

General Information

Registering Your Student

Use one form for each student...

- **Make Course Selection(s)**
Ages/Grades listed with each course title indicate the age/grade of the student during the 2007–2008 school year.
- **Complete Registration Form**
One per student. Be sure to include student's MC Identification Number. If he/she does not have an MC ID number, one will be assigned at registration. This will be the student's permanent Identification Number at Montgomery College. You will want to keep it in a safe place.
- **Complete All Signature Lines**
Signature of school official is REQUIRED for students enrolling in courses indicated as *[GT]**
**(Applications cannot be processed without applicable signatures)*
- **Registrants will be enrolled in the order that registration and payments are received.**
We urge you to register as early as possible to avoid disappointment. You will receive acknowledgement of your registration. If confirmation of registration is not received at least five days prior to the start of the class, please call our Customer Service office at 240-567-5188.
- **All students must register prior to attending class;** do not attend class if you have not registered in advance.
- **Classes will be cancelled if they are under enrolled.**

3 Ways to Register

- **Mail:**
Mail form(s) and full payment to: **Montgomery College,
Workforce Development & Continuing Education
Summer Programs, 51 Mannakee Street, Rockville, MD 20850.**
Please make all checks payable to Montgomery College. Visa, MasterCard, and Discover are also accepted for payment.
- **Fax:**
Summer Programs line:240-567-7548. *Please indicate your credit card payment information.*
- **Walk-in:**
Registration(s) must be brought to the Campus Center building, Rockville Campus, Room 220.

Scholarships

Pending funding, a limited number of full or partial scholarships may be available for Montgomery County students who qualify for free or reduced lunch.

Scholarship application deadline is May 31, 2008.

No scholarship application will be accepted after May 31, 2008.

Submission of scholarship application does not guarantee that scholarship funds will be granted. To apply for a scholarship, complete the registration form, and attach a copy of the free or reduced meals eligibility form or a copy of your current income tax form showing total family income. Mail these forms along with a check or credit card information for the amount of the fee. (Scholarship awards are for the amount of the TUITION ONLY for ONE COURSE PER STUDENT.) Fees must be paid and must accompany your registration form.

Call 240-567-7264 for information.

Residency Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.

- Students attending Montgomery College will pay tuition according to their residency.
- To qualify for tuition purposes as a resident of the state of Maryland, legal domicile must have been maintained for a period not less than three months prior to the first regularly scheduled class.
- Non-Maryland residents pay Out-of-State Fees. (Non-U.S. Citizens: attach a copy of your passport visa or permanent resident card.)

Cancellation Policy

Courses may be cancelled due to under enrollment at least one week prior to start of course or program. Students will be notified of cancellation by phone and a refund will be processed for the total cost of course.

Refund Policy

- Parents who wish to withdraw their child from a course will receive 100 percent refund if written request is received at Montgomery College prior to the Refund Date listed on the course confirmation form.
- NO refunds are provided after the refund date listed on your confirmation.
- Requests for refunds may be completed in person at any of the three campus Admissions and Records offices or by writing to: Montgomery College, Workforce Development & Continuing Education, Customer Service, 51 Mannakee Street, Rockville, MD 20850. **Please allow 3–4 weeks for refunds.**
- For complete information see the Workforce Development & Continuing Education *Schedule of Noncredit Classes*.

Contributions to our Youth Scholarship Fund

You may take advantage of this easy way to make a tax–deductible contribution to the College’s Youth Scholarship Fund by writing an amount on the Registration Form. Your contribution helps children who would not otherwise have access to these challenging and exciting learning opportunities.

Disability Support Services

If you require an aid, services, or barriers removed to fully participate in Montgomery College Workforce Development & Continuing Education programs, register first, then call 240-567-7920 or TTY 240-567-7931, at least three weeks before the first day of class to arrange for reasonable accommodations. See the Workforce Development & Continuing Education *Schedule of Noncredit Classes* for a complete listing of services available for students with disabilities or telephone 240-567-5188 for additional information.

Transportation

Students and their parents or guardians are responsible for all transportation arrangements. Public transportation is available. Call Montgomery County Transit Information at 301-217-RIDE. Please pick up and deliver your student at assigned classroom as no before and after care is provided.

Behavioral Issues

Students will abide by the rules and regulations of Montgomery College including exhibiting classroom behavior that allows for a study environment free from harassment, discrimination, and disruption. Behavior contrary to this will not be tolerated and may result in expulsion.

Health Services

Should a medical emergency occur, trained personnel from the Campus Security Office will be available to render aid.

Food Services

Students may bring a lunch or snack. Cafeteria service will be available in the Humanities building at the Germantown Campus, in the Campus Center building at the Rockville Campus, and in the Student Services Center at the Takoma Park/Silver Spring Campus. Vending machines are located in various campus buildings.

Questions

Telephone 240-567-7264 or 240-567-7917