



**SOUTHERN
MAINE
COMMUNITY
COLLEGE**

Registration Form

SMCC ID# _____ TODAY'S DATE _____

LAST NAME _____ FIRST _____ MIDDLE _____

BIRTH/OTHER NAME _____ E-MAIL _____

CELL PHONE _____ HOME PHONE _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

COUNTY _____ SOCIAL SECURITY # _____

GENDER* FEMALE MALE BIRTHDATE* _____

MINOR RELEASE FORM REQUIRED FOR STUDENTS UNDER 18 YEARS OF AGE

ETHNIC GROUP* (CHOOSE ONE) HISPANIC/LATINO NOT HISPANIC/LATINO

RACE* (CHOOSE ALL THAT APPLY) AMERICAN INDIAN OR ALASKA NATIVE ASIAN
 BLACK OR AFRICAN AMERICAN WHITE
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

*OPTIONAL – THIS INFORMATION IS USED FOR REPORTING PURPOSES ONLY

YOUR REASON FOR ENROLLING DEGREE OR CERTIFICATE PERSONAL ENRICHMENT
 TRANSFER TO ANOTHER COLLEGE SKILLS FOR EMPLOYMENT OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE _____ (for non-educational purposes)
MONTH/YEAR

ARE YOU A U.S. CITIZEN? YES NO PROOF OF MAINE/US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED? YES NO

REGISTRATION YEAR _____ TERM FALL SPRING SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT R REPEAT	OFFICIAL USE
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YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM.

STUDENT SIGNATURE _____

Terms & Conditions

- Any change in your credit load may affect your academic standing (program/graduation requirements) as well as your eligibility for financial aid and/or veterans' educational benefits.
- If you have a disabling condition and wish to request accommodations in order to have reasonable access to our programs and services, you must register with the ADA Services Coordinator, Mark Krogman, at 207-741- 5629; Maine Relay Service 1-800-457-1220.
- You are responsible for the financial obligation related to your registered courses.
- Students who have NOT paid their tuition and fees in full (or enrolled in the College payment plan) by the due date for the current term risk having their registration canceled.
- Student signature is required on the registration form.

Tuition Refunds

Official drop/withdrawal means the student's timely and complete execution of documents required by the college to accomplish formal removal from, as appropriate to the context, the college or its courses(s).

Official drop within the add/drop period*	100% Refund
Official early withdrawal**	50% Refund
Official withdrawal within the withdrawal period	NO REFUND
Non-attendance of classes	NO REFUND
Course canceled by the College	100% Refund

*see college catalog for add/drop and withdrawal dates (deadlines are prorated for courses shorter than the full semester or term)

**early withdrawal occurs on business days 7 – 10 of the fall and spring semesters and applies only to full semester courses

To receive a full refund for non-credit courses, a student must cancel his or her enrollment 3 business days prior to the start date of class. There is no partial refund.

