

# Registration Form for 100% Online Courses:

We want you to be a successful online student at NHCTC. Consequently, before enrolling in any 100% online courses, it is important for you to review:

## What Makes a Successful Online Student?

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

## Self Evaluation for Potential Online Students

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp>

After reviewing the above, if you believe taking a 100% online course is a good fit between you and the unique elements of 100% online courses, please continue to complete this registration form.

Registration methods in order of preference:

1. **In person:** Preferred – go to Registrar’s Office at the campus offering the course.
2. **Phone:** Call the campus that is offering the course
3. **Fax:** Call the campus offering the course for the fax number
4. **Mail:** Mail this completed form to the campus offering the course (include payment). Mail is the slowest method and may result in a course being fully enrolled by the time your registration form is received at the offering college.

Which of the schools below is your home college (the school where you originally registered)?

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Berlin    | <input type="checkbox"/> Manchester |
| <input type="checkbox"/> Concord   | <input type="checkbox"/> Nashua     |
| <input type="checkbox"/> Claremont | <input type="checkbox"/> Pease      |
| <input type="checkbox"/> Laconia   | <input type="checkbox"/> Stratham   |

Which college is offering the online course you want to take?

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Berlin    | <input type="checkbox"/> Manchester |
| <input type="checkbox"/> Concord   | <input type="checkbox"/> Nashua     |
| <input type="checkbox"/> Claremont | <input type="checkbox"/> Pease      |
| <input type="checkbox"/> Laconia   | <input type="checkbox"/> Stratham   |

An active email account is **essential** for participation in any online course and for the Instructor to be able to easily contact you with orientation information prior to beginning of the course.

Carefully enter the **email address you check daily** on the line below. Please be accurate!

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If you do not currently have an email address, please go to Yahoo! Mail to create an email account:

<http://mail.yahoo.com/>

**Social Security Number (SSN):**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
(3 #s) (2 #s) (4 #s)

**NAME:**

Last:

First:

Middle:

**MAILING ADDRESS:**

Street:

City:

State:

Zip:

**TELEPHONE:**

Home:

Work:

Extension:

**PAYMENT:**

1. You must pay for the course **at the time of registration** in order to reserve a space in the course.
2. Refund policies:
  - a. Students who complete the official college withdrawal procedure prior to the beginning of the second week (Monday) of the course will receive a 100% refund of tuition, less non-refundable fees such as advance tuition deposits, admission application fee, resident activity fee, residence hall room deposits and orientation fees.

- b. Students who neglect to officially drop within the drop/add period are not eligible for a refund.
  - c. Students who officially withdraw after the SUNDAY of the second week of the course will not be eligible for a refund.
3. I understand by registering for courses at NHCTC, I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I understand that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also understand that I will be responsible for the costs of the outside collection agency, any legal fees, and any bounced check fees under RSA 6:11, which will add significant costs to my account balance.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**PAYMENT OPTIONS:**

- Cash
  - Money order
  - Personal check
  - Credit Card
- Type (AX, Visa, etc.):

\_\_\_\_\_

Number:

\_\_\_\_\_

Expiration date:

\_\_\_\_\_

- Scholarship (which):
- Other financial aid:

**COURSE INFORMATION:**

Course name:

\_\_\_\_\_

Catalog number:

\_\_\_\_\_

CRN number:

\_\_\_\_\_