How to Sign Up for Community and Professional Programs (CPP)

- Online enrollment process (p.   )
- Register by mail (p.   )
- In-person registration (p.   )

Courses begin throughout the semester. **Seats are limited so register early.** Courses are for those 18 years of age or older.

Payment in FULL is due at the time of registration.

PLEASE NOTE: Your Social Security Number is required for online registration. CCM accepts students regardless of immigration status. To register without a Social Security Number, please use the "In-person Registration" process described below.

To register in person or via US Mail, you must print the registration form from our current schedule at www.ccm.edu/BusinessCommunity (http://www.ccm.edu/BusinessCommunity).   See below for specific instructions. (You will NOT receive a confirmation if you register by mail).

Online Instant Enrollment

You can register for classes ONLINE. Your Social Security Number is required for online registration. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted.

PLEASE NOTE: **Change of Information**. The online system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to Change of Information Form (http://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf). Print, complete, and send to County College of Morris, Records & Registration, 214 Center Grove Road, Randolph, NJ 07869-2086. This helps the college contact you with mailings, course changes or cancellations. You may not receive your certificate if your information is not updated. Please help us serve you better.

For on-line registration assistance, call 973-328-5187. For technical assistance with WEB registration, contact the CCM Solution Center at 973-328-5600, Monday thru Thursday 7:30 a.m.-8 p.m., Friday 7:30 a.m.-4:30 p.m., and Saturday 8 a.m.- 3 p.m.

How to REGISTER AND PAY for NON-CREDIT COURSES

1. Go to https://webadvisor.ccm.edu.
2. Select Continuing Education (Non-Credit)
3. Select Register and Pay for Continuing Education Classes (Non-Credit)
4. In the "Course Code Number" box, enter only the 5 digit course code number (*example 88200*) then submit
5. Select the course then submit
6. Enter all required information and submit
7. Enter credit card information
   a. Credit card number *no spaces or dashes*
   b. Expiration date, month/year
   c. Name on credit card - *This can be different from the student's name*
   d. Email address - *Please verify accuracy. Confirmation of payment will be sent to this address*
8. Click Submit
9. Print the confirmation page for your records

Register by Mail

Mail completed registration form and payment to:

County College of Morris, Records & Registration
214 Center Grove Road
Randolph, NJ 07869-2086

Total payment by check or money order must accompany your registration. *Each student should send a separate check.* **Do not mail cash.** Check or money order should be made payable to County College of Morris. You will not receive a confirmation if you register by mail.

In-Person Registration

In-person registration may be completed in the Student Community Center, 220 (parking lot 6 - obtain a visitor's pass at the Public Safety Office located at 675 Route 10 East, parking lot 10). The Records and Registration Office is open 8:30 a.m. - 4:15 p.m., Tuesday, Wednesday and Friday and 8:30 a.m. - 6:15 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover.