

MANCHESTER COMMUNITY COLLEGE

1066 Front Street, Manchester, NH 03102 P: (603) 206-8120 F: (603) 206-8287
mccregistrar@ccsnh.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.)

A _____
STUDENT ID# (if known) **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**

MAILING 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
 VET NOT 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

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.

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.