



**SOUTHERN  
MAINE  
COMMUNITY  
COLLEGE**

# Registration Form

## How to Register

You can register one of these three ways. Please include this completed registration form and proof of any necessary prerequisites.

1. **WALK-IN:** Monday-Friday, 8 a.m.-5 p.m.  
South Portland Campus **OR** Midcoast Campus  
Advising/Registration Office L.L.Bean Learning Commons  
Campus Center, 1<sup>st</sup> Floor
2. **FAX:** 207-741-5760.
3. **EMAIL:** registration@smccME.edu.

SMCC ID# \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

BIRTH/OTHER NAME \_\_\_\_\_ E-MAIL \_\_\_\_\_

CELL PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

GENDER\*  FEMALE  MALE BIRTHDATE\* \_\_\_\_\_  
(Minor release form required for students under 18 years of age)

ETHNIC GROUP\* (Choose one)  HISPANIC/LATINO  NOT HISPANIC/LATINO

RACE\*  AMERICAN INDIAN OR ALASKA NATIVE  ASIAN  
(Choose all that apply)  BLACK OR AFRICAN AMERICAN  WHITE  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER

(Optional - this information is used for reporting purposes only)

YOUR REASONS FOR ENROLLING  DEGREE OR CERTIFICATE  PERSONAL ENRICHMENT  
 TRANSFER TO ANOTHER COLLEGE  SKILLS FOR EMPLOYMENT  OTHER

I HAVE BEEN A RESIDENT OF MAINE SINCE (For non-educational purposes) \_\_\_\_\_  
MONTH/YEAR

ARE YOU A U.S. CITIZEN?  YES  NO PROOF OF MAINE/ US RESIDENCY REQUIRED TO QUALIFY FOR IN-STATE TUITION

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED?  YES  NO

REGISTRATION YEAR \_\_\_\_\_ TERM  FALL  SPRING  SUMMER

COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	CREDITS	A AUDIT

*YOUR SIGNATURE INDICATES YOU HAVE READ AND UNDERSTAND THE CONDITIONS STATED ON THE BACK OF THIS FORM*

STUDENT SIGNATURE: \_\_\_\_\_

# Terms & Conditions

- Any change in your credit load may affect your academic standing (program/graduation requirements) as well as your eligibility for financial aid and/or veterans' educational benefits.
- If you have a disabling condition and wish to request accommodations in order to have reasonable access to our programs and services, you must register with the ADA Services Coordinator at 207-741-5923; Maine Relay Service 1-800-457-1220.
- You are responsible for the financial obligation related to your registered courses.
- Students who have NOT paid their tuition and fees in full (or enrolled in the College payment plan) by the due date for the current term risk having their registration canceled.
- Student signature is required on the registration form.

## Tuition Refunds

Official drop/withdrawal means the student's timely and complete execution of documents required by the college to accomplish formal removal from, as appropriate to the context, the college or its course(s).

Official drop within the add/drop period*	100% Refund
Official early withdrawal**	50% Refund
Official withdrawal within the withdrawal period	NO REFUND
Non-attendance of classes	NO REFUND
Course canceled by the College	100% Refund

\*see college catalog for add/drop and withdrawal dates (deadlines are prorated for courses shorter than the full semester or term)

\*\*early withdrawal occurs on business days 7 – 10 of the fall and spring semesters and applies only to full semester courses

To receive a full refund for non-credit courses, a student must cancel his or her enrollment 3 business days prior to the start date of class. There is no partial refund.

