make an immediate left. Dog Brewery Company is on the right.

#### Multi-Service Center:

224 North Center Street, Westminster

Directions from Washington Road Campus parking lot: Turn right onto Washington Road. Continue on Washington Road and turn left at the light onto Main Street. Turn right at Center Street light. Cross Willis Street and turn left at North Street. Parking is to your left.

#### Y of Central Maryland:

1719 Sykesville Road, Westminster

Directions from Washington Road Campus parking lot: Turn left onto Washington Road. Turn left in 1/2 mile into Y of Central Maryland parking lot.

### Ride CATS to Carroll

The CATS bus system provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit [www.carrolltransit.org](http://www.carrolltransit.org) or call 410-876-RIDE.

### Smoking & Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment.

Smoking and/or tobacco use is prohibited in college-owned or leased buildings and

off-campus sites operated by the college; all college property including parking lots, athletic fields, and amphitheater; and college-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff and snus.

### The Continuing Education Official College Record (transcript)

#### The Official Record:

- Lists all successfully completed continuing education workforce-related courses
- Shows the start and end date of each listed course
- Shows the number of hours in each listed course
- Documents successful completion (based on attendance or competency)
- Documents earned CEU's
- Bears the official Carroll Community College seal

The Official Record provides a record of your successfully completed workforce-related continuing education courses you can request for:

- Your current employer
- A potential employer
- Professional organizations
- Licensing or credentialing bodies (check to be sure of their requirements)
- Documents successful completion of a Continuing Education Certificate
- Any other person or organization requiring official documentation

\$2.00 fee for each Official College Record  
Call 410 386-8100 or visit [www.carrollcc.edu](http://www.carrollcc.edu)/noncredit for more information about how to request the Continuing Education Official Record.

### Carroll Community College Board of Trustees

Barbara H. Biller  
David S. Bollinger  
Barbara Charnock  
R. Delaine Hobbs, Jr.  
Donald E. Lippy  
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David O'Callaghan

Dr. Faye Pappalardo, *Secretary/Treasurer*  
David H. Roush, *Ex-Officio*

Dr. Faye Pappalardo, *President of the College*

*Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.*

Today's Date \_\_\_\_\_ Last 4 Digits of Social Security No. \_\_\_\_\_ College ID# \_\_\_\_\_ Date of Birth (required) \_\_\_\_\_  I am 16 yrs. or older

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

- Male     Female
- U.S. citizen
- Other than U.S. citizen (pay course cost plus \$10 out of state fee per course; fee waived with copy of appropriate Visa)
- I am not a Carroll County resident (pay course cost plus \$5 out of county fee per course)
- I am not a Maryland resident (pay course cost plus \$10 out of state fee per course)
- I am a Maryland resident, 60 years of age or older (pay Senior Adult Cost plus \$5 out of county fee if appropriate)

1. Are you of Hispanic or Latino origin?  Yes     No
2. What is your race? Select one or more of the following categories:
  - White
  - Black or African American
  - Asian
  - American Indian or Alaska Native
  - Native Hawaiian or Other Pacific Islander

Course Number	Course Title	Start Date	Start Time	Cost

**Out of County/Out of State Fees** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

Mail completed registration form and check or money order for full amount to:  
**Carroll Community College**  
**Business Office CE**  
**1601 Washington Road**  
**Westminster, MD 21157**

**Tuition \$200 or more?**  
 Use the FACTS program, a monthly payment program to enable you to more easily afford your educational expenses if your tuition is \$200 or more.  
 Go to [www.carrollcc.edu/factsplan](http://www.carrollcc.edu/factsplan) for more information.

If paying with a credit card, please register online at [www.carrollcc.edu/instantenrollment](http://www.carrollcc.edu/instantenrollment) or by Phone: 410-386-8100, Fax: 410-386-8111

*I hereby certify that the address and all other information given on this form are true and correct. I understand that I am bound by the policies and procedures of the College's Code of Integrity and accept responsibility for familiarizing myself with the code. To access this code go to [www.carrollcc.edu](http://www.carrollcc.edu) and click on About Carroll/College Policies/Code of Integrity.*

▶ **Signature (required)** \_\_\_\_\_

For Office Use Only: Rec by \_\_\_\_\_ Processor \_\_\_\_\_ Date \_\_\_\_\_  Phone     Mail     Walk-In     FAX

Charge to my:        

Credit Card Number \_\_\_\_\_ CID# \_\_\_\_\_

Note: Your CID# is the last three digits in the signature box on the back of your credit card

Card Holder's Name \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Card Holder's Billing Address (required) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_ Last 4 Digits of Social Security No. \_\_\_\_\_ College ID# \_\_\_\_\_ Date of Birth (required) \_\_\_\_\_  I am 16 yrs. or older

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Home Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

- Male     Female
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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Card Holder's Name \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Card Holder's Billing Address (required) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_