

# REGISTRATION & POLICY INFORMATION

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## ONLINE

Visit [www.sunyulster.edu/ce](http://www.sunyulster.edu/ce) and click the **REGISTER AND PAY**.



## MAIL

Complete the registration form or send a check or money order payable to UCCC for the **REGISTRATION FEE ONLY**. Do not include materials or textbook fees with registration fee. Use a separate form for each person registering.

### MAIL TO:

**Noncredit Registration**  
Kingston Center of SUNY Ulster  
94 Mary's Avenue  
Kingston, NY 12401



## IN PERSON

At the Kingston Center of SUNY Ulster, 94 Mary's Avenue, Kingston, room 206 or at the Stone Ridge Campus, 491 Cottekill Rd, Stone Ridge, Vanderlyn Hall room 206. Office hours are: Monday–Friday, 8:30am–4:30pm



## PHONE

Call 845-339-2025 during office hours.



## FAX

24 hours, 7 days a week; send your completed registration form to 845-339-0780. Remember to complete your charge card information.



## RECEIPT

Each registrant will receive a receipt and schedule which includes the date, time and location of the course(s) via email or mail depending on how you registered.

## REFUND POLICY

Full refunds are issued up to two weeks prior to class. Please allow three to four weeks for a refund. Two weeks or less prior to the start date, you will be charged a prorated administrative fee of 25% of the cost of class. No refunds will be granted on or after the start date of class.

## CLASS CANCELLATIONS

The College may cancel any course that lacks sufficient enrollment. When the decision is made to cancel, a cancellation notice will be sent to all registrants. In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. The cancellation of day classes **WILL NOT** automatically cancel evening classes. Cancellation announcements for evening classes will be made over local radio stations after 3pm and will be posted on [sunyulster.edu](http://sunyulster.edu)

## 20% SENIOR DISCOUNT

Available on select courses (“Sr. discount applies”) for seniors 60 and over who provide date of birth when registering.

 **LIKE US! SUNY Ulster Continuing & Professional Education**

SUNY Ulster reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms, if necessary. Affirmative Action Policy: Ulster County Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate in education, employment, or any of its businesses on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, or handicapping conditions. This policy is in compliance with Title IX of the Educational Amendments of 1972, Title IX, Section 304 and American Disabilities Act.