TUITION AND FEES
• The tuition fees listed for each continuing education course represent the total charges for the course. Any additional materials fees indicated as payable to the instructor should be paid at the first class meeting. A one-time $20 per person registration fee is required each semester. For children’s programs, first child pays $20 registration fee; each additional child, $15 registration fee.
• Matriculated QCC students in full-time credit courses are exempt from this fee.
• All FREE courses require payments of $20 Registration Fee.
• Personal checks will only be accepted ten (10) days prior to class start date.
• A student who has submitted a bad check, or who stopped payment on a check to the College, will not be permitted to pay by check again. In these cases, payment must be by money order, or debit/credit card only. A fee of $20 will be charged for a bad check.
• A paid invoice is needed for class admission. The fee for a duplicate invoice is $5.00.

REFUND POLICY
The Office of Continuing Education adheres strictly to the following refund policies:
• All requests for refunds must be submitted in writing, by mail, fax, or in person. Non-attendance does not constitute a withdrawal.
• No refund is given for courses which meet for only one or two sessions.
• No refund is given after the second class is in session.
• Materials fees are not refundable.
• The $20 registration fee is not refundable.
• Refunds are computed as of the date on which official written notification is received by this office as follows: 100% for courses canceled by the college. 90% refund 3 days prior to the first day of class. 75% if written request is received prior to second class meeting (for courses that have more than two meetings).

COURSE CANCELLATIONS AND CHARGES
• The Office makes every attempt possible to notify you in either case; confirm your current telephone number(s) and email address at registration.
• You will receive a full refund for courses cancelled by the College.
• The College reserves the right to cancel any course, to make changes in fees or substitutions in faculty, to change days/hours when necessary. Every effort is made to provide corrected information as soon as possible if the catalog or other printed materials containing course information is modified.

FINDING MY CLASS
• Registration confirmations contain room assignments for most classes. Use the map printed on the reverse side of the confirmation to identify campus buildings.
• If a room assignment is not shown on your confirmation, please call the office (718-631-6343) at least one day prior to scheduled class start.
• All room assignment or other changes made just prior to class are posted on the door of the Continuing Education Office, Library Building Room L-118P.
• If further clarification is needed, check with the Office in L-118P (see office hours on inside back cover of catalog).

PARKING - New Parking Procedure
• Parking Updates: Effective January 2013, parking tokens will no longer be accepted on campus. You will be required to obtain a QCC OneCard (available in the CE Office) if you wish to park on campus. Funds called Tiger Dollars can be added to this card and used for Parking, Copying and Food purchases. Monies can be added to the card at machines located in the Administration Building-First Floor and the Library-Second Floor next to the copy machines, as well as $25 minimum purchase via the QCC website or iPhone browser/app (“Blackboard Transact eAccounts”)
• Lot Openings —
  Lot 1: Mon–Fri, evening hours
  Sat. and Sun., days and evenings
  Lots 2 & 6: Mon–Fri, all day and evenings
  Sat. and Sun., days and evenings

Any questions? Call 718.631.6343
Queensborough Community College is located in Bayside, between Springfield Blvd. and Cloverdale Blvd. (223rd street) on 56th Ave. The campus is easily accessible by car from all parts of Queens and Long Island. It is just a few blocks north of the Springfield Boulevard Exit 29 on the Long Island Expressway, and immediately south of the Northern Boulevard exit on the Cross Island Parkway.

By Subway and/or Bus

**From Flushing:** Take Main Street Flushing Line (No. 7) to Main Street, Flushing Station. Take Q27* bus to campus.

**From Jamaica:** Take F train to 169th Street and Hillside Ave. and then the Q30* bus via Horace Harding Blvd. to Springfield Blvd. Walk north to 56th Ave. and turn right to campus. You can also take the E, J, or Z trains to the Sutphin/Archer station and take the Q30 bus from there.

**From the Bronx:** Take the Q44 bus to Flushing Main Street. Transfer to the Q27* bus and go directly onto the QCC campus.

**From Nassau County:** The N-20, 21 bus line from Nassau County stops at the corner of Northern Blvd. and 223rd Street (Cloverdale Blvd.). The bus makes stops in the towns of Glen Cove, Roslyn, Manhasset, and Great Neck.

* The Q27 and Q30 buses now stop on the campus from 7 am to 11 pm on weekdays. Limited-Stop buses stop at Springfield Blvd. and 56th Ave.

**BUILDING DESIGNATIONS**

A – Administration Building  
C – C Building  
G – Gymnasium (Robert F. Kennedy Hall)  
GATE – Main Gate  
H – Humanities Building / QCC Theater  
HB – Humanities Basement  
L – Library  
LB – Library Basement  
M – Medical Arts Building  
MC – Medical Arts Lower Level  
OAKL – Oakland Building  
S – Science Building  
SU – Student Union Building  
T – Technical Building  
Y2 – Y Building  
W – Campus Bookstore  
Z – Z Building – (Z-111 is here)  
Z – Annex (A + B)