

# Register in Three Easy Steps

## Step 1: Select Courses

Each course description includes the course number, location (including both on- and off-campus courses), date of first class, time, room number and tuition.

## Step 2: Fill Out Registration Form

This will ensure that you have all the information necessary before registering.

## Step 3: Register in Person, by Mail, by Phone or Fax, or Online

Register early to prevent cancellation of a class due to low enrollment. Late registration will be accepted the first night of class if space is available and the class has not been canceled. Payment must accompany late registrations.

## Register in Person

### At Triton's Main Campus

Come to the Community Education Office, Room R-201, on the main floor of the Learning Resource Center. With the exception of holidays and certain periods between semesters, registration hours are from 8 a.m. to 8:30 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday. Weekend registration hours are from 8 a.m. to 1 p.m. on most Saturdays.

### At Triton's Centers

During each center's office hours.

### Payment

When registering in person, payment may be made by cash (except on Saturdays or at any of Triton's centers), check, MasterCard or VISA. We also can bill you. Payment always must be made within five days of your registration into a class. In all cases, **your payment must be received at least seven full days prior to the first class meeting** (payment must accompany registrations occurring within this seven-day period).

## Register Online

Register online at [www.triton.edu](http://www.triton.edu). Restrictions may apply.

## Register by Phone\*

### With a Triton Representative

Before you call, select your courses and complete the helpful scheduling form on Page 41. With your form completed, call **(708) 456-0300, Ext. 3500**, to register. Be prepared to give the representative the information from your form, then keep the form for your records.

With the exception of holidays and certain periods between semesters,

our phone registration staff is available from 8 a.m. to 8:30 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday. Weekend phone registration hours are 8 a.m. to 1 p.m. on most Saturdays at **(708) 456-0300, Ext. 3500**.

### Using Triton's Touch-tone System

If you have a touch-tone phone and you are a continuing student, you may choose the convenience of registering through our touch-tone registration system. For details, see Page 4.

### Payment

When registering by phone, payment may be made by MasterCard or VISA. We also can bill you. Payment always must be made within five days of registration into a class. In all cases, payment must be received at least seven full days prior to the first class meeting (payment must accompany registrations occurring within this seven-day period).

## Register by Mail\*

### Completing the Form

Complete the Community Education Registration Form found on Page 41. Be sure to include all information on each course you are registering for. When registering by mail, your payment **must** accompany the registration form (check or money order only).

### Payment

Your payment must accompany your mail-in registration form. Include student Social Security number on the memo section of the check or money order. If one check or money order is used to pay for more than one student, list each student's Social Security number.

**Mail registration and payment to:** Triton College, Community Education Office, 2000 Fifth Ave., River Grove, IL 60171-1995

## Register by Fax\* (708) 583-3114

### Completing the Form

Complete the Community Education Registration Form found on Page 41. Be sure to include all information on each course you are registering for.

### Payment

Your payment must accompany your registration by fax. Payment may be made by MasterCard or VISA. Please include all credit card information on the form.

Note: Payment of tuition by credit card is subject to verification of credit card number and expiration date.

\*GED (General Educational Development), ESL (English as a Second Language) and The Center for Business and Professional Development for Health Care Professionals registrations are not accepted by either phone, mail or fax registration within this department. Please contact the other departments for their registration information.

# Continuing Education Registration Form

Please print.

Male Female

For Visa, MasterCard or American Express payment only:  
(circle one)

Social Security number \_\_\_\_\_

Name \_\_\_\_\_  
last first middle

Credit card number \_\_\_\_\_

Address \_\_\_\_\_

Expiration date \_\_\_\_\_ Total amount of tuition \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Signature of cardholder \_\_\_\_\_

Telephone \_\_\_\_\_  
home work/alternative

Birth date \_\_\_\_\_

Signature \_\_\_\_\_

| COURSE NO. | SECT. | COURSE TITLE | LOCATION | DAY | TIME | ROOM | TUITION |
|------------|-------|--------------|----------|-----|------|------|---------|
| /          |       |              |          |     |      |      |         |
| /          |       |              |          |     |      |      |         |
| /          |       |              |          |     |      |      |         |
| /          |       |              |          |     |      |      |         |
|            |       |              |          |     |      |      | Fee     |
|            |       |              |          |     |      |      | Total   |

#### Student Intent: (check one)

- 1. To prepare for a new or first career
- 2. To improve present skills
- 3. To explore courses to decide on a career
- 4. To prepare for transfer to a four-year college
- 5. To remedy basic skill deficiencies
- 6. To pursue noncareer, personal interests, school diploma equivalence
- 7. Other

#### Current Employment Status: (check one)

- 1. Employed full time
- 2. Employed part time, more than 15 hours/week
- 3. Employed part time, less than 15 hours/week
- 4. Homemaker
- 5. Unemployed
- 6. Other/No response

#### Ethnic Code:

Are you Hispanic or Latino? (OR are you of Spanish origin?)

- Yes Hispanic or Latino
- Not Hispanic or Latino

Are you from one or more of the following racial groups? (Select ALL that apply).

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

Please identify your primary racial/ethnic group. (Select One)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

Are you in the United States on a Visa — Non-resident Alien?

- Yes in the United States on a Visa. Provide Home Country of Origin.
- Not in the United States on a Visa.

#### Personal Data

When it is necessary to withdraw or revise a scheduled class, the college will contact students as soon as possible. Current home and work phone numbers and address information must be accurate on your student records.

#### Tuition

The tuition listed at the end of each course entry includes these rates. For example:  
\$48.00/126.00/19.00

The first amount is in-district tuition, the second amount is out-of-district tuition and the third amount is the special rate for in-district older adults (age 60 and over).

All tuition is subject to change without notice.

#### Fees

Students enrolled in "E" noncredit/vocational courses (i.e. PSY E01) are assessed fees totaling \$16 per Adult Education Credit hour (AEC). This includes the Registration, Auxiliary, Technology, and Student Services fee.

Students enrolled in "C" noncredit/personal enrichment courses (i.e. PED C01) are assessed a \$7 registration fee per course. Students registering for multiple "C" courses are eligible for a refund of any registration fee balance over \$7 and should contact the Continuing Education main office.

The registration fee is waived for in-district senior citizens age 60 years and older. In the event a student cancels a course, the Registration fee will not be refunded.

#### Extension Centers

Meeting dates for classes held at extension centers generally follow the schedules and/or school calendar of that center. When a center is closed because of local scheduling, severe weather or some other condition that makes holding class impossible, that class meeting will be canceled and rescheduling arrangements will be made at the next class meeting.

#### Refund Policy

- one hundred percent refund up to **three business days** (9 a.m.-5 p.m.) prior to the start of the class. No refunds will be granted after this time. No-shows do not constitute cancellation.
- requests for exception to the refund policy must be stated in writing on a General Petition or letter to the dean, Continuing Education Department and submitted to Room A-201 of the Learning Resource Center within one calendar year of the semester in dispute.
- all refund checks are mailed. Credit card payments are refunded by credit card and check payments are processed 10 working days after check receipt.

Cashier's Office hours are:

8 a.m.-7:30 p.m. Mondays through Thursdays  
8 a.m.-4 p.m. Fridays  
9 a.m.-1 p.m. Saturdays

For more information, call (708) 456-0300, Ext. 3392, 3581 or 3540.

**Just fax it!**

Fax in your registration!

**Fax Number (708) 583-3114**

Help keep the classes you're interested in from being withdrawn by registering early!

Bring or mail your registration to:

**Triton College**  
School of Continuing Education, Room A-201  
2000 Fifth Ave.  
River Grove, IL 60171-1995

#### Scheduling

Triton College reserves the right to withdraw, postpone, combine or divide classes and to change either the time, dates or location of classes. Triton also reserves the right to make other required revisions that may be necessary when there are insufficient paid registrations; when qualified instructors, facilities or equipment become unavailable; or for other reasons that are beyond the college's control.