Registration Information

There are many ways to register.

**Online Registration**

Register online using WebAdvisor. Before registering for your course online, be sure to have the following information ready.

1. Credit card information
2. **For returning students only**—Montgomery County Community College Student ID number

**How to Register Online**

- In WebAdvisor—Under New Student Registration, click on Search/Register/Pay for Continuing Education Classes
- In Search For box, type in key word (ex: business), then click SUBMIT
- In the Course Code Number box, type in the course code #, then click SUBMIT
- To read a description of the course, click on the name of the course
- To register for the course, select the course you want by checking the box at the left, then click SUBMIT
- Fill in the Personal Identification page, provide your credit card information, and click SUBMIT

* If you have registered for a course at the College in the past (credit or non-credit), you will have a Student ID number. Returning students, please verify and update your contact information. This is an important step.

** Please note that deferred payment plans cannot be arranged online.

**By Phone**

**Central Campus**
Call 215-641-6397 to register with your credit card.

**West Campus**
Call 610-718-1861 to register with your credit card.

**By FAX**

**Central Campus**
FAX registration form with your credit card information to 215-619-7188.

**West Campus**
FAX registration form with your credit card information to 610-718-1999.
By Mail or In-Person

It is recommended that you register early to ensure your place in the class.

Mail your registration form with payment to:

**Central Campus**
Enrollment Services
College Hall
340 DeKalb Pike
Blue Bell, PA 19422

Central Campus Registration Office Hours: Monday, Tuesday, Wednesday, Thursday—8:00 a.m. to 7:00 p.m. Friday—8:00 a.m. to 5:00 p.m.

**West Campus**
Enrollment Services
101 College Drive, Room 151
Pottstown, PA 19464

West Campus Registration Office Hours: Monday, Tuesday, Wednesday, Thursday—8:00 a.m. to 7:00 p.m. Friday—8:00 a.m. to 5:00 p.m.

Direct Employer Payment Procedure

**Central Campus**
Call 215-641-6661, or FAX 215-641-6441

**West Campus**
Call 610-718-1944

Cancellation and Refund Policy

**Student withdrawal from enrollment and non-credit course refund procedure:** In the event a course is cancelled by the College (usually because of low enrollment), every attempt will be made to enroll you in another course or a full refund of your tuition will be issued. If you wish to withdraw from a course, you may transfer to another non-credit course or you can request a refund of your course tuition. Your request must be received by phone or in person at our offices prior to the start of the class. Course transfers and refunds will not be made after the start of a class. To withdraw from a class at Central Campus call 215-641-6397 or visit the Office of Student Records and Registrations, College Hall, Blue Bell Monday through Thursday between 8 AM and 7 PM or Friday, between 8 AM and 5 PM. To withdraw from a class at West Campus call 610-718-1944 or visit 101 College Drive, Enrollment Services, Pottstown, Monday through Thursday between 8 AM and 7 PM or Friday, between 8 AM and 5 PM. Fees for materials, books and supplies are not refundable. The college reserves the rights to cancel, combine, or divide any programs described in the Live to Learn brochure or on the website. The College also reserves the right to make any revision in the curriculum, instructor, tuition and fees, location, or any other phase of activity necessary without further notice and without incurring obligations. Alterations of the schedule may be necessary due to holidays, weather conditions, school functions, or other conflicts. Due to the structure and content of our courses, some programs may have different refund policies than those listed here.