

# CustomClass

## The Noncredit Way to Take a "Credit" Class

Are there courses in this schedule you'd like to take, without having to worry about grades, exams, prerequisites, placement tests, and degrees?

**CustomClass is your answer.** You can attend eligible classes listed in the Credit Schedule (up to the equivalent of eight credits each term). You won't get college credit, but you'll get the knowledge you want. You pay the credit in-county tuition rate and course fees but *not* the consolidated fee (out-of-county and out-of-state fees apply). You must be age 16 or above.

**Lots of choices!** You may choose any credit classes EXCEPT Art Museum Field Trips (ARTS-265); the following world languages: Arabic (ARAB), Mandarin Chinese (CHNS), Hebrew (HBRW), Hindi (HNDI), Japanese (JPNS), Korean (KORE), Persian (PERS), Russian (RUSS), Spanish (SPAN), and Turkish (TURK); or any health care program.

**For more information,** call 443-518-4404 or email [personalenrichment@howardcc.edu](mailto:personalenrichment@howardcc.edu).

**Registration: CustomClass registration opens two weeks after Credit registration begins.** Registration is on a first come, first served basis, and CustomClass is not eligible for waitlist. Web registration not available for CustomClass.

There are three ways to register:

**Fax:** 443-518-4333 (must include payment)

**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.-7 p.m. Monday-Thursday, 8:45 a.m.-5 p.m. Friday.



## CustomClass Registration Form

(Equivalent of 8 credit limit)

You Can Get There From Here.

HCC Student ID#: (Please print neatly) \_\_\_\_\_

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Address: (Street) \_\_\_\_\_ Apt/Unit: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

I have lived at this address for at least three months

Home Phone: \_\_\_\_\_  TDD Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  I am over the age of 16 Gender:  Male  Female

Cell Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number(s) new since last registration  I am a Maryland resident age 60 and older and qualify for a tuition waiver.

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 NO.	INDEX NO.	YEAR	TITLE	←SAMPLE→	TERM	TUITION + FEES	STUDENT TYPE
					Fall/Winter/Spring/Summer	See table for tuition rate	
ACCT-111	4962	FA/19	Principles of Accounting I		Fall	\$411 + \$25	CE
							CE
							CE

Out-of-county Maryland residents add \$10;  
Out-of-state residents add \$20 per course.

If you qualify for tuition waiver: Pay only a \$40 registration fee per course, course fees, and any out-of-county or out-of-state fees.

60+ Maryland Residents: Pay only a \$40 registration fee per course, course fees, and any out-of-county fees.

Students who register by mail or fax will receive an email registration confirmation (printed confirmations will no longer be mailed).  
 I don't want to receive registration confirmation emails.

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 by the published payment due date. 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 or receive official transcripts and diplomas. HCC may require payment in the form of certified funds, such as cash, money order, credit card, or a cashier's check.

FOR FAX-IN OR 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: \_\_\_\_\_