



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.

- 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, 1st Floor
- FAX:** 207-741-5760
- EMAIL:** smccregistration@mainecc.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 courses(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.

