

## Course Registration Form

- Complete and submit this form to the Registrar Office.
- Before registering for courses, confirm course availability and ensure prerequisites have been met, Academic Advisors are available for assistance.
- Please complete both sides of this form to ensure your course registration will be processed efficiently.
- If you have any questions regarding registration, please contact the office, contact information listed above.

### Part 1: Student's Information

Name:	SS Number:	B Number:
Date of Birth:	Gender: M F	
Address:	Apt.	Floor
City:	State:	Zip Code:
Cell Number:	Home #:	Emergency Contact:
Email:	Email:	
County of Residence:		State:

### Residency Status:

Are you a citizen of the United States?	Yes	NO
If NO, Are you a Permanent Resident?	Yes	NO
If NO, of what country are you a citizen of?		
Visa Status:		

### Ethnicity Status:

White	Black/African American	Hispanic	Asian
American Indian	Other:		

### College History:

1 <sup>st</sup> time student (never attended anywhere)	New to SUNY Broome (previously attended college)
Previously attended SUNY Broome (continuing / readmit)	Fast Forward / Early Admit Student

Internal Use:                      Audit                      Senior Audit  
 Note:

Processed By:  
 Date:

**Part 2: Course Information**

Semester enrollment: FALL SPRING SUMMER WINTER Year:

CRN	Subject Code	Course Number	Course Section	Course Title	Credits	Advisor Use: Notes:
0000	ENG	110	32	College Writing (example)	3	Notes

**Part 3a: Student's Declaration and Certification**

All of the information given above is true and correct. I agree to pay promptly all charges owed to the College, and take responsibility for any collection costs incurred in the collection of this debt. If I decide to change my educational plans, I will notify the SUNY Broome Office of the Registrar in writing. I realize that non-attendance in class will not relieve me of my financial responsibility. To the best of my knowledge, I have met all the prerequisites for enrollment in the courses above. I agree to abide by all college rules and regulations.

**Part 3b: Student's Acknowledgment**

By submitting this form, I understand that I am registering for class(es) at SUNY Broome Community College, and I acknowledge and agree to:

- Pay promptly all charges owed to SUNY Broome Community College;
- Take responsibility for all costs of collecting unpaid charges, including, but not limited to collection agency fees, attorney fees and court costs;
- Permit SUNY Broome and/or its agents to contact me using any method available, including but not limited to the use of email, text and automated dialer systems; also any information furnished to SUNY Broome Community College may be used to contact me, including my cell phone number or work phone number;

**I Understand that:**

- If I am planning to pay my bill with financial aid or third party deferral and the funding does not materialize for any reason, I remain responsible for all charges owed to the College;
- The College provides account balance and payment information electronically via the MyCollege portal, electronic eBill and/or email. Paper bills are not mailed;
- Failure to make timely payment will result in a hold on my account that prevents registration and transcript requests;
- If my plans change, I will notify the College's Registrar office in writing;
- My refund eligibility will be based upon the official date of withdrawal and NYS Community College Refund Policy;
- My agreement covers any and all registration activity;
- Non-attendance in class will not relieve me of my financial responsibility.

**PART 4 Signature:**


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**STUDENT'S SIGNATURE:**


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**DATE:**
**Immunization Requirements:**

Students Registering for 6 credits or more, and born on or after January 1, 1957 must provide proof of MMR immunization to the College's Health Services by the first week of classes. Call 607-778-5181 for more information.

**FERPA**

SUNY Broome Community College does not discriminate on the bases of race, sex, color, religion, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in the recruitment or education of students; the recruitment and employment of faculty and staff; or the operation of any of its programs and activities. Where relevant, State and Federal laws apply.