

Five Ways to Register

1. Online

Online registration is easy and convenient. Our Merlin system gives you a secure online registration option by following the step-by-step instructions below.

1. In your Web browser, type **merlin.noctrl.edu**.
2. Select "Community Education and Camps" from the main menu. If you have used this service before, you will be able to log in using the information supplied when you registered. Simply select "Login" from the top menu bar or tab and enter your username and password. If you have your username, but cannot remember or do not yet have your password, use the "Get a Password" link on the next page.
3. Select "Register and Pay for Camps and Community Education Classes" from the "Register and Pay" menu.
4. Search for specific types of classes by entering a keyword, or leave it blank to bring up all classes.

5. Select the course you are interested in by checking the appropriate box.
6. If you have already registered and are logged in (see step 2), your personal information will be retrieved. Otherwise, enter your personal information and press submit.
7. This screen is optional. No information needs to be entered in order to proceed.
8. Select whether or not you are ready to check out and your payment method.
9. Enter your credit card payment information.
10. Upon approval, a confirmation page will be displayed. An email from commed@noctrl.edu will also be sent to your email address. This email will contain a copy of the confirmation, as well as your new username for future use.

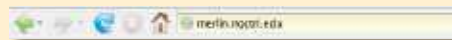


Illustration of step 1.



Illustration of step 2.



Illustration of step 5.

2. By Phone

Register by phone using Visa, Mastercard, American Express or Discover. Contact our office at 630-637-5560. We are open 8 a.m. - 5 p.m., Monday - Friday.

3. By Fax

Fax your registration form to 630-637-5224.

Community Education Refund and Cancellation Policy

Full refunds (less a \$15 processing fee) can be obtained up to five working days before the course begins. No refunds are available once the community education course begins.

North Central College reserves the right to cancel a class for any reason. If a course is canceled, we will inform you prior to the first class and you will have the option to sign up for the next available session or receive a full refund of the course fee. If you have any questions call 630-637-5560.

Please Note: The viewpoints and opinions expressed by the instructors of noncredit courses are not necessarily those of North Central College.

North Central College does not discriminate in its admission policy, programs or activities on the basis of race, color, religion, sex, age, national origin, ancestry, marital status, handicap, disability, veteran status or unfavorable discharge from military service.

Note: Graduation and campus crime statistics and other federally mandated information are available from the Office of Enrollment Management at 630-637-5151.

North Central College affirms that unlawful possession, use or distribution of drugs or alcohol is inconsistent with an educational environment which seeks to enhance the quality of life for all members of the college community. A complete statement of the College's alcohol and drug policy can be found in the **North Central College Student Handbook**.

4. In Person

Come to the Community Education Office located at the Residence Hall/Recreation Center on the 4th floor, 440 S. Brainard Street. We are open 8 a.m. - 5 p.m., Monday-Friday.

5. Mail-In Registration Form

We value your opinion! After completing any of our Community Education courses, please take a moment to fill out a brief online survey so we can better serve you in the future. [Visit northcentralcollege.edu/communityed](http://www.northcentralcollege.edu/communityed) and click the survey link.

Please detach your completed registration form and mail it with your check.

Make check payable to:
North Central College

Mail to:
Community Education
North Central College
30 N. Brainard Street
Naperville, IL 60540

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone (DAY): _____ Phone (EVENING): _____

Indicate the best number and time to call: _____

Email Address: _____

PARTICIPANT'S NAME	COURSE NAME	COURSE #	FEE

Current North Central College students may deduct 10% of the tuition for any course or seminar. Senior citizens are also entitled to a 10% discount.

Credit Card Type: Visa MasterCard Discover American Express

Credit Card Number: _____ Expiration Date: _____

Cardholder's Name: _____ Security/Niv#: _____

Cardholder's Signature: _____