

# MANCHESTER COMMUNITY COLLEGE

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## FOR OFFICE USE

Fall  Spring  Summer

Date \_\_\_\_\_

Registered by \_\_\_\_\_

## Registration Form

**NEW STUDENTS: Complete ALL sections**

**RETURNING STUDENTS: Skip Section 2**

### SECTION 1 - All Students

**A** \_\_\_\_\_  
STUDENT ID# \_\_\_\_\_ STUDENT NAME (FIRST, MIDDLE, LAST) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ APT# \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
BEST CONTACT PHONE # \_\_\_\_\_

#### RESIDENCY STATUS (must check one)\*

- NH RESIDENT (documented NH residency for the past 12 months.)
- NEW ENGLAND REGIONAL PROGRAM\*\* (include state) \_\_\_\_\_ (\*\* To qualify student must be accepted into a program of study.)
- OUT OF STATE
- INTERNATIONAL

MAJOR \_\_\_\_\_ SOCIAL SECURITY NUMBER\* \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PERSONAL EMAIL ADDRESS \_\_\_\_\_

### SECTION 2 - New Students Only

#### CITIZENSHIP (must check one)

US CITIZEN  LEGAL PERMANENT RESIDENT  NON-RESIDENT ALIEN (identify below) \_\_\_\_\_ IDENTIFY STATUS \_\_\_\_\_

#### ARE YOU HISPANIC/LATINO?

YES, HISPANIC OR LATINO (INCLUDING SPAIN)  NO

Regardless of your answer above, please indicate how you identify yourself. Check all that apply.

- AMERICAN INDIAN / ALASKAN  HISPANIC OR LATINO
- ASIAN  WHITE (INCLUDING MIDDLE EASTERN)
- BLACK OR AFRICAN AMERICAN (INCLUDING AFRICA AND CARIBBEAN)

#### Veteran Status

VET USING GI BILL  VET NOT USING GI BILL  DEPENDENT USING GI BILL  DISABLED VET USING GI BILL

*\*Federal law requires that MCC collect names and corresponding social security numbers for all students attending the college. The college is required by the Internal Revenue Code to produce a 1098-T tax form (26 U.S.C.A. Section 6050 or Federal Register, Vol. 67, No. 2244, page 777686 (ii)) which requires the college to report the names and social security numbers of all students taking credit-bearing courses. Please note, however, that the college will ensure the security of the student's social security number and will not disclose it to anyone outside the college, except as authorized by federal or state laws or applicable policies.*

**\*\*All students will be issued a CCSNH email account, which is used for all college communication.**

Continue on next side.

**COURSE REGISTRATION GRID**

CRN #	Course #	Course Title / Description	Credits	Tuition

I understand if I do not successfully complete prerequisites for the above course(s), my registration for the above course(s) will be deleted.

**Financial Obligation Statement** - I agree that by registering for courses within the Community College System of New Hampshire (CCSNH), I am financially obligated for ALL costs related to the registered course(s). Upon a drop or withdrawal, I agree that I will be responsible for all charges as noted in the student catalog and handbook. I further understand that if I do not make payment in full, my account may be reported to the credit bureau and/or turned over to an outside collection agency. I also agree to pay for the fees of any collection agency, which may be based on a percentage of the debt up to a maximum of 35%, and all additional costs and expenses, including any protested check fees, court filing costs and reasonable attorney's fees, which will add significant costs to my account balance.

**Refund Policy** - Students who officially withdraw from the college or an individual course by the end of the fourteenth (14th) calendar day of the semester will receive a 100% refund of tuition, less non-refundable fees. Students in classes that meet in a format shorter than the traditional semester (15-16 weeks) will have seven (7) calendar days from the designated start of the alternative semester to withdraw for a full refund. If the seventh (7th) or fourteenth (14th) calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Exception: students in courses that meet for two weeks or fewer must drop by the end of the first day of the class in order to get a 100% refund. **Non-refundable fees are defined as advance tuition, application fee, and orientation fee. All other fees are to be considered refundable. This includes but is not limited to, comprehensive student services fee.**

**Electronic Signatures** - The Community College System of New Hampshire (CCSNH) uses electronic signatures and records in place of traditional ones whenever possible. You will conduct business electronically with CCSNH using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your official CCSNH email account. By logging into CCSNH systems, including but not limited to Banner SIS and Canvas, you are opting to conduct electronic transactions with the Community College System and consenting to receive written notices electronically, including those involving financial obligations, and you are acknowledging that CCSNH can use electronic mechanisms alone to convey critical information related to your admission, financial aid, payment plan, student account, transcript information, registration and other activities and accounts you may undertake or have as a student at CCSNH. You have a right to request a paper copy of an electronic record. You may withdraw your consent at any time by contacting Student Services. If you decide to withdraw your consent, however, you may be prevented from registering for classes.

\_\_\_\_\_  
**STUDENT SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ADVISOR SIGNATURE**

\_\_\_\_\_  
**DATE**

**Registrations will NOT be processed if you have an outstanding obligation to CCSNH. Upon registration, you are enrolled unless otherwise notified. Classes are subject to change. Students need to visit the MCC website and proceed to the Student Information System (SIS) for their classroom location(s), schedule, grades, financial aid information, student email account, etc.**