

# SUNY ULSTER REGISTRATION & POLICY INFORMATION

## ONLINE

Registering online is the fastest and easiest way! Now with our user-friendly system you can register yourself for all classes.

A confirmation email is sent automatically upon registration.

Visit [www.sunyulster.edu/ce](http://www.sunyulster.edu/ce) and click on **REGISTER & PAY**.

## MAIL

Complete the registration form and send a check or money order payable to UCCC for the REGISTRATION FEE ONLY. Do not include materials or textbook fees with registration fee. Use a separate form for each person registering.

### MAIL TO:

**Noncredit Registration**  
Kingston Center of SUNY Ulster  
94 Mary's Avenue  
Kingston, NY 12401

## IN PERSON

At the Kingston Center of SUNY Ulster, 94 Mary's Avenue, Kingston, room 206 or at the Stone Ridge Campus, 491 Cottekill Rd, Stone Ridge, Vanderlyn Hall room 206.

Office hours are: Monday–Friday, 8:30am–4:30pm

## PHONE

Call 845-339-2025 during office hours.

## FAX

24 hours, 7 days a week; send your completed registration form to 845-331-2331.

Remember to complete your charge card information.

## RECEIPT

Each registrant will receive a receipt and schedule which includes the date, time and location of the course(s) via email or mail depending on how you registered.

## REFUND POLICY

Full refunds are issued up to two weeks prior to class.

Please allow three to four weeks for a refund. Two weeks or less prior to the start date, you will be charged a prorated administrative fee of 25% of the cost of class. No refunds will be granted on or after the start date of class.

## CLASS CANCELLATIONS

The College may cancel any course that lacks sufficient enrollment. When the decision is made to cancel, a cancellation notice will be sent to all registrants. In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. The cancellation of day classes WILL NOT automatically cancel evening classes. Daytime cancellation announcements for evening classes will be made over local radio stations after 3pm and will be posted on [sunyulster.edu](http://sunyulster.edu)

## 20% SENIOR DISCOUNT

Available on select courses (“Sr. discount applies”) for seniors 65 and over who provide date of birth when registering.



Excellence in Education • [www.sunyulster.edu/excellence](http://www.sunyulster.edu/excellence)



SUNY Ulster was among the top 100 public two-year colleges in the U.S. with the lowest net price after grant aid and scholarships.

SUNY Ulster was one of only three SUNY community colleges to earn this designation!

Released by the U.S. Dept. of Education in 2017



SUNY Ulster Among Top 10 Best Community Colleges in New York State

SUNY Ulster reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms, if necessary. Affirmative Action Policy: Ulster County Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate in education, employment, or any of its businesses on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, or handicapping conditions. This policy is in compliance with Title IX of the Educational Amendments of 1972, Title IX, Section 304 and American Disabilities Act.



**SUNY Ulster**  
Start Here. Go Far.

**NONCREDIT REGISTRATION**

Kingston Center of SUNY Ulster  
94 Mary's Avenue, Kingston, NY 12401  
845-339-2025 • Fax 845-331-2331  
www.sunyulster.edu

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
TODAY'S DATE

**LIKE US!**  
SUNY Ulster Continuing & Professional Education

**NAME - PLEASE PRINT**

\_\_\_\_\_  
LAST FIRST M.I.  
\_\_\_\_\_  
MAIDEN OR PREVIOUS LAST NAME

**PERMANENT HOME ADDRESS - PLEASE PRINT**

\_\_\_\_\_  
STREET CITY STATE ZIP COUNTY

**PHONE NUMBERS - PLEASE PRINT**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
HOME PHONE CELL PHONE  
\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
BUSINESS PHONE

**GENERAL - PLEASE PRINT**

\_\_\_\_\_  
EMAIL ADDRESS DATE OF BIRTH Gender  M  F

TO REGISTER, LIST COURSES BELOW. SEE CATALOG OR VISIT WWW.SUNYULSTER.EDU FOR COURSE CODES, START DATES AND COURSE FEES.

OFFICE USE	COURSE CODE	COURSE TITLE	COURSE START DATE	COURSE FEE
A UNIT OF THE STATE UNIVERSITY OF NEW YORK AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY COLLEGE			<b>TOTAL \$</b>	

**This information is voluntary**

Are you Hispanic / Latino?  
 Yes  No

If Hispanic, your background (select one)  
 Central American  
 Mexican  
 South American  
 Dominican  
 Puerto Rican  
 Other Hispanic / Latino

Are you? (select all that apply)  
 White  
 Black / African American  
 Asian  
 American Indian / Alaska Native  
 Native Hawaiian / Other Pacific Islander  
 Non-Resident Alien

Are you a Veteran?  
 Yes  No

Do you have a disabling condition?  
 Yes  No

**LOCATION CODES**

**KSU**  
Kingston Center of SUNY Ulster  
94 Mary's Avenue  
Kingston, NY 12401

**SRC**  
Stone Ridge Campus  
491 Cottekill Road  
Stone Ridge, NY 12484

**PAYMENT DETAILS - PLEASE PRINT**

Cash  
 Check  
 Money Order  
 MasterCard  
 Visa  
 Discover

MAKE CHECK / MONEY ORDERS PAYABLE TO UCCC.

\_\_\_\_\_  
CREDIT CARD NUMBER

\_\_\_\_ / \_\_\_\_      \_\_\_\_  
EXPIRATION DATE CVC CODE

\_\_\_\_\_  
CARDHOLDER NAME (AS IT APPEARS ON CARD)

\_\_\_\_\_  
BILLING STREET ADDRESS

\_\_\_\_\_  
BILLING ZIP CODE

# ULSTER BOCES REGISTRATION & POLICY INFORMATION

## ULSTER BOCES IS A NON-SMOKING CAMPUS

### CAREER CLASSES

Career classes are available based upon consultation with your career advisor. Call 845-331-5050 for an admissions appointment. At such time, extra classroom expenses and required textbooks are identified for self-purchase.

### REFUNDS & CANCELLATIONS

Ulster BOCES Adult Education - Continuing Education courses include those which are under 100 hours in duration. A refund of tuition and fees may be due in the event that BOCES cancels a class or if a student does not begin program. When refunds are due they are processed automatically. Payments originally made by credit card will be refunded directly back to the card. For cash and check payments, refunds are issued by check. Please allow 30 days to process.

### REFUND AMOUNTS ARE BASED ON THE FOLLOWING

- If any course is canceled by BOCES, all tuition and fees collected will be refunded.
- If you notify us that you will not be taking a course in a time-frame that is:
  - Before the registration due date: Full refund. Registration due dates occur 14 days before course start dates.
  - After the registration due date but before 24 hours before the first class meeting: Credit will be given toward another course taken in one year. A \$10 fee may be deducted from any given refund, transfer, or course credit.
  - After the start of class: No refund or course credit will be given. A decision to run the course was made based on the payment and cannot be refunded after the course start.
- For courses over 100 hours please refer to the Adult Education course catalog or website [www.ulsterboces.org/AdultEdFAQ](http://www.ulsterboces.org/AdultEdFAQ)

### DISCLAIMER

The policies, regulations, procedures, and fees in this catalog are subject to change without prior notice, if necessary, to keep Ulster Adult Career Education policies in compliance with State and Federal laws and/or with rules and regulations of the Board of Education, Ulster BOCES. Ulster Adult Career Education Center reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and Ulster BOCES or its Board of Education.

We are not responsible for typographical or scheduling errors. Senior discount applies to tuition only. We reserve the right to cancel or reschedule classes for any reason. Eligibility for some courses may be limited to students 22 years and older. Any statistical data referenced may become outdated upon publication.

### SCHOOL TRANSFER STATEMENT

Ulster BOCES does not accept student transfers, including credits earned, from other institutions. Transfers within Ulster BOCES programs will be examined on an individual basis.

### FINANCIAL ASSISTANCE

Ulster BOCES offers subsidized tuition assistance to qualified INDIVIDUALS in many career and skills programs. Call 845-331-5050, or 331-0902 for more information about careers in addition to training opportunities, funding/financial assistance.

ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation) may provide tuition assistance for eligible individuals for certain programs. Visit [www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr)

You may be eligible for subsidized career training through the Workforce Innovation and Opportunity Act. Inquire at 845-443-8066 or visit the Ulster County Career Center, 521 Boices Lane, Kingston, NY 12401.

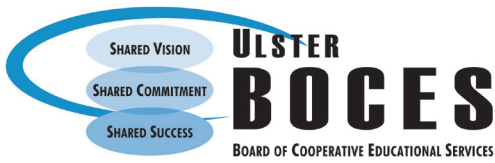
Most of our Career-track training programs are VA approved for the training of Veterans.

### 20% SENIOR DISCOUNT

Available on select courses ("Sr. discount applies") for seniors 65 and over who provide date of birth when registering.

### CAREER CLASSES

Career classes are available based upon consultation with your career advisor. Call 845-331-5050 for an admissions appointment. At such time, extra classroom expenses and required textbooks are identified for self-purchase. Certificate of Completion will be provided upon request for classes less than 100 hours.



**NONCREDIT REGISTRATION**  
 Ulster Adult Career Education Center  
 Ulster BOCES Career & Technical Center  
 PO Box 601, Port Ewen, NY 12466  
 845-331-5050 • Fax 845-339-8797  
 www.ulsterboces.org/adult

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 TODAY'S DATE



**NAME - PLEASE PRINT**

\_\_\_\_\_  
 LAST FIRST M.I.  
 \_\_\_\_\_  
 MAIDEN OR PREVIOUS LAST NAME

**PERMANENT HOME ADDRESS - PLEASE PRINT**

\_\_\_\_\_  
 STREET CITY STATE ZIP COUNTY

**PHONE NUMBERS - PLEASE PRINT**

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
 HOME PHONE CELL PHONE  
 \_\_\_\_-\_\_\_\_-\_\_\_\_\_  
 BUSINESS PHONE

**GENERAL - PLEASE PRINT**

\_\_\_\_\_  
 EMAIL ADDRESS DATE OF BIRTH  
 Gender  M  F

LIST BELOW COURSES YOU ARE REGISTERING FOR  
 SEE CATALOG OR VISIT WWW.ULSTERBOCES.ORG FOR COURSE CODES, START DATES & COURSE FEES.

OFFICE USE	COURSE CODE	COURSE TITLE	COURSE START DATE	COURSE FEE
		All courses will be offered without regard to gender, age, race, color, national origin, or disability in conformity with Federal regulations.		*SENIOR CITIZEN DISCOUNT 20%
*WE ARE PLEASED TO OFFER A 20% DISCOUNT TO ADULT LEARNERS, AGE 65 AND OVER, EXCEPT WHERE NOTED, OR CLASSES LEADING TO CERTIFICATION OR LICENSING. ULSTER ADULT CAREER EDUCATION CENTER A DIVISION OF ULSTER BOCES.			SUB TOTAL	
			<b>TOTAL \$</b>	

**REGISTER IN PERSON • BY PHONE OR FAX**

Ulster Adult Career Education Center • 319 Broadway • Port Ewen, NY 12401

**OFFICE HOURS** Monday-Thursday, 9am-8pm & Friday, 9am-4pm

**PHONE** 845-331-5050 with your MasterCard or Visa card number. **FAX** MasterCard or Visa credit card registrations only.

**PAYMENT DETAILS - PLEASE PRINT**

Check  
 Money Order  
 MasterCard  
 Visa

MAKE CHECK PAYABLE TO ULSTER BOCES TREASURER.

\_\_\_\_\_  
 CREDIT CARD NUMBER  
 \_\_\_\_\_  
 EXPIRATION DATE CVC CODE  
 \_\_\_\_\_  
 CARDHOLDER NAME (AS IT APPEARS ON CARD)  
 \_\_\_\_\_  
 BILLING STREET ADDRESS BILLING ZIP CODE

**LOCATIONS**

- CT** Career & Technical Center  
Route 9W  
Port Ewen, NY 12466
- EL** Ellenville Learning Center  
104 Center St.,  
Ellenville, NY 12428
- LK** Ulster BOCES Center  
727 Grant Avenue  
Lake Katrine, NY 12449

**Non-Discrimination Statement**

The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County ("BOCES"), does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation ("sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic predisposition or carrier status or any other legally protected status in regard to employment opportunities or educational/vocational programs or activities which it operates. All inquiries regarding BOCES Non-Discrimination policies and/or complaints regarding violation(s) of these policies should be directed to the BOCES Compliance Officer, Dr. Jonah Schenker, Deputy Superintendent in one of the following manners:  
 E-Mail: complianceofficer@ulsterboces.org • Mail: 75 Route 32 North, New Paltz, New York, 12561 • Phone: (845) 255-1400