

# **Registration Checklist**

In order to participate in class, we need the Application for Admission and Schedule Request form completed with the necessary information and **signed on both forms**.

# Application for Admission (Pages 2-6)

### <u>Page 2:</u>

First & Last Name

(If you attended Merced College in the past with a different last name, please provide that name under "Previous Name")

- \_ Age
- Gender (or Decline to State)
- Date of Birth (You are not required to provide your SSN, but we must have your date of birth to establish identification.)
- Race/Ethnicity
  - Phone Number & Mailing Address
  - Parent Information (Share the information you feel comfortable reporting)

### <u>Page 3:</u>

- Residency Determination (select which age group you are in)
- Residency Certification:
  - US citizenship (if not a US citizen, need to provided Alien Registration Information)
  - California Residency (Please check <u>"Yes"</u> if you have lived in CA for at least 2 years)
  - Out-of-state activities
- Military Information

### <u>Page 4:</u>

- Education Status and Goals (Skip will be completed for you)
- Education History: Must put high school name, city/state, start & end years
  - \*You can skip the "Student Support Services" and the "Optional" Sections\*

### Page 5:

Certification : Answer "Yes" or "No" for the three questions at the bottom

### Page 6:

Optional Information: Not required but helpful for data on student demographics

### Sign & Date (WE CANNOT REGISTER YOU WITHOUT A SIGNATURE)

### Schedule Request Form(s) Page 7

Date of Birth (or MC Student Number if known)

🗍 Number Last Name & First Name

**Sign & Date** (WE CANNOT REGISTER YOU WITHOUT A SIGNATURE)

### Payment Option (page 8)

Student Name & Email (at the Top) Select ONE Option: Invoice, Credit Card, or Cash

Telephone

Seats are reserved first come, first served based on completed forms sent to the Business Resource Center (BRC) along with confirmation of payment (company invoice, credit card, or cash only).

### Email forms to <u>registerbrc@mccd.edu</u> or send by fax to <u>209-386-6793.</u>

Call the BRC at 209-386-6733 if you have any questions.

**WAITLIST:** We cannot guarantee a seat in class for waitlisted students, but you are welcome to attend the first day of class to see if a seat will be available.

\*\*\*If participants have not lived in California for one year and a day at the start of the semester, tuition is the out-of-state fee of \$130.50 for a  $\frac{1}{2}$  unit class.\*\*

**Optional Voluntary Form: Authorization to Release Student Information - (Page 10)** 

Application for Submit completed form t		O Spring O Summer/Fall O 2022 O 2023 O 2024 O 2025	Office use:
Personal	Information		
e Name	Last Name		
	Preferred Nam	e	
	Social Security	Number	Decline to State

		Personal In	formation		
First Name	Middle Nam	e	Last Name		
Previous Name(s)			Preferred	Name	
Email address			Social Secu	urity Number	Decline to State
Age	Gender			Date of Birth (N	/M/DD/YYYY)
	🗆 Female	🗆 Male 🛛 Dec	line to State		
Are you Hispanic or Latino	(Check yes/no)	What is your race,	/ethnicity? (Cho	ose one or more	2)
	10	🗆 American Indian	/Alaskan Native		Japanese
□ Mavican Mavican Americ	an Chicana	Asian Indian			□ Korean
<ul> <li>Mexican, Mexican-Americ</li> <li>Central American</li> </ul>	an, chicano	🗆 Black/African Ar	nerican		🗆 Laotian
□ South American		Cambodian			🗆 Samoan
□ Other Hispanic type		□ Chinese			
		□ Filipino			□ White
		🗆 Guamanian			Other Asian type Other Pacific Islander
		Contact Inf	formation		
		Contact III			
-	Number (xxx-xxx-xxx			-	ne Number (xxx-xxx-xxxx)
	nessages to be sent ult. Primary Seco	to the phone number/	's checked below a	and accept respons	sibility for any
Mailing Address (Street Numbe	· · · · · · · · · · · · · · · · · · ·				
City			State	ZIP Code	
Residential Address (if different	from Mailing Addre	ess above)			
City			State	ZIP Code	
		Parent/Guardia	an Informatio	n	
Regardless of your age, ple	ease indicate the h	nighest level of educa	ation attained by	/ the parents and	d/or guardians who raised you.
Parent/Guardiar	<u>1 #1</u>		Parent/C	<u>Guardian #2</u>	
Grade 9 or les	s		🗆 Grade	e 9 or less	
Some high sch	nool, did not gradı	Jate	🗆 Some	high school, did	not graduate
High school ge	raduate (diploma,	GED, or equivalent)	High :	school graduate	(diploma, GED, or equivalent)
<ul> <li>Some college,</li> </ul>	no degree		🗆 Some	college, no degi	ree
Associate deg			iate degree		
Bachelor degr			🗆 Bache	elor degree	
-	ree (Master, Ph.D	etc.)		uate degree (Ma	ster. Ph.D., etc.)
		,,			,,
🗆 Yes 🗖 No	Have you ever b	een in <b>court-orderec</b>	foster care?		
	-	omeless in the last 2			
	were you ever h	Uniciess in the last 2			

	Residency Determination								
a few special	aw, resident tuition is based on the residency of your parent(s) or guard circumstances. Check the box below that applies to you to determine w Jestions on this page:								
Option A:	□ I am 19 years old or older. (You must answer the following questions as they apply to you. Skip to	o Question #1 below.)							
<ul> <li>Option B: I am under 19 years old and at least one of the following is true about me: <ul> <li>I am or have been married.</li> <li>I am legally emancipated.</li> <li>I do not have a living parent or guardian.</li> <li>I will be on active duty in the armed services as of the day before the first day of the term I am applying for.</li> <li>I have been self-supporting for at least one year as of the day before the first day of the term I am applying for.</li> <li>(You must answer the following questions <u>as they apply to you</u>. Skip to Question #1 below.)</li> </ul> </li> </ul>									
Option C:	<b>Option C:</b> I am under 19 years old and NONE of the above statements are true about me. ( <u>Your parent/guardian</u> must answer the following questions <u>as it applies to them</u> . Continue to Parent/Guardian Info section below.)								
	Parent/Guardian Information – REQUIRED ONLY IF YOU N	ARKED OPTION C ABOVE							
First Name	Last Name	Relationship							
		🗆 Mother 🛛 🗆 Father 🖓 Guardian							
	Residency Certification								
<ul> <li>U.S. Citi</li> <li>Perman</li> <li>Please ans</li> <li>If you chose the parent/guard</li> <li>Yes No</li> <li>□</li> </ul>	Required if chosen citize         Required if chosen citize         IE STUDENT'S citizenship status?         zen       Temporary Resident*       Student Visa F-1/M-1         ent Resident*       Refugee/Asylee*       Other status*         wer the following questions.       *         Option C above, your       *         ian must answer as it applies to them otherwise it applied to you.       *         Have you lived in California continuously for the last two years?       *         If NO, when did your current stay in California begin?      ///	Residence Status							
	Military Information								
Yes No	Have you, your parent/guardian (if you are a dependent), or spouse event if no, skip to next page.	er served in the military?							
	<ul> <li>What is your, your parent/guardian, or spouse's military status?</li> <li>Currently on active duty</li> <li>Veteran</li> </ul>	Date of Discharge (if known):							
	Member of Active Reserve	mm/dd/yyyy							
	Member of the National Guard								

Education St	Special Support Services					
Please choose one:         First time college student         Returning here after an absence         Enrolling in high school and college at the	Merced College is committed to your educational success and has many services to assist your particular needs.					
Intended Major <u>Number</u> : 📦 (see Maj 05250.CO	Each category listed below provides special services to help you succeed. Please tell us which services would benefit you in some way:					
<ul> <li>Please choose one:</li> <li>Obtain a Bachelor's Degree after completed</li> <li>Obtain a Bachelor's Degree without com</li> <li>Obtain a two-year Associate's Degree without com</li> <li>Obtain a two-year vocational degree without a two-year vocational degree without transing</li> <li>Discover/formulate career interests, plansing</li> <li>Prepare for a new career (acquire job skited)</li> <li>Advance in current job/career (update job)</li> <li>Maintain certificate or license (e.g. nursited)</li> <li>Educational development/personal enriced</li> <li>Improve basic skills in English, Reading, or</li> <li>Complete credits for high school diplomation</li> <li>Currently at another college taking course</li> </ul>	<ul> <li>Financial Aid</li> <li>Child Care</li> <li>Disabled Students Program &amp; Services</li> <li>Transfer services</li> <li>Employment Assistance</li> <li>Basic skills</li> <li>Course tutoring</li> <li>English as a Second Language</li> <li>Extended Oppty. Programs/Services</li> <li>CalWORKs</li> <li>Are you interested in participating in a sport while attending college?</li> <li>Yes, on a team</li> </ul>					
			□ Yes, not on a team □ No			
	Education Hist	ory				
🗆 Did not graduate	High School Name		College/University Name			
□ Not in high school yet						
Currently a K-12 student*	City	State	City	State		
Enrolled in Adult School	Began and Ended (mm/yyyy – r	nm/yyyy)	Began and Ended (mm/yyyy –	mm/yyyy)		
Received a High School Diploma						
Passed GED	Diploma Received (mm/yyyy)		Did not complete degree			
Certificate of Equivalency	Date of High school Graduation		Associate Degree			
Certificate of Proficiency	Date of GED		Bachelor, Master, or Docto	ral Degree		
□ Foreign Secondary School Diploma	Date of Certificate of Equivalen	cy/Proficiency	□ Other type of degree			
* Students currently enrolled in a K-12 school must submit a "Permit for Special K-12 Students" For each class add requested and apply each semester they take classes.	GED/Certificate of Equivalency/ was obtained: / City S	Proficiency	☐ Online College			

# Certification

<u>Selective Service Policy</u>: If you are a U.S. citizen or male living in the United States whose age is 18-25, you have an obligation to register in accordance with the Federal Military Selective Service Act (50 U.S.C. App 451 et seq.) Additional information can be obtained at the U.S. Postal Office or at the web site of the Selective Service whose URL is <u>www.sss.gov/welcome.html</u>.

**<u>Residency Policy</u>**: You may be required to supply additional information to determine your residency status. Such information might be evidence in accordance with Education Code Sections 58040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. Failure to provide requested residency information will result in a determination of non-resident status which, among other things, will greatly increase your tuition rate.

**Nondiscrimination Policy:** Pursuant to appropriate California Education Code(s) the district shall not deny any person registration or enrollment because of the individuals ethnic group identification, religion, marital status, age, sex, handicap, or any other categories, as defined or required by law.

**<u>FERPA policy</u>**: Under notification of the Family Education Rights and Privacy Act, you may, at the time you actually enroll, direct the college to withhold release of directory information to persons not employed by the college. Directory Information includes your name, address, phone number, dates of attendance, major of study, award/degrees received, date of birth and the most recent institution previously attended.

**Social Security Number:** Be informed that you cannot be required to provide a Social Security Number, which is used by colleges to identify student records, and is authorized by the state Chancellor's office of California Community College system for evaluation of educational programs and services. You may refuse to provide it. Also be informed that Public Law 104-208 known as the Solomon Amendment requires Merced College to provide student directory information to the Department of Defense, including Military recruiters.

**1098-T Information:** The 1098-T is a tax form that is sent to students who paid "qualified educational expenses" in the preceding tax year. Qualified expenses include tuition, any fees that are required for enrollment, and course materials the student was required to buy from the school.

**Financial Aid Acknowledgment:** Federal and State financial aid programs are available and may include aid in the form of grants, work study, and/or available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books and supplies, transportation, and room and board expense. I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, transfer) and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.

# Do you authorize Merced College to release Directory Information (see FERPA Policy above)?

Do you want to receive your 1098-T Tuition Statement electronically (see 1098 information above)?

# Do you acknowledge the Financial Aid policy of California Community Colleges (see Financial Aid policy above)?

🗆 Yes 🛛 🗆 No

		Optional Information
Yes 🗌	No 🗌	<ul> <li>Do you consider yourself economically disadvantaged?</li> <li>1. Annual income below \$12,360 for a single person or \$16,590 for a couple, including \$4,230 additional per dependent child</li> <li>2. Eligible for public assistance (i.e. Food stamps (SNAP), free or reduced lunch for your children)</li> <li>3. Eligible for student Financial Aid</li> </ul>
		Check box if you receive: <ul> <li>TANF (CalWORKs)</li> <li>SSI (Supplemental Security Income)</li> <li>General Assistance</li> </ul>
Yes 🗌	No 🗌	Are you a single parent?
Yes 🗌	No 🗌	<ul> <li>Are you a displaced homemaker (see definition below)?</li> <li>1. Have not worked for 5 or more years except to provide unpaid services to family members</li> <li>2. Have been dependent on either the income of another family member or on public assistance</li> <li>3. Are no longer receiving income from either source or</li> <li>4. Are currently unemployed or underemployed and having difficulty obtaining or upgrading employment</li> </ul>
Yes 🗌	No 🗌	Have you moved in the preceding 36 months to obtain or to accompany your parents or spouse to obtain temporary or seasonal employment in agricultural, dairy, or fishing?

I declare under penalty of perjury that all of the information in this application pertains to me and is true and correct. I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in disciplinary action from the Merced Community College District. All materials and information submitted in this application for purposes of admission become the property of Merced Community College District.

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



Spring	□ 2021
🗆 Summer	□ 2022
🗆 Fall	□ 2023

# SCHEDULE REQUEST FORM

Submit completed form to Admissions@mccd.edu

	New/Returning Student	Continuing Stude	ent 🗌 K-2	12 Student
Stud	ent ID#	Phone Number		
Last	Name	First Name		Middle Initial
Stud	ent Signature		Date	
Χ				

# **COURSE ADDS**-Please make sure form is complete, signed, and dated.

SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	<b>OFFICE USE ONLY</b> – MM = Multiple Measure / OTR = Other Transcript					
					INSTRUCTIONAL DEAN'S SIG. REQUIRED IF EFFECTIVE DATE IS AFTER 3 <sup>RD</sup> WEEK						
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122			EMENT RRIDE OVED ING	INSTRUCTOR'S SIGNATURE TO ADD	DATE OF FIRST	
	NROLLING IN A LAB CLASS IN E ENROLLED IN A FREE OF C						MM	OTR ✓	(IF NEEDED)	ATTENDANCE	

#### COL RSE UBUDC

COURS	E DROPS	PASS	D/NU PA:	SS OPTION	N			
IT IS THE STUDENT'S RESPONSIBILITY TO DROP ANY CLASS THAT THEY DO NOT INTEND TO COMPLETE. EXCESSIVE DROPS MAY AFFECT ACADEMIC STATUS AND FINANCIAL AID.		Enter one that applies to reason for dropping courses. 1. Attending Another School	OFFICE USE ONLY	UP TO A 12 UNIT LIFETIME MAXIMUM MAY BE TAKEN ON A P/NP BASIS. STUDENTS HAVE UNTIL THE END OF THE FOLLOWING SEMESTER TO CHANGE FROM PASS/NO PASS TO A LETTER GRADE.				
SECTION NO.	COURSE	2. Changed section	COUNSELOR SIGNATURE	SECTION NO.	COURSE	UNITS		
EXAMPLE: 1001	ENGL-01A	<ol> <li>Too Difficult</li> <li>Child Care Issues</li> <li>Family Issues</li> <li>Financial Aid Disbursement</li> </ol>	REQUIRED ONLY IF DROPPING GUID-54	EXAMPLE: 1001	ENGL-01A	4		
		7. Instructor Issues						
		<ol> <li>Legal Obligations</li> <li>Medical Issues</li> <li>Lack of Motivation</li> <li>Textbook/Material Costs</li> <li>Transportation</li> <li>Tuition Costs</li> <li>Work Conflict</li> <li>Changed Mind</li> </ol>						

# DACC/NIC DACC ODTION



	2022
Summer	□2023
🗆 Fall	□2024

### SCHEDULE REQUEST FORM

Submit completed form to Admissions@mccd.edu

New/Returning Student	Continuing Student	🗆 K-12 Student
Student ID#	Phone Number	
Last Name	First Name	Middle Initial
Student Signature	Date	
X		

# **COURSE ADDS**-Please make sure form is complete, signed, and dated.

SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	<u>OFFICE USE ONLY</u> – MM = Multiple Measure / OTR = Other Transcript						
						INSTRUCTIONAL DEAN'S SIG. REQUIRED IF EFFECTIVE DATE IS AFTER 3 <sup>RD</sup> WEEK				TER 3 <sup>RD</sup> WEEK		
EXAMPLE: 1001	ENGL-01A	4	MWF	7-10pm	IAC-122	COUNSELOR SIGNATURE			OVERRIDE APPROVED		INSTRUCTOR'S SIGNATURE TO ADD	DATE OF FIRST
	NROLLING IN A LAB CLASS I								(IF NEEDED)	ATTENDANCE		
	MGMT-50K	.5	TH	ONLINE	CANVAS					2/1/24		
	MGMT-50A	.5	TH	ONLINE	CANVAS					3/7/24		
	MGMT-50P	.5	TH	ONLINE	CANVAS					4/11/24		
	MGMT-50L	.5	ТН	ONLINE	CANVAS					5/2/24		
SP 2024	BLOCK REG.											
ONLINE												
COURSE DROPS PASS/NO PASS OPTION												

# **COURSE DROPS**

	E BROIS					-
IT IS THE STUDENT'S RESPONSIBILITY TO DROP ANY CLASS THAT THEY DO NOT INTEND TO COMPLETE. EXCESSIVE DROPS MAY AFFECT ACADEMIC STATUS AND FINANCIAL AID.		Enter one that applies to reason for dropping courses. 1. Attending Another School OFFICE U ONLY		UP TO A 12 UNIT LIFETIME MAXIMUM MAY BE TAKEN ON A P/NP BASIS. STUDENTS HAVE UNTIL THE END OF THE FOLLOWING SEMESTER TO CHANGE FROM PASS/NO PASS TO A LETTER GRADE.		
SECTION NO.	COURSE	2. Changed section	COUNSELOR SIGNATURE	SECTION NO.	COURSE	UNITS
EXAMPLE: 1001	ENGL-01A	<ol> <li>Too Difficult</li> <li>Child Care Issues</li> <li>Family Issues</li> <li>Financial Aid Disbursement</li> <li>Instructor Issues</li> <li>Legal Obligations</li> <li>Medical Issues</li> <li>Lack of Motivation</li> <li>Textbook/Material Costs</li> <li>Transportation</li> <li>Tuition Costs</li> <li>Work Conflict</li> <li>Changed Mind</li> </ol>	IF DROPPING GUID-54	EXAMPLE: 1001	ENGL-01A	4



# **Payment Options**

In order to complete your registration to Merced College, please let us know how you will be paying: Invoice to Company/Organization, Credit Card, or Cash. Complete the information below so that we can process your payment. Registration for each ½ unit class is \$23.<sup>1</sup>

Stu	dent Name:	
	Email:	
		Invoice Information
	Company Name:	
		nt <i>after</i> classes are complete in case employees are unable to attend.
		Credit Card Payment
		(Visa or Master Card Only)
FFICE ONLY	Name: (as it appears on the card)	
	Credit Card Number:	Expiration Date:
tion # 	Authorization Code: Phone Number: (associated with card)	Amount:

	Name:	
WPLRC OFFICE ONLY	(as it appears on the card)	
MGMT	Credit Card Number:	Expiration Date:
Section #	Authorization Code:	Amount:
	Phone Number:	
 ID#	(associated with card)	
10#	Billing Address:	
	(associated with card)	
	City, State, Zip:	
	(associated with card)	
	Signature:	
(Electr	ronic Signatures are not valid)	
	Date:	
Electr	(associated with card) Signature: ronic Signatures are not valid)	

#### **Cash Payments**

\_\_\_\_ Check the box if you plan to pay with cash.

Cash payments can be made at the Merced College Business Resource Center in downtown Merced on 630 W. 19<sup>th</sup> Street, Merced CA 95340. We are open from 8:00 AM to 5:00 PM Monday through Friday (except during the summer when the college is closed on Fridays). Please bring exact cash for the number of classes you plan to register.

**Reimbursements:** If you are not able to attend class, and you paid through credit card or cash, you can: 1) keep the amount in your account to use for later classes; or 2) contact Student Fees to be reimbursed. Students Fees is located on the 3<sup>rd</sup> floor of the Lesher Building on the main Merced College campus. Their phone number is 209-384-6212.

If the student has not lived in California for one year and a day, the out-of-state fee of \$130.50 for a ½ unit class is

applied to registration for each class until they are an official California resident.

# Authorization to Release Student Information to Employer or Sponsor



The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Merced College from releasing certain personally identifiable information from a student's educational records to a third party (Employer or Sponsor) without the student's explicit written consent. This form serves as written consent when properly completed.

**Instructions:** Complete this form with all applicable information.

١, \_

(Print student name)

(Student ID Number or Date of Birth)

give consent for Merced College to disclose personally identifiable information concerning my educational records to the Agency Contact listed below. Releasable information includes: eligibility to register for classes, information on coursework completed in prior terms, credit hours, class schedule, attendance, account balance.

Merced College may release my information to the following Employer or Sponsor:

Employer or Sponsor Name:	Contact Name:	Title:
Phone Number: ( ) –		
Phone Number: ( ) -		

Employer or Sponsor Name:	Contact Name:	Title:
Phone Number: ( ) -		

• I certify this request was signed voluntarily and I understand that it will remain in effect for <u>one year</u> from the date of the student's signature below. If I wish to revoke this Authorization I must do so <u>in writing</u>.

Student Signature:	Date:	
Office Use Only:		
MC Staff Signature:	Date:	