Register for Continuing Education Classes in Three Easy Steps

Step 1: Select Courses
Each course description includes the course number, location (including both on- and off-campus courses), date of first class, time, room number and tuition.

Step 2: Fill Out Registration Form
This will ensure that you have all the information necessary before registering.

Step 3: Register in Person, by Mail, by Phone or Fax, or Online
Register early to prevent cancellation of a class due to low enrollment. Late registration will be accepted the first night of class if space is available and the class has not been canceled. Payment must accompany late registrations.

Register in Person
At Triton’s Main Campus
Come to the Welcome Center located in the Student Center.
Registration hours are from 8 a.m. to 7:30 p.m. Monday through Thursday, 8 a.m. to 4 p.m. Friday, and 9 a.m.-1 p.m. Saturday.

Payment
Payment must be made at time of registration. Acceptable forms of payment include cash, check, MasterCard, Visa or American Express.

Register Online
To register online, go to www.triton.edu/MyTriton and follow instructions on how to log onto and navigate the new student portal. Restrictions may apply.

Payment
Payment must be made at time of registration. Acceptable forms of payment include MasterCard, Visa or American Express.

Register by Phone*
With a Triton Representative
Before you call, select your courses and complete the helpful scheduling form. With your form completed, call (708) 456-0300, Ext. 3500, to register. Be prepared to give the representative the information from your form, then keep the form for your records.

Payment
Payment must be made at time of registration. Acceptable forms of payment include MasterCard, Visa or American Express.

With the exception of holidays and certain periods between semesters, our phone registration staff is available from 8 a.m. to 7:30 p.m. Monday through Thursday and 8 a.m. to 4 p.m. Friday. Weekend phone registration hours are 9 a.m. to 1 p.m. Saturdays at (708) 456-0300, Ext. 3500.

Payment
Payment must be made at time of registration. Acceptable forms of payment include MasterCard, Visa or American Express.

Register by Mail*
Completing the Form
Complete the Continuing Education Registration Form. Be sure to include all information on each course you are registering for. When registering by mail, your payment must accompany the registration form (check or money order only).

Payment
Payment must be included with registration form. Acceptable forms of payment include check, MasterCard, Visa or American Express.

Mail registration and payment to: Triton College, Registration Center, Student Center, Room B-100, 2000 Fifth Ave., River Grove, IL 60171-1995

Register by Fax* (708) 583-3114
Completing the Form
Complete the Continuing Education Registration Form. Be sure to include all information on each course you are registering for.

Payment
Payment must be made at time of registration. Acceptable forms of payment include MasterCard, Visa or American Express.

Note: Payment of tuition by credit card is subject to verification of credit card number and expiration date.
## Continuing Education Registration Form

### Personal Data
When it is necessary to withdraw or revise a scheduled class, the college will contact students as soon as possible. Current home and work phone numbers and address information must be accurate on your student records.

### Tuition
The tuition listed at the end of each course entry includes these rates. For example:

- $48.00/126.00/19.00

The first amount is in-district tuition, the second amount is out-of-district tuition and the third amount is the special rate for in-district older adults (age 60 and over).

### Fees
Students enrolled in "E" noncredit/vocational courses (i.e. PSY E01) are assessed fees totaling $16 per Adult Education Credit hour (AEC). This includes the Registration, Auxiliary, Technology, and Student Services fee.

Students enrolled in "C" noncredit/personal enrichment courses (i.e. PED C01) are assessed a $7 registration fee per course. Students registering for multiple "C" courses are eligible for a refund of any registration fee balance over $7 and should contact the Continuing Education main office.

### Refund Policy
- **one hundred percent refund up to three business days** (9 a.m.-5 p.m.) prior to the start of the class. No refunds will be granted after this time. No-shows do not constitute cancellation.
- requests for exception to the refund policy must be stated in writing on a General Petition or letter to the dean, Continuing Education Department and submitted to Room A-201 of the Learning Resource Center within one calendar year of the semester in dispute.
- all refund checks are mailed. Credit card payments are refunded by credit card and check payments are processed 10 working days after check receipt.
- Cashier’s Office hours are:
  - 8 a.m.-7:30 p.m. Mondays through Thursdays
  - 8 a.m.-4 p.m. Fridays
  - 9 a.m.-1 p.m. Saturdays
- For more information, call (708) 456-0300, Ext. 3392, 3581 or 3540.

### Extension Centers
Meeting dates for classes held at extension centers generally follow the schedules and/or school calendar of that center. Triton also reserves the right to combine or divide classes and to change either the time, dates or location of classes. Triton also reserves the right to make other required revisions that may be necessary when there are insufficient paid registrations; when qualified instructors, facilities or equipment become unavailable; or for other reasons that are beyond the college's control.

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<th>COURSE NO.</th>
<th>SECT.</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>DAY</th>
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Registration fee

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### Student Intent:
- 1. To prepare for a new or first career
- 2. To improve present skills
- 3. To explore courses to decide on a career
- 4. To prepare for transfer to a four-year college
- 5. To remedy basic skill deficiencies
- 6. To pursue noncareer, personal interests, school diploma equivalence
- 7. Other

### Current Employment Status:
- 1. Employed full time
- 2. Employed part time, more than 15 hours/week
- 3. Employed part time, less than 15 hours/week
- 4. Homemaker
- 5. Unemployed
- 6. Other/No response

### Ethnic Code:
- Are you Hispanic or Latino? (OR are you of Spanish origin?)
- Yes Hispanic or Latino
- No Hispanic or Latino

- Are you from one or more of the following racial groups? (Select ALL that apply.)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

- Are you in the United States on a Visa — Non-resident Alien?
- Yes in the United States on a Visa.
- Provide Home Country of Origin.
- No in the United States on a Visa.

### For Visa, MasterCard or American Express payment only:
(circle one)
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

### Social Security number

### Name

### Address

### City_________________ State____________ZIP ___________

### Telephone               home             work/alternative

### Birth date

### Signature

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Please identify your primary racial/ethnic group. (Select One)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Choose not to respond

### Eligibility:
- For senior citizens (age 60 years and older).
- In the event a student cancels a course, the Registration fee will not be refunded.

### Help keep the classes you’re interested in from being withdrawn by registering early!

### Just fax it!
Fax in your registration.

### Fax Number (708) 583-3114
Help keep the classes you’re interested in from being withdrawn by registering early!
Bring or mail your registration to:
Triton College
Continuing Education, Room A-201
2000 Fifth Ave.
River Grove, IL 60171-1995

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### Scheduling
Triton College reserves the right to withdraw, postpone, combine or divide classes and to change either the time, dates or location of classes. Triton also reserves the right to make other required revisions that may be necessary when there are insufficient paid registrations; when qualified instructors, facilities or equipment become unavailable; or for other reasons that are beyond the college’s control.

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For more information about Continuing Education courses, call (708) 456-0300, Ext. 3500.