

# Course Registration Form



NMCC ID# \_\_\_\_\_

Date of Birth \_\_\_\_\_

*if none* Social Security# \_\_\_\_\_

Sex  M  F

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box Town State Zip

Physical Address \_\_\_\_\_  
(if different from above) Street Town State Zip

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Maine Resident?  Yes  No U.S. Citizen?  Yes  No If No, what country? \_\_\_\_\_

Previous attendance at NMCC?  Yes  No Maiden/Previous Name while attending \_\_\_\_\_  
(if different from above)

DESIRED COURSES <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20__			
Course # & Section	Course Title	#Cr. Hrs.	Location
1.			
2.			
3.			
4.			

Where are you taking classes this semester? (check all that apply)

- Presque Isle campus
- Houlton
- Ashland
- Caribou
- St. John Valley (Fort Kent, Frencheville, Madawaska)
- Van Buren
- Dual Credit \_\_\_\_\_
- Other \_\_\_\_\_

Are you graduating at the end of the semester for which you are now registering?  Yes  No

Major (if applicable) \_\_\_\_\_

Are you a senior citizen (62 years of age or older)?  Yes  No

Is the course you are taking offered through: Dual Credit  Yes  No Early College for ME  Yes  No  
 High School Aspirations  Yes  No

If yes, MEDMS ID# required (available from guidance): \_\_\_\_\_

Is a third party (i.e. employer, Early College for ME, high school) responsible for paying for your course?

Yes  No If yes, please list (be specific): \_\_\_\_\_

Military Status:  Veteran (*utilizing benefits*)  Active Duty Military  Not Applicable  
 Veteran (*not utilizing benefits*)  Veteran's Dependent (*utilizing benefits*)

Ethnicity (Optional):  Hispanic/Latino  Not Hispanic/Latino

Race (Optional - check all that apply):  American Indian or Alaska Native  Asian  
 Black or African American  White  
 Native Hawaiian or Other Pacific Islander

I would like someone to contact me about additional opportunities at NMCC:  Yes  No

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE: Individuals with disabilities who require accommodations must contact the Counseling Office at (207) 768-2839 for assistance.

## *College Rights*

The College reserves the right to cancel course offerings, to set minimum and maximum size of classes, and to change designated instructors in courses offered by Northern Maine Community College.

The College also reserves the right to refuse enrollment in courses if a student has a debt with the Maine Community College System or if a student is not in compliance with the College or State of Maine immunization policy.

Grades, transcripts, and other student records will not be released if a student has not met his/her financial and/or other responsibilities to the College.

## *Add/Drop Policy*

A student may add or drop any subject during the first week of any semester without academic or financial penalty.

After the add/drop period (first week of each semester) through the 12th week of the semester, a student may withdraw from courses and receive a notation of WP/WF on his/her record. A student leaving a course without officially withdrawing will receive a grade of "F" in the course. This "F" grade will be computed in the student's grade point average.

## *Refund Policy*

Students officially withdrawing (dropping) from a course(s) within the first six calendar days of the term will receive a full refund. Courses officially dropped between the 7th and 10th day of the semester will result in a 50 percent tuition refund. Students dropping courses after the 10th day of the term will not receive any refund.

A pro rata refund for tuition and assessed fees is also available to a student **withdrawing completely from all classes** in a given semester/term. Please see current catalog, student handbook, or the NMCC website for further information.

*For assistance in completing the appropriate add/drop, withdrawal, or other forms, please contact the Registrar's Office. All student-related policies are available in the College's student handbook and current catalog, available online at the College website, [www.nmcc.edu](http://www.nmcc.edu).*

*Northern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 768-2791.*