

The logo for New River Community College Workforce Development features the college name in a small font at the top, followed by 'Workforce' in a large, bold, black script font, and 'Development' in a smaller, black script font below it. A large, light blue arrow points upwards and to the right, partially overlapping the text. The background is a blue gradient with white geometric shapes.

# New River Community College Workforce Development

## How to Register for a Non-Credit Class

- **Mail:** To register by mail for a non-credit class, complete the [registration form](#), enclose your payment, and return to NRCC's Office of Workforce Development at least five days prior to the first class meeting. Registrations are processed on a first come, first served basis upon receipt of payment. Please make check or money orders payable to New River Community College.
- **Online:** To register online for a non-credit class, go to <https://ncprod.vccs.edu/noncredit/#NR275> . Select the class(es) for which you would like to register and proceed to checkout. Registrations are processed on a first come, first served basis upon receipt of payment. Payment must be made using your Visa, MasterCard or American Express at the time of registration.
- **Fax:** To register by fax for a non-credit class, complete the [registration form](#). Fax your registration information at least five days prior to the first class meeting to (540) 674-3634 and call (540) 674-3613 with your payment information. Registrations are processed on a first come, first served basis upon receipt of payment.
- **Phone:** Use your Visa, MasterCard or American Express to register by calling (540) 674-3613 or toll-free (866) 462-6722, ext. 3613. Registrations are processed on a first come, first served basis upon receipt of payment.

### **ONLINE REGISTRATION TIPS:**

The following tips may help you easily continue through the online registration process:

1. This online feature allows you to search, register and pay for non-credit classes. Please note: using the back space button may cause errors with your registration.
2. Class offerings for a six month period will be listed; the date range may be changed.
3. Follow the directions displayed on each screen.
4. If you receive an error message, please contact the Office of Workforce Development (540-674-3613) for assistance.
5. Payment by credit card is due in full at the time of registration; follow step #6.
6. If you need to change or drop a class, call 540-674-3613 or visit the Office of Workforce Development in 215 Edwards Hall.

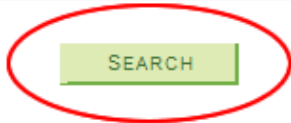
**REFUND POLICY: NO REFUNDS WILL BE ISSUED AFTER THE START OF CLASS.**

1. Search for classes.

Select at least 2 search criteria. Click Search to view your search results.

New River Community College

Course Title Keyword  (example: statistics)  
Class Nbr  (example: 11136)  
Course Number   
Start Date Between  and   
[Search Subjects](#)   
Instructor Last Name is exactly   
Meeting Time between  and  (example: 1:00PM)  
Day of Week Include Only These Days   
 Mon  Tues  Wed  Thurs  Fri  Sat  Sun



2. Select the class(es) for which you wish to register.

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The following classes match your search criteria Course Career: **Non Credit**, Show Open Classes Only: **Y**, Course Title Keyword: **'Sat Prep'**

Open  Closed

[start a new search](#)

[view classes not currently offered](#)

**TEST 1101 - SAT Prep**

Section [C1-LEC\(70319\)](#) Status  [select class](#)  
Session Dynamic

Days and Times	Class Description	Bldg/Room	Location	Instructor	Meeting Dates	Cost
Sa 9:00AM - 12:00PM	SAT Prep	Godbey 160 Classroom	DUBLIN	Lois Davis, Suzanne Steele	3/14/2009 - 4/18/2009	\$75.00

[start a new search](#)

[view classes not currently offered](#)

3. Confirm your selection by clicking "Next".

**Class Preferences**

1101 TEST      LEC       Open

BACK      **NEXT**

Section	Component	Days & Times	Bldg/Room	Instructor	Start/End Date
C1	LEC	Sa 9:00AM - 12:00PM	Godbey 160 Classroom	Lois Davis, Suzanne Steele	3/14/2009 - 4/18/2009

4. Click "Proceed to Checkout".

TEST 1101 has been added to your enrollment shopping cart.

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To Continue Your Class Search [Click Here](#)

Open     Closed

Delete	Class	Description	Days/Times/Dates	Bldg/Room	Location	Instructor	Status	Cost
	TEST 1101-C1 (70319)	SAT Prep (Lecture)	Sa 9:00AM - 12:00PM 3/14/2009 - 4/18/2009	Godbey 160 Classroom	DUBLIN	L. Davis, S. Steele	<input checked="" type="radio"/>	\$75.00

Sub Total of Charges      \$75.00

**PROCEED TO CHECKOUT**

5. Confirm selection(s) and select "Finish Enrolling".

Open     Closed

Class	Description	Days/Times	Bldg/Room	Location	Instructor	Status	Cost
TEST 1101-C1 (70319)	SAT Prep (Lecture)	Sa 9:00AM - 12:00PM 3/14/2009 - 4/18/2009	Godbey 160 Classroom	DUBLIN	L. Davis, S. Steele	<input checked="" type="radio"/>	\$75.00

Total Amount to be Charged to Your Credit Card      \$75.00

ADD OR REMOVE CLASSES      **finish enrolling**

6. If you are a current student, enter your User ID and Password. Otherwise, click “New User” and follow the instructions to become a student.

**New Users**

[Click Here](#)  
to Register for a User Id and Password

**Registered Users**

Sign in here if you have previously attended,  
applied for admission to, or been employed  
by any Virginia Community College

**User ID**

**Password**

Forgot your User ID and/or Password?  
[Click Here](#)  
for My VCCS

**!!! WARNING !!!**

Please do not Press the Back Button of your Browser.  
If you do not complete payment within 20 minutes  
your class enrollments will be canceled.

7. Enter payment information.

Business Unit NR275 ID [REDACTED]

Account Term	Description	Item Amount
1 2092	Institutional Fee	2.00
2 2092	Workforce Development Charge	73.00

Credit Card Type

Card Number

Expiration Date  /

Name and Address on Credit Card

First Name  Telephone

Last Name

Email

Address  Zip

This process may take a few minutes. Please be patient and press the button only once.  
If you press the button multiple times your credit card may be charged multiple times.  
If you exit the system before your registration is complete, your credit card may be charged even if your registration is not complete.

Charges Preparing to Post. By clicking the YES button, I hereby authorize VCCS to initiate an electronic payment to my credit card in the amount shown. Once you click YES you will not be able to make any changes or cancel this transaction.

Cancel transaction and return to

<http://my.vccs.edu/>

8. You will receive a confirmation of registration.

Your Credit Card Payment for Courses Selected has been processed.

Please Print this Page for Your Records.



[REDACTED]  
[REDACTED]

DRAPER, VA 24324

<b>Confirmation Details</b>	
Reference Number	450000802662
Payment Date	03/04/2009
Card Number	[REDACTED]
Payment Amount	[REDACTED]
Status	Successfully Posted

	Class	Description	Days/Times	Bldg/Room	Location Code	Instructor	Cost
1	TEST 1101-C1 (70319)	SAT Prep	Sa 9:00AM - 12:00PM	Godbey 160 Classroom	DUBLIN	Lois Davis, Suzanne Steele	\$75.00

Thank You for Enrolling at New River Community College

We Hope You'll Enjoy Your Learning Experience.

[SIGN OFF](#)