

# METROPOLITAN COMMUNITY COLLEGE

## Registration Form Completion Instructions

(Please read BEFORE completing the registration form)

Metropolitan Community College (MCC) strives to make sure all student records are up-to-date. Making sure your registration form is filled in accurately and completely will help us keep your records confidential, correct and current.

- 1) Please use black or blue ink to complete the registration form.
- 2) Fill in your COMPLETE first name, middle name (not initial) and last name as it appears on any of your official documents (driver's license, birth certificate, Social Security card). Registration for college credit may not be completed without your full name. Fill in your complete MAILING address.
- 3) Listing your Social Security number will lessen the chance that you are assigned more than one MCC student ID number. If you do not feel comfortable listing this information, please make sure that your birth date is filled in accurately. (Social Security numbers are not released to anyone).
- 4) Signature of the Student and the Parent are required on the registration form if the student is under 18 years of age. Please note the "Statement of Dependence" on the front page which states student information such as academic progress and attendance may be released to the student's parent(s)/guardian(s) and to their high school (Family Educational Rights and Privacy Act or FERPA). **NOTE: Students under the age of 18 that submit a form without parent/guardian signature will NOT be registered.**
- 5) Your tuition payment is due at the time the registration form is returned. Payment may be paid by check, credit card, cash or ACE scholarship.
- 6) **ATTENTION-The Access College Early Scholarship (ACE) Student Scholarship Program Act** may be able to fund your MCC course, with courses of 1000 and higher. The act provides funding based on meeting any of five criteria (SSI, WIC, TANF, Free/reduced Lunch, or Food Stamps) for high school students who take dual enrollment classes from an approved Nebraska based college or university. Please visit with your instructor or counselor to complete an ACE application. Applications can be found at the Nebraska's Coordinating Commission for Postsecondary Education website.  
<http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Financial%20Aid/ACE/default.asp>
- 7) The Refund drop dates for each course section are automatically calculated based on the start and end dates and the number of sessions for the course. **NOTE: Refer to Refund Policy below to determine the last day to receive a refund for your course.**

### REFUND POLICY

Eligibility for a refund is automatically calculated by the date of the withdrawal. The amount of refund is based on the number of class meetings held prior to the withdrawal compared to the total number of scheduled sessions for the course. Students can access the tuition refund calculator through WebAdvisor <https://webadvisor.mccneb.edu> to see what refund percentage they would receive through midnight of the current day.

### PAYMENT BY CREDIT CARD

Name on Card: \_\_\_\_\_  MasterCard  Visa  Discover  
Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Signature: \_\_\_\_\_ 3 digit credit card Security Code \_\_\_\_\_  
**REQUIRED**

# METROPOLITAN COMMUNITY COLLEGE

Metro Student ID #

## SECONDARY PARTNERSHIPS CollegeNOW! Registration Form

**NAME** \_\_\_\_\_  

Last
First
Middle

**ADDRESS** \_\_\_\_\_  

Number
Street
PO Box
Apartment Number
  

City
State
Zip

**COUNTY** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**PHONE NUMBER** Home - ( ) \_\_\_\_\_ Other - ( ) \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_ **BIRTH DATE** \_\_\_\_\_

**ARE YOU A U.S. CITIZEN?**  Yes  No If "No", country of citizenship \_\_\_\_\_

**GENDER**  Male  Female Type of visa:  F-1  J-1  Other \_\_\_\_\_

**EDUCATIONAL BACKGROUND** High School \_\_\_\_\_ **Graduation Year** \_\_\_\_\_

**RACIAL/ETHNIC GROUP:** Federal Law requires Metropolitan Community College to report the ethnicity of all U.S. citizens and resident aliens in the following categories.

Are you Hispanic/Latino?  Yes (HIS)  No (NHS)

If no, please select one or more race groups below:

American Indian –Alaska Native (**AN**)       Asian (**AS**)       Black or African American (**BA**)  
 Hawaiian-Pacific Islander (**HP**)       White (**WH**)

### NEBRASKA RESIDENT HIGH SCHOOL STUDENTS WILL RECEIVE HALF-PRICE TUITION

**Write the course(s) for which you would like to be registered**

**QUARTERS:** Fall (**FA**) Winter (**WI**) Spring (**SP**) Summer (**SS**)

**COURSE NUMBER & TITLE:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Quarter:** \_\_\_\_\_

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***TUITION IS DISCOUNTED 50% FOR EACH QUARTER THROUGH THE SUMMER QUARTER OF THE YEAR YOU GRADUATE. EFFECTIVE FALL QUARTER FOLLOWING YOUR HIGH SCHOOL GRADUATION, THE DISCOUNT NO LONGER APPLIES.***

**STATEMENT OF DEPENDENCE:** I certify that I am a dependent student and give permission to Metropolitan Community College to communicate academic information (including, but not limited to attendance and academic progress) about the course(s) with my parent(s)/guardian(s).

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
(Required if student is under the age 18)

\_\_\_\_\_  
Date

Bring this completed and signed Registration Form to your appointment with an MCC Academic Advisor.

- - Call 402-457-2400 to request an appointment - -

**NOTE:** \*Based on course prerequisite, placement tests may be determined by the Academic Advisor.  
Please bring your ACT scores, if available.

\_\_\_\_\_  
ACADEMIC ADVISOR SIGNATURE