# MONTGOMERY COLLEGE • REGISTRATION FORM

## WORKFORCE DEVELOPMENT & CONTINUING EDUCATION - www.montgomerycollege.edu/wdce

**All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.**

**FAX completed registration form with credit card information to 240-567-7860 or 240-567-1877 or 240-567-7937.**
**Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.**

**College ID Number:** M 2 __ __ __ __ __ __ __ **Birthdate** __ __ - __ __ - __ __ __ __ (Month / Day / Year) **Sex** ☐ Female ☐ Male

**(This is your Student ID Number. If you have taken courses at MC previously, you should have one. If not, the College will assign your MC Identification Number for you.)**

**Name** Last / First / Middle

**If your name has changed since your last enrollment at MC, what was your previous name?**

Previous Last Name / Previous First Name / Previous Middle Name

**Address** House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.) Is this a new address since you last enrolled at MC? ☐ Yes ☐ No **Apt. #**

City / State / Zip

Home Phone / Fax

Work Phone / E-Mail

**Have you attended MC before?** ☐ **Yes** ☐ **No**

***If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.***

**Is your employer paying for your course(s)?** ☐ **Yes** ☐ **No** **If yes, employer name:** ______

**Military:** If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

**Social Security #, non-military students.** If you intend to claim your tuition and fee costs on your income tax, you must submit your full SSN. ___ - __ - ____

**ETHNICITY:** Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)
☐ Not Hispanic or Latino ☐ Hispanic or Latino

**RACE:** Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian and other Pacific Islander ☐ White

**STUDENTS WITH DISABILITIES**
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 (TTY 240-567-7931) at least three weeks before class begins.

☐ U.S. Citizen ☐ Permanent Resident **(Circle one: Green Card / Working Card)** ☐ Other Immigration Status ______________ (Used for tuition-setting purposes only.)
International Students: Are you planning to request an I-20 from Montgomery College? ☐ Yes ☐ No (If yes, you must see the International Student Coordinator, Rockville Campus, Student Services, Room 115.)

**CHECK ALL THAT APPLY:**
- ☐ I have been a Maryland resident [as defined in the *Montgomery College Catalog*] for at least three months.
- ☐ I consider Maryland to be my permanent place of abode, where my possessions are maintained and where I intend to remain indefinitely.
- ☐ I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)
- ☐ I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office. (50 percent tuition waiver applicable to designated tuition waiver courses.)

| CRN # | Course # | Course Title | Begin Date | Tuition | Course Fee | Non-Md. Resid. Fee | Course Total |
|---|---|---|---|---|---|---|---|
| 13311 | CRP 110 | Global Studies at Work in DC | 7/6/17 | 440.00 | 155.00 | 0 | $ 590.00 |
| | | | | | | | $ |
| | | | | | | | $ |

CODE: **Refunds will go to the registered student of record.** Total Due $

Students registering for a course or program at least one week prior to the starting date will receive a mailed registration acknowledgement along with a parking permit.

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.

Student Signature Required ______ Date

Important Notice: I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

**Please indicate payment by:**
____Check (payable to Montgomery College)
____ MasterCard ____VISA
____ American Express ____ Discover
**Expiration Date on Card:** __ __ / __ __ (m m / y y)
3 or 4 digit Security code on your card:

**Credit Card Information:**
Name on Card
Card Number
Your Name
*(If different from name on card)*
Cardholder Signature Required ______

2/25/14

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.