

# REGISTRATION FORM

Workforce Development & Continuing Education

Please Print Clearly



MONTGOMERY  
COLLEGE

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.

FAX completed registration form with credit card information to 240-567-7860 or 240-567-1877 or 240-567-7937.

Mail completed registration form with payment to WD&CE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number:  M  2         Birthdate   -   -     Sex ☐ Female ☐ Male

Month Day Year

Last Name                 First Name               Middle Initial

Address                      Apt. #

House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)

City                State   Zip       -

Home Phone         Work Phone

Fax         E-Mail

Have you attended MC before? ☐ Yes ☐ No *If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: <http://www.montgomerycollege.edu/studentforms>.*

How did you hear about us? ☐ Received brochure in mail ☐ Website ☐ Social media ☐ Advertisement ☐ On campus ☐ Other

**Military:** If the military is paying for your course(s), you must submit the last 4 digits of your SSN.

**STUDENTS WITH DISABILITIES**  
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

**ETHNICITY:** Choose one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)  
☐ Not Hispanic or Latino ☐ Hispanic or Latino

**RACE:** Choose all that apply, you may choose more than one. (Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)  
☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian and other Pacific Islander ☐ White

☐ U.S. Citizen ☐ Permanent Resident (Circle one: Green Card / Working Card) ☐ Other Immigration Status  (Used for tuition-setting purposes only.)

**CHECK ALL THAT APPLY:**  
☐ I have been a Maryland resident [as defined in the *Montgomery College Catalog*] for at least three months.  
☐ I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)  
☐ I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code:	Refunds will go to the registered student of record.					Total Due	\$

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook. I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

Student Signature Required \_\_\_\_\_ Date \_\_\_\_\_

Please indicate payment by: ☐ Check (payable to Montgomery College) **Credit card:** ☐ MasterCard ☐ VISA ☐ Discover

**Credit Card Information:** Expiration date on card   /   3 or 4 digit Security code on your card

Month / Year

Credit Card Number

Name on Card

Card holder signature required \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**  
Credit card information will be detached and disposed of promptly and properly after payment is approved.