

Custom Class

The Noncredit Way to Take a Credit Class

Custom Class: Take credit classes without the worry of placement tests, prerequisites, exams, and grades for your personal enrichment. No grade or college credit is earned. Pay the credit in-county tuition rate and any course and material fees but not the consolidated fee (out-of-county and out-of-state fees apply). **Excludes:** art museum field trips, culinary, health care, MUSP applied music, and world language courses.

Canvas and HCC email: Custom Class courses use Canvas and HCC email. You will receive an email with instructions to set up your student account, which will include how to access Canvas and your HCC email.

HCC Course Material Program: All students are included in the Slingshot program automatically and will receive all required items for their classes except for Zero Textbook Cost sections. All course material charges are covered in your tuition and fees by a \$23 per-credit-hour fee. Visit HowardCC.edu/CourseMaterials for more information about getting your materials or to opt out.

Registration: Custom Class registration opens two weeks after credit registration begins. Registration is on a first come, first served basis, and Custom Class is not eligible for waitlist. Students 16 or older may register for up to the equivalent of eight credits each term. Custom Classes follow the credit refund policy.

Registration Methods (*Web registration is not available for Custom Class*):

- **Mail:** Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044, Attn: Lock Box, Cashier's Office, RCF-201 (must include payment)
- **In Person:** Office of Records, Registration & Veterans' Affairs, RCF-233, 8:45 a.m.-6 p.m. Monday-Thursday and 8:45 a.m.-5 p.m. Friday

For more information, call 443-518-4404 or email personalenrichment@howardcc.edu.



Custom Class Registration Form

(Equivalent of 8 credit limit)

HCC Student ID: _____ Date of Birth (Required): ____/____/____

Last Name: _____ First Name: _____

Address: Street _____ Apt/Unit: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____

Cell Phone: _____ ☐ TDD

Email Address: _____

☐ I have lived at this address for at least three months

☐ I am a Maryland resident age 60 and older and qualify for a tuition waiver.

Gender: ☐ Male ☐ Female

Are you of Hispanic or Latino origin? Yes ____ No ____

What is your race? Select one or more of the following categories:

____ American Indian or Alaska Native ____ Native Hawaiian/Other Pacific Islander
____ Asian ____ White
____ Black or African American

Convicted sex offenders are required to register at the college's public safety office prior to registering for any course or program at HCC. Failure to register with the college's public safety office will result in disciplinary action including expulsion, as outlined in the Student Code of Conduct.

COURSE	SECTION	TERM	TITLE	TUITION	COURSE FEE	MATERIALS FEE	OC/OS FEE	TOTAL
FILM-101	001	2025 Spring	Computer Concepts	\$426	\$10	\$69	NA	\$505
Out-of-county Maryland residents add \$10 per course; Out-of-state residents add \$20 per course. 60+ Maryland Residents/Students who qualify for tuition waiver: Pay only a \$50 registration fee per course and all fees.								TOTAL

Signature _____ Date _____
I certify that the above information is true and correct, and I request the enrollment change(s) indicated above.

All charges due to Howard Community College (HCC) must be paid in full at time of registration. Students who are actively enrolled in the Tuition Payment Plan or have financial aid, military Tuition Assistance, veterans' education benefits, third party sponsors, and/or tuition waivers may be able to defer that portion of their balance. If the student's full balance is not covered by these other sources for any reason, the student is responsible for the balance due. Past due balances are subject to collection and fees up to 25% of the original balance. Students whose accounts are delinquent will not be permitted to register for the next term. HCC may require payment in the form of certified funds, such as cash, money order, credit card, or a cashier's check. Custom Class follows the credit refund policy.

FOR MAIL-IN: Please note that we do not accept registrations by email. This form will not be processed if submitted by email

(circle one)

Card#: _____ Expiration Date: _____

Cardholder's Name (Please print legibly): _____

Signature: _____

