

NON-CREDIT COURSE REGISTRATION FORM

Please print clearly. Additional copies of this form can be found at sunyacc.edu/continuing-ed/registration.
 Please note: Health and safety procedures related to COVID-19 are subject to change.

Full Legal Name: _____
First
Middle
Last

Chosen first name, if different than above (Optional): _____
Please note: If you want to use a name other than your legal name to identify yourself, SUNY Adirondack has a process to allow students to request use of a chosen first name where possible. Please contact our office for additional information.

Date of Birth: _____

Home/Cell Phone: _____ Work Phone: _____

Banner ID: _____ Email Address: _____

Mailing Address: _____
number
street
city
state
zip

Please register me for the following courses listed on this form. I understand that I will be automatically billed for the course(s) once my registration has occurred, regardless of chosen payment method.

CRN	Course Title	Price

Payment is due upon registration, as follows:

BY CHECK: Made payable to SUNY Adirondack. Students may pay in person at the Office of Continuing Education at the north end of Adirondack Hall on the Queensbury campus during office hours. Office hours for in-person business are subject to change; please see the latest updates at sunyacc.edu/continuing-ed. Students may also mail the payment stub, located at the bottom of the Student Schedule and Bill, with a check, to the Office of Continuing Education.

BY CASH OR CREDIT CARD: Students must register for the applicable course(s) through Continuing Education prior to using these payment methods.

- **Cash payment** must be made at the Student Accounts Cashier Window in Warren Hall or at SUNY Adirondack Saratoga (call 518.584.3959 to check availability), with a copy of the Student Schedule and Bill.
- **Credit card payment** must be made either at the Office of Continuing Education, at the Student Accounts Cashier Window in Warren Hall or at SUNY Adirondack Saratoga (call 518.584.3959 to check availability), with a copy of the Student Schedule and Bill or at sunyacc.edu/continuing-ed/registration, using e-cashier. A \$1.00 nonrefundable NELNET Enrollment Fee will be assessed for each e-cashier payment. Full payments are deducted immediately from the account provided on the NELNET agreement.

COURSE DROP/REFUND POLICY

Please refer to our webpage about registration for details about the non-credit course drop/refund policy: sunyacc.edu/continuing-ed/registration. Non-payment may result in balance being turned over to a collection agency. All collection fees, including reasonable attorney fees, will be the responsibility of the student.