

Part 1 of 2 (both sides must be completed)

FALL SPRING SUMMER YEAR: 20__ Check ONE semester only.

CONTACT INFORMATION: Complete the information below. Please print clearly.

Given Name/First Name(s) _____ Social Security Number _____
 Family/Last Name(s) _____ Student ID Number _____
 Permanent Address _____ Apt # _____ Phone (home) _____
 City _____ Region/Province _____ Phone (cell) _____
 Country _____ Email _____
 Local Address (if different than above) City _____ Emergency Contact Name _____
 State _____ Zip _____ Emergency Contact Phone _____

NEW YORK STATE REQUIRED INFORMATION: Please complete the information below. Print clearly.

Birth Date (Month/Day/Year): ___/___/___ Gender: Male Female

Citizenship Information:

U.S. Citizen
 Permanent Resident – Country of citizenship _____
 Not a U.S. Citizen – Country of citizenship _____
 Visa Type _____
 English is not my first language
 My first language is _____

Are you Hispanic/Latino? Yes No

If yes, check only ONE of the following:

Central American
 Dominican
 Mexican
 Puerto Rican
 South American
 Other Hispanic/Latino

Please indicate your race (select one or more):

American Indian or Alaskan Native
 Asian
 Black-African American
 Native Hawaiian or Other Pacific Islander
 White

Graduated from High School? Yes No

Date of H.S. Graduation or Anticipated Graduation _____

Check only ONE statement that corresponds to your goal for attending Tompkins Cortland Community College:

- Transfer to another SUNY college after earning a degree.
- Transfer to a non-SUNY college after earning a degree.
- Transfer to another SUNY college without earning a degree.
- Transfer to a non-SUNY college without earning a degree.
- Earn a degree/certificate and seek employment rather than pursue further post secondary education.
- Learn new skills or upgrade existing skills without earning a degree.
- Seek enrichment rather than to pursue a degree/certificate.
- Obtain a Certificate of General Education Development (GED) through the accumulation of college credits.
- Uncertain. Student has not determined his/her educational goal at this time.

Check only ONE of the statements below:

- I am a current student at Tompkins Cortland Community College.
- I have attended Tompkins Cortland Community College in the past.
- I have never attended Tompkins Cortland Community College.
- I have never attended Tompkins Cortland Community College, but have attended another college.

The college I last attended was: _____

If you received a degree, please specify the degree:

AAS BA/BS Masters PHD

Complete the chart below with the course(s) you wish to take.

NOTE: If you are registering for a course that requires a prerequisite(s) and you took the course at another institution, you must provide proof (unofficial transcript, grade report) of successful completion of the prerequisite course.

If you have not successfully completed the prerequisite course(s), you must obtain the course instructor's permission (signature or email) in order to register.

Your enrollment in the course(s) below is subject to availability at the time your registration form is processed

Name _____ Student ID Number _____

| Course Name/Number | Credits | Section | Sub Type | Audit | Instructor Signature | Advisor Signature |
|--------------------|---------|---------|----------|-------|--|---|
| sample: ENGL 101 | 3 | MO1 | LEC | N | Instructor approves that the student may register for the course without the prerequisite. | Advisor approves that the student has met the prerequisite in an alternate way. |
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Student Agreement: I agree to abide by all Campus/College rules and regulations.

I agree to pay Tompkins Cortland Community College for tuition and fees and any reasonable collection costs if applicable.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Immunization Requirement: Students registering for 6.0 credits or more and born on or after January 1, 1957 must provide proof of MMR immunization to the Health Center. Call 607.844.8222, Ext. 4487 for more information.

METHOD OF PAYMENT: QuickPay Online Billing and Payment System

Make your payment online with the Tompkins Cortland QuickPay Online Billing and Payment System through your myTC3 account. To access QuickPay, login into [myTC3](#) and select myINFO. Then select the "Make a Payment" tab. Electronic check and credit cards (VISA, Discover, and MasterCard) are acceptable methods of payment. Visit www.tompkinscortland.edu/enroll_svc/st_quickpay.asp for additional information.

REFUND POLICY: If you drop a course or withdraw from the College, you will be charged non-refundable tuition, fees, housing and meals according to the following schedule for 15-week courses.

FALL AND SPRING SEMESTERS

Prior to the start of classes0%
 During the first week of classes25%
 During the second week of classes....50%
 During the third week of classes..... 75%
 After the third week of classes100%

SUMMER AND WINTER SEMESTERS

On or before the last date to
 drop a course.....0%
 After the last date to drop a course...100%

* Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student. Non-payment of tuition and fees does not constitute an automatic withdrawal.