



## Registration

Non-credit course registrations are accepted on a first-come, first-serve basis. All courses and programs are subject to cancellation for insufficient enrollment. Register by filling out a [registration form](#) [1] and submitting it to the Office of Continuing Education.

**Online:** Fill out our [Registration Request Form](#) [2]. After your request has been processed, you will be contacted with a confirmation of enrollment and billed, or notified if we are unable to register you for your specified course(s).

**In-person:** Monday - Friday, 8:00am- 4:00pm. The Office of Continuing Education is located in the north end of Adirondack Hall, in suite 142.

**By mail:** Office of Continuing Education, SUNY Adirondack, 640 Bay Rd., Queensbury, NY 12804

**By phone:** Monday - Friday, 8:00am- 4pm by calling 518.743.2238

**By fax:** Fax form to 518.743.2318, processing occurs during normal business hours

**By email:** Send form to [conted@sunyacc.edu](mailto:conted@sunyacc.edu) [3], processing occurs during normal business hours

## Motorcycle Course Registration

Motorcycle registrations are only available online via [www.adkmc.com](http://www.adkmc.com) [4].

## Course Accommodations

SUNY Adirondack encourages persons with disabilities to participate in official college programs, events, and activities. Reasonable accommodations can be requested by contacting SUNY Adirondack Accessibility Services at 518.743.2282 or [access@sunyacc.edu](mailto:access@sunyacc.edu) [5].

## Payment

**By Check:** Made payable to SUNY Adirondack. Payment by check can be made by mail along with a completed registration form or in person during regular business hours.

### By Cash or Credit Card:

- Cash payment must be made at the Business Office in Warren Hall, with a copy of the Student Schedule and Bill.
- Credit card payment must be made at the Office of Continuing Education or at the Student Accounts Window in Warren Hall, with a copy of the Student Schedule and Bill or by clicking [HERE](#) [6], using e-cashier. A \$1.00 nonrefundable NELNET Enrollment Fee will be assessed for each e-cashier payment. Full payments are deducted immediately from the account provided on the NELNET agreement.

## Course Drop/Refund Policy

Requests for Drop/Withdrawal and/or Refunds for all Continuing Education courses (including all open enrollment, youth enrichment, international education and online ed2go) must be submitted by a student, a student's significant other, a student's legal guardian, or an employer who has provided us with a letter of intent for registration and payment for an individual. Requests must be made by phone, fax, email or in person.

Please note:



- All drop/withdrawal and refund requests must be received during regular business hours. Requests submitted after the office has closed for the day will not be processed until the following business day. The Office of Continuing Education is open from 8am till 4pm, Monday through Friday, excluding College holidays and closures.
- Students will receive confirmation of a drop/withdrawal and/or refund or remaining liability via mail. If a student has not received a confirmation via email, the drop request has not been received and processed.
- All refunds will take the form of a check, made out to the student and make take up to 21 business days to be processed.
- Course registrations may not be transferred to another person. If a student is unable to attend a class, they may not send someone else in their stead.
- No refunds will be granted for non-attendance. If a student has not withdrawn from a course, they are liable for the course and material fees even if they choose not to attend.
- When materials and/or textbooks are distributed for a course, regardless of course length, students are liable for cost of those materials even if they withdraw from the course.
- Some courses have published registration and refund cutoff dates to ensure purchase of textbooks and/or course materials.
- Summer youth courses, ed2go courses, international education trips, and certification testing services have their own withdrawal and student liability policies.
- Payment is due at the time of registration. Non-payment may result in balance being turned over to a collection agency. All collection fees, including reasonable attorney fees, will be the responsibility of the student.
- Requests for special consideration for refund and/or bill adjustments can be made by filling out the *Non-Credit Request for Refund/Bill Adjustment form*.
- Students are not liable for any class and materials fees for any classes cancelled by the Office of Continuing Education and will be refunded for fees paid.

### Course Drop/Tuition Liability Policy

**(Except for Summer Youth courses, ed2go courses, International Education trips, and Certification Testing Services)**

Courses eight weeks and longer:

Time of Withdrawal/Course Cancellation	*Student Liability Amount
Prior to the first class	0%
During the first week of classes	25% course fees



During the second week of classes	50% course fees
During the third week of classes	75% course fees
After the third week of classes	100% course fees

Courses three to seven weeks:

Time of Withdrawal/Course Cancellation	*Student Liability Amount
Prior to the first class	0%
During the first week of classes	75% course fees
After the third week of classes	100% course fees

Courses two weeks and shorter:

Time of Withdrawal/Course Cancellation	*Student Liability Amount
Prior to the first class	0%
After the first class, but before the second	75% course fees
After the start of the second class	100% course fees
For one-session classes, after the class	100% course fees

\*When materials and/or textbooks are distributed for a course, regardless of course length, students are liable for cost of those materials even if they withdraw from the course.

**Please note:** The Course Drop/Refund Policy deadlines do not apply to enrollment in Youth Enrichment programming. These program deadlines are defined in the youth enrichment course registration materials.

**Source URL:** <https://catalog.sunyacc.edu/continuinged/registration>

**Links:**

- [1] <http://www.sunyacc.edu/continuing-ed/registration>
- [2] <https://form.jotform.com/93365150689163>
- [3] <mailto:conted@sunyacc.edu>
- [4] <http://www.adkmc.com>
- [5] <mailto:access@sunyacc.edu>
- [6] [http://www.sunyacc.edu/admissions-cost/student-accounts-bursar#pay\\_bill](http://www.sunyacc.edu/admissions-cost/student-accounts-bursar#pay_bill)