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
							$
							$
							$

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 ______

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