

# NON-CREDIT ENROLLMENT SERVICES

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The Non-Credit Enrollment Services Office is responsible for maintaining the Non-Credit Registration System for CCEWD overseeing all activities related to non-credit offerings. Services include liaison between the ECC Department of Information Technology for system maintenance and continued development; liaison between the ECC Academic Affairs Department for management of classroom and lab assignments; guidance to program directors, coordinators and support staff in following non-credit policies, and in completing required documents, forms and reports; responding to requests for non-credit course enrollment and course offering information from the NJ Commission on Higher Education and Middle States Commission on Higher Education; development and approval of new and revised non-credit offerings; liaison between the ECC Marketing Department and CCEWD area-wide recruitment activities; preparation and mailing of the area-wide brochure twice annually; coordinating the centralized Continuing Education Unit (CEU) certificate system; providing Notary Public services in support of educational programming; maintaining centralized records for course approvals, state approvals, course outlines and registration/enrollment documents; responding to annual enrollment audit requests for non-credit documents; and directing student support services as related to admission, registration and non-credit course activities.