

How to Sign Up for Workforce Development Programs

Payment in FULL is due at the time of registration

Online Enrollment

Please register for classes ONLINE. Visit our [website \(https://www.ccm.edu/workforce-development/\)](https://www.ccm.edu/workforce-development/) for registration information and links to course 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 <https://www.ccm.edu/wp-content/uploads/admissions/Records-Registration-Change-of-Personal-Info-Interactive.pdf>. Print, complete, and send the Change of Information form 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.

For on-line registration assistance, call 973-328-5187. If you have technical problems with website registration, contact the CCM Solution Center at 973-328-5600, Monday through Friday 8:30 a.m.-4:30 p.m.

Register by Mail

Mail completed registration form and payment to:

County College of Morris, Center for Workforce Development
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 Center for Workforce Development, Suite 125, Student Community Center, (parking lot 6 - obtain a visitor's pass at the Public Safety Office located at 675 Route 10 East, parking lot 10). The Center is open for registration 8:30 a.m.-4:30 p.m., Tuesday, Wednesday and Friday and 8:30 a.m.-6:30 p.m. on Mondays and Thursdays (while evening classes are in session). You may pay by check, money order, VISA, MasterCard or Discover. Please confirm office hours prior to coming to campus.