

## REGISTRATION

### REGISTER NOW!

Continuous, semester-long registration has begun. All registrations, whether online, by phone, by fax, by mail or in person, are being accepted now. Classes start throughout the semester. Find the latest continuing education class listings on our Web site at [www.sfccnm.edu](http://www.sfccnm.edu).

Many classes fill quickly. We recommend that you register no later than four working days before the starting date of the class. You may register for most classes up until the starting date, but if you delay, the class may either be full or canceled due to insufficient enrollment. Registrations cannot be accepted at classes.

### NOTE

Classes will be filled on a first-come, first-served basis. Prices and room assignments may change without notice. Please check the Web site for current information. SFCC is not responsible for typographical errors.

*Registration is not considered final until payment has been made.*

## FIVE WAYS TO REGISTER

**Registration is not considered final until payment has been made.**

### 1.) Online (returning user).

Returning students may visit [www.sfccnm.edu](http://www.sfccnm.edu) and click on JACK or the REGISTER FOR CLASSES link. You will need your user name and password to access your student account and register.

### 2.) By Fax.

Both new and returning students can fax a completed registration form along with payment information to (505) 428-1468.

### 3.) By Phone

Both new and returning students may register with an enrollment specialist by calling 428-1270 during regular business hours: Monday, Wednesday, and Thursday, 8 a.m. to 6 p.m., Tuesday, 9 a.m. to 6 p.m., and Friday, 8 a.m. to 5 p.m.

### 4.) In Person.

Both new and returning students can register in Enrollment and Student Services at SFCC on Mondays, Wednesdays and Thursdays from 8 a.m. to 6 p.m., Tuesdays from 9 a.m. to 6 p.m., or Fridays from 8 a.m. to 5 p.m.

### 5.) By Mail.

Both new and returning students can mail a completed registration form along with payment to:

SFCC Enrollment and Student Services  
Attn: CE Registration  
6401 Richards Ave.  
Santa Fe, NM 87508-4887

**CLASS FEES**

Continuing Education classes are self-sustaining, and class fees must cover all program expenses. Fees are based on an estimated minimum number of students. Class fees are subject to change without notice. Please check the Web site for current information and review the refund policy before registering.

**SFCC USER NAME AND PASSWORD**

SFCC assigns each student a user name. You can get your user name by going to [www.sfccnm.edu](http://www.sfccnm.edu) and clicking on the link to JACK. Once there, follow the instructions to find your user name and password.

**REFUND POLICY**

**Class fees are automatically refunded in full when:**

- the class or workshop is full.
- the activity is canceled.
- SFCC rejects the enrollment application.

**If you drop a class, your class fee is automatically refunded based on the following:**

**Classes of three or more sessions**

- If you drop a class before the second session, the full class fee will be refunded.
- If you drop a class after the second session, no refund will be given.

**Classes of one or two sessions**

- If you drop a class at least one day before the starting date, the full class fee will be refunded.
- If you drop a class less than one day before the starting date, no refund will be given.

Some classes have special refund policies. This information is listed in the class description.

Please allow three to five weeks for processing a refund.

**CLASS CHANGES AND CANCELLATIONS**

A class will be closed when it reaches maximum enrollment, so register early. Classes with insufficient enrollment will be canceled three business days prior to the starting date of the class, and those registered will be notified of the cancellation by phone. To make contacting you easier, please provide day and evening phone numbers with your registration. Refunds will be processed automatically for classes canceled by SFCC.

*SFCC reserves the right to cancel any class. Class locations, dates, times and instructors are subject to change without notice.*

**CLASS LOCATIONS**

Classes are held at Santa Fe Community College and at other locations in and around Santa Fe. The location of your class will be noted on the confirmation you receive by mail, or you can check at SFCC's Information Desk, main entrance, 428-1000.

## NONCREDIT REGISTRATION FORM

All data are for office and statistical purposes only. Students are assigned a student identification number for record keeping. You may register for as many classes as you wish. Please read the information on Pages 42 and 43 before registering. All registrations are processed on a first-come, first-served basis. Many classes fill quickly. Classes may be cancelled if minimum enrollment is not met at least three working days before class begins. Registration is not considered final until payment has been made. While SFCC makes every effort to ensure the accuracy of the information in the schedule of classes, the college reserves the right to make changes, including course fees, at any time without prior notice. Check the online registration system for current information.

*Please Type or Print. You may register for as many courses as you wish.*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID Number (or SSN) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Telephone (daytime) \_\_\_\_\_ Telephone (evening) \_\_\_\_\_

Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

CRN \_\_\_\_\_ Course Title \_\_\_\_\_ Fee \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

*I do hereby certify that the above information is correct:*

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Make checks payable to Santa Fe Community College**

**Mail to: SFCC Enrollment and Student Services**

**6401 Richards Ave.**

**Santa Fe, NM 87508-4887**

**You may fax your registration form with credit card information to: (505) 428-1468.**

**Please complete the following if paying by credit card.**

American Express  Discover  Mastercard  Visa

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorized Signature \_\_\_\_\_

# CAMPUS MAP

