

# MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102 P: (603) 206-8120 F: (603) 206-8287  
www.mccnh.edu

## FOR OFFICE USE

Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

Date \_\_\_\_\_

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

Phone Registration \_\_\_\_\_

## Registration Form

(Complete all items. Please print clearly and sign in ink on reverse side.)

@ \_\_\_\_\_

STUDENT ID#

FIRST NAME

MIDDLE NAME

LAST NAME

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

- NH RESIDENT (documented NH residency for the past 12 months.) (R)  
 NEW ENGLAND REGIONAL PROGRAM\*\* (include state) \_\_\_\_\_ (N)  
 OUT OF STATE (O)  
 INTERNATIONAL STUDENT (I)

\* Students are expected to provide NH proof of residency in order to qualify for the in-state tuition rate.  
\*\* To qualify student must be accepted into a program of study.

### CITIZENSHIP (must check one)

- US CITIZEN  
 LEGAL PERMANENT RESIDENT  
 NON-RESIDENT ALIEN (identify below)

IDENTIFY STATUS \_\_\_\_\_

PRIOR NAME(S) (if applicable) \_\_\_\_\_

MAJOR \_\_\_\_\_

STREET ADDRESS

APT#

CITY/TOWN

STATE

ZIP CODE

(\_\_\_\_) \_\_\_\_\_

HOME PHONE

(\_\_\_\_) \_\_\_\_\_

WORK PHONE

(\_\_\_\_) \_\_\_\_\_

CELL PHONE

CHECK HERE IF THERE IS A CHANGE IN NAME, ADDRESS, OR PHONE.

\*SOCIAL SECURITY NUMBER \_\_\_\_\_

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

*\*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 (ij)) 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.**

### FEDERAL GOVERNMENT STATISTICAL INFORMATION: (Optional)

#### SEX:

- MALE  FEMALE

#### DATE OF BIRTH:

\_\_\_\_/\_\_\_\_/\_\_\_\_

#### RACE:

- AMERICAN INDIAN/ALASKAN NATIVE  
 ASIAN

#### VETERAN STATUS:

- VET USING GI BILL  
 DEPENDANT USING GI BILL  
 DISABLED VET USING GI BILL

BLACK/AFRICAN AMERICAN

NATIVE HAWAIIAN/PACIFIC ISLANDER

#### ETHNIC BACKGROUND:

- HISPANIC/LATINO  
 NOT HISPANIC/NOT LATINO

WHITE

Continue on next side.

**COURSE REGISTRATION GRID**

<b>CRN #</b>	<b>Course #</b>	<b>Course Title / Description</b>	<b>Credits</b>	<b>Tuition</b>

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 understand by registering for courses at MCC, I am financially obligated for **ALL** costs related to the registered course(s) by the established tuition deadline, or I may be subject to withdrawal from course(s). Upon a drop or withdrawal, I understand 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 understand that I will be responsible for the cost of the outside collection agency, any legal fees and any bounced check fees under RSA 6:11, 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 100% refund of tuition, less non-refundable fees. If the **fourteenth (14)** calendar day falls on a weekend or holiday, the drop refund date will be the first business day following the weekend or holiday. Students in classes that meet in a format shorter than the traditional semester (16 weeks) will have seven (7) calendar days from the designated start of the term to withdraw for a full refund. Refund policy for students in courses that meet for two weeks or fewer remains the same (see above).

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

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

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

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

Registrations will NOT be processed if you have an outstanding obligation to MCC. 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.