

Registration Form

ALL MAILED REGISTRATIONS must be sent to:
CCRI, Division of Workforce Partnerships
1762 Louisquisset Pike, Lincoln, RI 02865-4585
Phone: 401-825-1214 (All Locations)

ALL FAXED REGISTRATIONS must be sent to 401-333-7237.

For Office Use Only

--	--	--	--	--	--	--	--	--	--

CCRI ID #

Term _____ Initials _____ Date _____

_____ / _____ / _____
 _____ / _____ / _____
 Social Security Number (Optional) Date of Birth (mm/dd/yyyy)

_____ / _____ / _____
 _____ / _____ / _____
 Legal Name (Last, First, Middle) Previous/Maiden Name (If Applicable)

_____ / _____ / _____
 _____ / _____ / _____
 Street Address City State Zip

(_____) _____ (_____) _____ _____
 Home Telephone Number Cell Number E-mail Address

CRN #	Course #	Course title	Fee

Optional: The following information helps us comply with federal statistical requirements only and will not, in any way, impact an enrollment decision. Federal regulations require colleges to report enrollment data by racial, ethnic and gender categories.

Gender: Male Ethnicity: Not Hispanic Race: American Indian or Native American Native Hawaiian or Pacific Islander

Female Hispanic or Latino Asian White

Black or African American (You may check more than one race.)

Note: Community College of Rhode Island is a state-supported agency; therefore, tuition and fees are subject to change at any time. Waivers are not applicable to the Division of Workforce Partnerships courses. Payments in full must be made at the time of registration. Make checks payable to Community College of Rhode Island. All cash payments must be made at the Bursar's Office only. Registration in any course or activity (credit or non-credit) will NOT take place unless all monetary obligations to the College are fulfilled.

Students will receive an email notification confirming their registration within 2 days if a legible, valid email address is provided on this form. If you do not receive notification, you can call one of our offices to confirm your registration. It is necessary for you to provide all required information, except those fields noted as 'optional.'

Refund Policy: Students must provide a minimum of 48-hours' notice prior to the start of a course in order to be eligible for a refund. Without proper notice or documented medical excuse, students will be required to re-register and pay. No partial refunds of tuition are made under any circumstances. Books and materials may be non-refundable depending on the course. Students are eligible for a refund in full if the course has been cancelled by CCRI.

Student Signature _____ Date _____

FOR OFFICE USE ONLY:

I am paying by (Check One):

Personal Check
 Money Order
 Charge

Total Paid \$ _____

*Please make checks or money orders payable to CCRI.

Credit Card Information

Discover MasterCard Visa

I want to charge my fees to: (Credit Card Account #):

				-					-
				-					-

Credit Card Holder
 Print Name _____

Exp. Date ____ / ____

3-Digit Security Code _____

Card Holder's
 Signature _____

How to Register

There is a maximum enrollment number for each class and several classes do fill fast, so please don't wait until the last minute to register! CCRI will cancel courses that do not meet minimum enrollment. Any student affected by a cancellation will be notified and will be eligible to transfer to another available course or receive a full refund.

Students will receive an email notification confirming their registration within 2 days if a legible, valid email address is provided on the registration form. If you do not receive notification, you can call one of our offices to confirm your registration. It is necessary for you to provide all required information, except those fields noted as 'optional.'

Faxed Registration: Eligible students wishing to pay by credit card may fax a registration form to 401-333-7237.

Mailed Registration: Eligible students wishing to pay by check or money order (payable to CCRI) or by credit card may do so by mailing a Registration Form to: CCRI, Division of Workforce Partnerships, 1762 Louisquisset Pike, Lincoln, RI 02865.

Walk-In Registration: Eligible students wishing to pay by cash, check or money order (payable to CCRI), or credit card may register in person at one of our office locations listed below. For more information on hours of operation by campus, visit our website at www.ccri.edu/workforce/registration.

Knight Campus, Warwick
400 East Avenue,
4th Floor, Room 4200
Warwick, RI 02886
(401) 825-1214

Liston Campus, Providence
One Hilton Street
Providence, RI 02905
(401) 825-1214

Flanagan Campus, Lincoln
1762 Louisquisset Pike
2nd Floor (Admin)
Lincoln, RI 02865
(401) 825-1214