



MANCHESTER
COMMUNITY
COLLEGE

Continuing Education



So, You Want to Be a Professional Organizer!

Maybe you've seen "Mission: Organization" on the Home & Garden Channel or "Clean Sweep" on The Learning Channel. Are your own skills at organizing honed enough to turn professional? Can you straighten out a messy closet or an office to the point where it's a new, inviting space, or turn chaos and clutter into comfortable and convenient living and work areas? This course will explain the tools you need to go into business as a professional organizer. Learn how to set up your own organizing business, what expenses are involved in setting up a business, how to handle record keeping and get started with clients, and how to network and market your business and yourself on a shoestring budget. You'll also learn about the different types of organizing that other professional organizers do.

CRN #12423 1 Monday, 4/9, 7-8:30 p.m. **MCC Bldg. GPA GP136** Fee: \$15

Instructor: Faith Manierre is the president of Busy Bees Professional Organizing, LLC, and the founding president of the CT Chapter of the National Association of Professional Organizers. She earned a Certified Professional Organizer in Chronic Disorganization (CPO-CD®) designation from the National Study Group on Chronic Disorganization (NSGCD).

Pick up our Credit-Free Catalog or call 860-512-2800 for more information
Phone-in Registration 860-512-3232 (using MasterCard, Visa or Discover Card)

Monday-Friday • 8:30 a.m.-4:30 p.m.

www.mcc.commnet.edu

CREDIT-FREE REGISTRATION FORM

5 easy ways to register for Credit-Free courses

Please complete and submit this entire page.

1. By Mail

Complete a registration form (one person per registration form, please). Pay by check, money order, MasterCard, Visa or Discover Card.

Mail entire page with full payment to:

Continuing Education Registration, MS #13
Manchester Community College
Great Path
P.O. Box 1046
Manchester, CT 06045-1046

2. In-Person

At the Registrar in the Lowe Building. Pay at the Cashier's Office by cash, check, money order, MasterCard, Visa or Discover Card. Please use the night drop box after hours.

3. By Fax 860-512-3221 (24 hours)

Complete a registration form with MasterCard, Visa or Discover Card. Please call 860-512-3232 to confirm that your fax was received.

4. By Phone 860-512-3232

Call 860-512-3232 between 8:30 a.m. and 4:30 p.m., Monday-Friday, using MasterCard, Visa or Discover Card.
• Please leave a detailed voice message if staff is unavailable.

5. Register Online

Returning students, go to: <http://my.comnet.edu> (using MasterCard, Visa or Discover Card). For details call 860-512-2800.

No written confirmations are mailed. Registrants will be contacted by MCC only if a course is full, cancels, or if classrooms, meeting times or dates change.

MCC Credit-Free Course Registration

Print clearly in ink. Register one person per form. Photocopy form if needed.

Banner I.D. # (if known) _____ Soc. Sec. No. _____

Name (Last) _____ (First) _____ (M) _____

Previous Name (if any) _____ Email address _____

Home Address (Number and Street) _____

City _____ State _____ Zip Code _____

Tel. (Home) _____ (Work) _____ (Cell) _____

Be sure to include both a day and evening phone number in case we need to inform you of a scheduling change or cancellation.

Birth Date _____ Gender Female Male Today's Date _____

Resident Information ARE YOU: (Check applicable) A CONNECTICUT RESIDENT FOR 1 YEAR? Yes No

ARE YOU: (Check applicable) 01 AMERICAN 02 NATURALIZED 03 APPLIED FOR CITIZENSHIP 04 STUDENT VISA

05 NOT ON A STUDENT Visa - Other (Specify) _____ COUNTRY OF ORIGIN _____

06 PERMANENT RESIDENT (Registration Number) _____

ETHNICITY/RACE HISPANIC/LATINO NON-HISPANIC/NON-LATINO CHOOSE NOT TO RESPOND (NONE)

IF YOU CHECKED NON-HISPANIC/NON-LATINO ABOVE, WHAT IS YOUR RACE? (CHECK ALL THAT APPLY):

WHITE (10) BLACK OR AFRICAN AMERICAN (20) ASIAN (45) AMERICAN INDIAN/ALASKAN NATIVE (50)

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (80) OTHER (90) CHOOSE NOT TO RESPOND (60)

CRN# Course Title Start Date Time Room Fee

CRN#	Course Title	Start Date	Time	Room	Fee

Make check or money order payable to "MCC".

Fees (total enclosed) _____

Credit Card # _____

Cardholder name (print) _____

Cardholder signature _____

Relationship to student _____

Cardholder Address _____

Cardholder phone _____ Exp. Date (mo/yr) _____

REFUNDS

Refunds are issued only for Credit-Free courses that MCC cancels, or if a written request is received no later than one (1) business day prior to the first scheduled class meeting.

Office Use Only	Regis.	Special	Receipt #	Date
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