

## Non-Credit Registration Form

Fall \_\_\_\_\_ (year)    Spring \_\_\_\_\_ (year)    Summer \_\_\_\_\_ (year)

Legal Last Name \_\_\_\_\_ Legal First Name \_\_\_\_\_ Legal Middle Name \_\_\_\_\_

Other Legal Names (under which records may appear) \_\_\_\_\_ Preferred/Chosen First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ OR Massasoit Student ID# \_\_\_\_\_

Have you attended Massasoit Community College before?  Yes  No If yes, when? \_\_\_\_\_

Gender  Male  Female

Please note that Massasoit is required by federal guidelines to report a student's legal gender.

Veteran  Dependent of Veteran  Member of Armed Forces

Withdrawals before the start of the first class are granted a full 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course. **Please be advised that ceasing to attend a class DOES NOT constitute a withdrawal. If the proper withdrawal form is not completed, a grade of F (failure) will be recorded.**

Do you consider yourself to be Hispanic/Latino?  Yes  No

Please select one or more of the following that best describes you:

- American Indian/Alaska Native  Asian
- Black/African American  Cape Verdean
- Haitian  Native Hawaiian/Pacific Islander
- White/Caucasian

If you have a disability for which you believe you need a reasonable accommodation, please contact Access & Disability Resources at x1807.

CRN	COURSE/SECTION	COURSE TITLE	COURSE COST
<b>TOTAL AMOUNT DUE</b>			

Signature \_\_\_\_\_ Date \_\_\_\_\_

I acknowledge that by checking this box and providing my signature in an electronic format, I affirmatively consent to completing and signing the College's Registration Forms and all forms related thereto electronically. By doing so I further consent to be bound by all College policies and procedures associated with the Registration process to the same extent as if I provided a hard signature. I understand that the information contained in the Forms will be transmitted to Massasoit Community College and the College may use this information for other College business-related purposes. I understand that the option to receive, complete and sign a paper version of these Forms is available to me. I also understand that I have the right to receive a paper version of any Form I complete and sign electronically by requesting the paper version from Massasoit Community College by calling 508-588-9100 x1949.

### PAYMENT INFORMATION

**Check**

Please mail your check along with this registration form to the address listed to the right.

**Credit Card**

Log into your portal account to make payment once you receive your registration confirmation email. New students will receive their login credentials via email. Students may contact the Student Accounts Office via phone at 508-588-9100, x1507 to make a payment.

**Third Party Payment**

Students who are sponsored by third parties must submit, with their registration form, a letter of authorization from their agency indicating the amount of the sponsorship and billing information.

**Payment Plan**

Payment plan options are offered. Check the online schedule for availability at [mycollegepaymentplan.com/massasoit](http://mycollegepaymentplan.com/massasoit). Once students receive their registration confirmation, they can then activate their payment plan agreement.

**Completed forms may be submitted by Secure Document Upload, Email, Fax, or Mail.**

**Secure Document Upload:**

[www.massasoit.edu/registrar-forms](http://www.massasoit.edu/registrar-forms)

**Email:** registrar@massasoit.mass.edu

**Fax:** 508-427-1246

**Mail to:**

One Massasoit Boulevard,  
Attn: Registrar's Office  
Brockton, MA 02302

# Policies and Details

## **Accommodating Documented Disabilities:**

The District retains all obligations under the Individuals with Disabilities Education Act (“IDEA”), including but not limited to Child Find and Individual Education Plan for students with documented disabilities who are participating in early college programming located at a high school. The College agrees that it will cooperate with the District regarding the District’s IDEA obligations to the extent legally permissible. The College shall provide services and accommodations to students with disabilities participating in early college programming at the College consistent with the College’s obligations and protections under the American’s with Disabilities Act of 1990 (“ADA”) and Section 504 of the Rehabilitation Act of 1973 (“Section 504”). A high school shall inform all participating students and their parents that disability accommodations and services may vary depending on the location of the course due to the differences between the Individual Educational Plan (IEP), the laws governing secondary education (self-advocacy) and the legal mandates (ADA and Section 504) followed in higher education.

## **Tuition refund policy:**

For Fall/Spring credit courses: Withdrawal before classes begin: 100% of tuition and fees. Withdrawal after classes begin: refund based on the meeting time and length of class. For full-semester courses, students have a period of one week from the first scheduled class meeting to add or drop a course with a 100% refund. During the second week of the scheduled class meeting, students will receive a 50% refund. From the point of the first scheduled class meeting in the third week of classes, there is no refund. Please note: the College has no obligation to return funds after the first week of classes.

For Summer Session credit courses: Withdrawal before classes begin: 100% of tuition and fees. Withdrawal during the first two calendar days of summer session: 100% of tuition and fees. Withdrawals during the third and fourth day of each session: 50% of tuition and fees. No refund after the fourth calendar day of each session.

For Winter Session credit courses: Withdrawal before classes begin: 100% of tuition and fees. Withdrawal during the first day of Winter Session: 100% of tuition and fees. Withdrawal during the second day: 50% of tuition and fees. No refund after the second calendar day of Winter Session.

For non-credit courses: Withdrawals before the start of the first class are granted a full 100% refund. Withdrawals after the first class are refunded 0-50% depending on the length of the course.

## **Certification of Information:**

By completing the registration form, I understand that the information will be held in confidence and Massasoit Community College will only disclose information to authorized school officials who act in the student’s educational interest within the limitations of their “need to know” and to authorized government entities. Massasoit Community College strictly adheres to FERPA (Family Rights and Privacy Act of 1974) [www.massasoit.edu/ferpa](http://www.massasoit.edu/ferpa) which sets forth requirements regarding the privacy of student records. Any inquiries or concerns regarding the methods of holding data and types of data to be held may be addressed to the Vice President of Enrollment Management.

## **Notice of non-discrimination:**

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Chief Diversity Officer Yolanda Dennis, Office of Diversity and Inclusion, 508-588-9100, x1309, Brockton Campus, Administration Building, Room 219, [ydennis@massasoit.mass.edu](mailto:ydennis@massasoit.mass.edu), or the Director of Human Resources & Deputy Title IX Coordinator, Donna R. Boissel, 508-588-9100, x1505, Brockton Campus, Administration Building, Room 233, [dboissel@massasoit.mass.edu](mailto:dboissel@massasoit.mass.edu), the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights. The Policy on Affirmative Action, Equal Opportunity & Diversity can found at [www.massasoit.edu/EEO](http://www.massasoit.edu/EEO).

## **CORI/SORI:**

Students interested in participating in an academic or non-credit program that involves working with children, the disabled, or vulnerable populations including a clinical affiliation with a private and/or public health care provider, may be required to undergo Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) checks. Unsatisfactory CORI status will prohibit participation in Clinical/Internship experiences. CORI checks may be performed pursuant to Massachusetts General Law, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Commonwealth of Massachusetts Department of Public Health. SORI checks may be performed pursuant to Massachusetts General Law, Chapter 6, Sections 178C.

## **Clery Act:**

Massasoit Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), which is a federal law requiring most colleges and universities nationwide to publish statistics in order to inform the campus community about certain criminal offenses committed on or near campus. Clery statistics involving Massasoit Community College can be requested by contacting the College Police Department or visiting the College’s website at [www.massasoit.edu/massasoit-police](http://www.massasoit.edu/massasoit-police).