

CustomClass

The Noncredit Way to Take a "Credit" Class

Are there Credit classes you'd like to take without the worry of placement tests, prerequisites, exams, and grades?

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); HCC Chorus courses; World Language courses; or any courses in health care programs.

All CustomClass courses use **Canvas**. You will receive information via email on how to set up your student account, which will include how to access your HCC email and Canvas.

For more information, call 443-518-4659 or email 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 is not available for CustomClass. CustomClass refunds follow the credit refund policy.

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, 8:45am-7pm Monday-Thursday, 8:45am-5pm Friday



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: _____

- 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 Asian Black or African American
 Native Hawaiian or Other Pacific Islander White
 (For race definitions, visit howardcc.edu/about-us/consumer-information/race-ethnicity)

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.	SECTION NO.	TERM/YEAR	TITLE ←SAMPLE→	TUITION + FEES <small>See table for tuition rate</small>	STUDENT TYPE
ACCT-111	001	FA/21	Principles of Accounting I	\$426 + \$50	CE
_____	_____	_____	_____	_____	CE
_____	_____	_____	_____	_____	CE

Students who register by mail or fax will receive an email registration confirmation.

I don't want to receive registration confirmation emails.

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.

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. CustomClass refunds follow the credit refund policy.

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

(select one)

Card#: _____ Expiration Date: _____



Cardholder's Name (Please print legibly): _____ Signature: _____