



**KSOI**

**Secondary Partnerships  
Kickstart Online Institute  
Registration Form – 1<sup>st</sup> Semester 2019-20**

**COMPLETION INSTRUCTIONS**

1. 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), and complete the rest of the form. Registration may not be completed without your full name.
2. List Social Security number correctly to eliminate duplication of record. If you do not feel comfortable listing this information, you will receive a letter from the college to verify your reluctance to provide your social security number. You must return this form, and failure to do so will delay your registration. Your Social Security number is not released to anyone.
3. Student signature required. Parent/guardian signature required on the registration form if the student is under 18 years of age. NOTE: Students under the age of 18 who submit a form without parent/guardian signature cannot be registered. If you are under the age of 16, permission to enroll in a course will be on a case by case basis.
4. Send your completed form to the Secondary Partnership office as indicated on page 2. Registration is first come, first served.

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Number Street PO Box Apartment Number  
City State Zip County

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

**SOCIAL SECURITY NUMBER** \_\_\_\_\_  
(NOTE: If you are applying for an ACE scholarship (see page 2) your social security number is required to enable MCC to report your enrollment and tuition to ACE coordinator.)

**BIRTH DATE** \_\_\_\_\_ **GENDER** \_\_\_\_\_ Male \_\_\_\_\_ Female

**NAME OF HIGH SCHOOL** \_\_\_\_\_ **GRADUATING MONTH/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 (HIS) \_\_\_\_\_ Non-Hispanic/Latino (NHS)  
If NHS, please select one or more race groups: \_\_\_\_\_ American/Alaska Native (AN) \_\_\_\_\_ Asian (AS)  
\_\_\_\_\_ Black or African American (BA) \_\_\_\_\_ Hawaiian-Pacific Islander (HP) \_\_\_\_\_ White (WH)

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

**PARENT/GUARDIAN:** I give permission for my student to participate in college courses through Metropolitan Community College. I understand I am responsible for all tuition and fees less any scholarships or payments made by the high school or other third parties.

Signature of Parent or Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

**First Semester (Deadline for Registration August 19, 2019)**

*Please indicate what course(s) you wish to register for by marking an X in the Register column.*

Register (Mark an X)	Course Title	Course	Section	Course Credits	Faculty	Tuition and Fees*	Required Assessment and Score* (i.e. ACT English Writing, 18)
	English Composition I*	ENGL 1010	WK1	4.5	TBA	\$166.50**	
	United States History to 1877	HIST 1010	WK1	4.5	TBA	\$166.50**	Not Required
	Financial Literacy	FINA 1000	WK1	4.5	TBA	\$166.50**	Not Required

\*Minimum assessment score required. See KSOI Frequently Asked Questions for details.

**FERPA**  
**FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student's education/financial records to a third party in most circumstances. Under FERPA, MCC reserves the right to withhold such information from a third party unless a current valid release is on file.

Students who wish to grant parental, spouse, or third party access to their educational records may do so by completing an Authorization to Release Student Information Form. Parents will not have access to any student information, including tuition payment, unless a student completes a FERPA form.

To complete and submit the form go to

<https://www.mccneb.edu/Current-Students/Student-Tools-Resources/Records/Family-Education-Rights-and-Privacy-Act-FERPA.aspx>.

**\*\*TUITION:** Based on half the rate for the 2018-19 academic year for Nebraska residents. MCC's 2019-20 tuition and fees schedule is subject to change without prior notice, and at the discretion of the MCC Board of Governors.

**PAYMENT:** Payment is made separately. Please do not send cash or check with your registration. Payment is due for the 1<sup>st</sup> semester **after August 19<sup>th</sup> and before September 15<sup>th</sup>**. Payment is due for the 2<sup>nd</sup> semester **after January 15<sup>th</sup> and before February 5<sup>th</sup>**.

**PAYMENT OPTIONS:**

***PAY ONLINE***

Pay tuition and fees by credit/debit card or ACH transfer online with **Self Service** <https://www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Payment-Options.aspx>. The student must have an active student account and password. MCC accepts Discover, MasterCard, VISA, and American Express.

***PAY BY PHONE***

Pay tuition and fees by phone using credit/debit card by calling Student Accounts at 531-622-2405 or the Contact Center at 531-622-5231. Student will supply the credit/debit card number, expiration date, CVV code, and MCC ID# at the time of payment.

***PAY IN PERSON***

Pay tuition and fees in person with credit/debit card, cash, check or money order at any campus/center Student Services Office.

***PAY BY MAIL***

1. Make the check payable to: Metropolitan Community College
2. Note on the check the student's name if different from the name that appears on the check.
3. Include MCC ID# **OR** last four digits of Social Security number on the check.
4. Mail to: Metropolitan Community College, Student Accounts, P.O. Box 3777, Omaha, NE 68103.

*Please do not send cash in the mail. For cash payments, see Pay in Person above.*

**ACE – ACCESS COLLEGE EARLY SCHOLARSHIP**

Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for award consideration. Qualifications, application and instructions at website <https://ccpe.nebraska.gov/ACE>.

**REFUND POLICY:** See the current MCC Catalog for refund policy.

**Registration Form Submission Instructions:**

Email completed form to [Secondarypartnerships@mccneb.edu](mailto:Secondarypartnerships@mccneb.edu), mail to Metropolitan Community College, Secondary Partnerships FOC 7, P.O. Box 3777, Omaha, NE 68103, or deliver to Secondary Partnerships Office, Building 7, Fort Omaha Campus, North 30<sup>th</sup> and Fort Street.

**Nondiscrimination and Equal Opportunity Statement**

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above. Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact: Julie Langholdt – Dean of Student Advocacy and Accountability: 531-622-2202, [langholdt@mccneb.edu](mailto:langholdt@mccneb.edu) (students); Missy Beber – Associate Vice President of Human Resources: 531-622-2236, [mibeber@mccneb.edu](mailto:mibeber@mccneb.edu) (employees); Bernie Sedlacek – Director of Facilities Management, Planning and Construction: 531-622-2529, [bsedlacek@mccneb.edu](mailto:bsedlacek@mccneb.edu) (accessibility); or the United States Department of Education Assistant Secretary for Civil Rights – Office for Civil Rights (OCR): 1-800-421-3481, [ocr@ed.gov](mailto:ocr@ed.gov). Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation, or affirmative action or diversity issues, contact: Associate Vice President for Equity and Inclusion: 531-622-2649, [cgooch@mccneb.edu](mailto:cgooch@mccneb.edu). The address for all of the above individuals is as follows: Metropolitan Community College 30th and Fort streets P.O. Box 3777 Omaha, NE 68103-0777

**1<sup>st</sup> Semester classes begin August 26, 2019 and end December 13, 2019. Register early.**