

# Continuing Studies Registration Form

To register, please complete the registration form below and submit it one of the following ways:

**1. MAIL TO:**

SMCC Registration Office  
2 Fort Road, South Portland, ME 04106

**2. FAX TO:** 207-741-5760

**HAVE A QUESTION?** Call us at 207-741-5800 or [registration@smccME.edu](mailto:registration@smccME.edu)

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

E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Gender:  Male  Female Birthdate: \_\_\_\_\_

(Required)

Course Code      Course Title

Course Code	Course Title

## Payment Information

Payment in full is due upon registration. Payments can be made by cash, check, money order, VISA, MasterCard, or Discover.

Check:  Amount \$ \_\_\_\_\_

Credit Card:  MC  Visa  Discover Number: \_\_\_\_\_

3-Digit Security Code On Back Of Card: \_\_\_\_\_ Exp.: \_\_\_\_\_

Signature: \_\_\_\_\_

### Refund Policy for Continuing Studies Courses

To receive a full refund a student must cancel their enrollment 7 business days prior to the start date of the course. There is no partial refund. If a course is cancelled by Southern Maine Community College for any reason, the course fee will be refunded.

## Looking for Something You Don't See?

Please return this form to the address above with your suggestions.

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## Sign up for e-mail notifications

Please add me to your e-mail list: \_\_\_\_\_