



Online Registration Process

Online Registration Process Overview – Two Steps!

- **Step 1 – Account Creation or Login**

Create an account with Dynamic Forms or login using your previously created Dynamic account credentials (user name and password)

- [Create Your Account](#)

- **Step 2 – Registration**

Complete online Registration form, make payment and submit form.

- Form will be sent to the Registrar's Office and Student Accounts Office for processing.
- Students will receive confirmation emails for submittal, payment processing and Massasoit new account creation and registration confirmation. Please make sure to check your spam/junk email folders.

Note: If you are an active (within last 2 years) Massasoit student and have your Massasoit portal credentials (user name and password), then click on the link below to access the form and complete your registration.

- [Registration Form](#)

Step 1 – Dynamic Forms Online Account Creation Process

If this is your first time, then you will need to create a Dynamic Form account.

Note: If you already have a Dynamic Account created, then skip to login instructions on the next page.

The image shows two screenshots of a web application's account creation process. The left screenshot is a 'Log In' form with fields for 'User Name or Email Address', 'Password', and a 'Log In' button. A red box highlights the 'Create New Account' link, with a red arrow pointing to the right screenshot. The right screenshot is a registration form with the following fields and restrictions:

- Username ***: Enter a Username. Username restrictions:
 - Must be at least 8 characters long
 - Must contain at least one letter.
- Set Password ***: Choose a password.
- Confirm Password ***: Confirm your password. Password restrictions:
 - Must be at least 8 characters long
 - Cannot contain your username.
 - Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$
- First Name ***: Enter your First Name here.
- Last Name ***: Enter your Last Name here.
- E-mail Address ***: Enter your Email Address here.

Once you submit your account request, a verification request will be sent to the email you used. Please find that email, click confirm your email, and you will receive confirmation that your account has been activated.

Step 1 – Online Account Login

Once you created your account and confirmed your email address, please log into the Dynamic form with your newly created user name and password.

Log In

User Name or Email Address

Password

[Create New Account](#) [Forgot Your Password?](#)

Once you click the log in button, the form will appear.

Step 2 – Registration

Please fill out the registration form, select your form of payment, and click submit.

Note: You must complete all required fields. The course table make take a few seconds to load once you select your course and course date. If you need to remove a course from the course table, in the course title field, scroll to top and re-select “Select Course” and the course will be removed.



1 Massasoit Boulevard, Brockton, MA 02302

Please note that this form will expire in 45 minutes.
You will receive a warning with 2 minutes remaining.

Non-Credit Registration Form

Legal Last Name Legal First Name Middle Name
Other Legal Names Chosen First Name Date of Birth:
Email Address: This field is required.
Massasoit Student ID# OR SSN:
Phone Type: -- Please Select --
Address
City State: -- Please Select -- Zip:

Have you attended Massasoit Community College previously? -- Please Select --
Gender -- Please Select -- Please note that Massasoit is required by federal guidelines to report a student's legal gender.
Military Status -- Please Select --
How did you hear about Massasoit Community College? -- Please Select --

Do you consider yourself to be Hispanic/Latino? -- Please Select --
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

Course Title	Start Date	End Date	Course/Section	Term	CRN	Course Cost
<input type="text"/> Select Course	<input type="text"/> Select Start Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Amount Due: 0.00

Students are financially responsible for payment of all tuition and fees assessed for course registration. A registration confirmation will be sent to the student's MyMassasoit email account once the registration has been processed. The confirmation will indicate the payment due date. Failure to make payment by the due date, may result in schedule cancellation. Information regarding payment plans, financial aid and other payment options will be included in the registration confirmation.

Select one of the payment options below. Electronic payments options will be directed to Touchnet, our secure payment site.

Payment -- Please Select --
Option:

Remember to select your payment type!

I acknowledge and understand the following:

- 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.
- Under the ADA and Section 504 of the Rehabilitation Act, students with disabilities may qualify for academic accommodations. To receive accommodations, students must voluntarily disclose their disability, submit disability documentation, and complete the intake process with Access & Disability Resources (ADR). Diagnostic information will remain confidential. A link to the disclosure form will be provided in the order confirmation email.
- 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 508-888-9100 x1949.

(click to sign)

Student Signature

Date

Save Progress

Submit Form

Remember to click submit

Sign electronically

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Matt

Valerius

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Step 2 – Registration Confirmation

- Once the form has been completed and submitted, you will receive a confirmation your submission has been successfully completed.



Thank you for requesting registration at Massasoit Community College. You will receive a registration confirmation from the Registrar's Office when your enrollment has been processed.

[View Form PDF](#)

If you need a copy of this form, please view and print or save this form now. This form contains confidential fields which you may not be able to view once it has been processed.

- The form will be sent for processing to the Registrar's office.
- In reviewing the form, the Registrar's staff may need to "Reject" a student's form, which sends the form back to the student to correct and re-submit. Some common reasons a form may be rejected include:
 - The student's date of birth, their phone or state is incorrect
 - The student does not meet the pre-requisites
 - The student has a hold based on their Massasoit financial account
 - The course is full
- The Registrar staff will process the completed forms and then register the student into their requested courses.
- Students will receive confirmation emails for submittal, payment processing and new Massasoit account creation (if a student is new to Massasoit), and registration confirmation. Please make sure to check your spam/junk email folders.

Thank You!

For registration questions, contact:

Registrar's Office

Email: registrar@massasoit.mass.edu

Phone: (508) 588-9100 x1949

For payment questions, contact:

Student Account's Office

Email: sao@massasoit.mass.edu

Phone: (508) 588-9100 x1507