



In order to register you for these Merced College professional development classes, please make sure we have all of the information required for enrollment in the college.

There are three forms that need to be completed:

1. **Application for Enrollment (3 pages)**
2. **Schedule Change Request ("Add") Form**
3. **Payment Options Form**

Use the checklists below to make sure all the required information and signatures are provided on each form:

<p style="text-align: center;"><b>1. Application for Enrollment</b></p> <p style="text-align: center;"><i>** This form must be completed if: 1) you have never enrolled at Merced College; or 2) you were <u>not</u> registered for a class last semester. **</i></p> <p><u>Page 1:</u></p> <p><input type="checkbox"/> <b>Personal Information</b> <i>(SSN is not required but preferred. Date of Birth is required to establish individual identification. Please provide previous names you may have used to register for the college in the past.)</i></p> <p><input type="checkbox"/> <b>Contact Information</b></p> <p><input type="checkbox"/> <b>Education Information</b></p> <p><u>Page 2:</u></p> <p><input type="checkbox"/> <b>Residency Certification<sup>1</sup></b> <i>(Residency information allows the college to determine if you qualify for in-state tuition, as well as financial or student support programs that may apply to you.)</i></p> <p><u>Page 3:</u></p> <p><input type="checkbox"/> <b>Certification</b> <i>Please check all of the "acknowledge" boxes whether the information applies to you or not.</i></p> <p><input type="checkbox"/> <b>Sign &amp; Date</b> <i>We cannot register you without a signature.</i></p>
<p style="text-align: center;"><b>2. Schedule Change Request ("Add") Form</b></p> <p style="text-align: center;"><i>** This form needs to be completed for <u>each semester</u> of classes. **</i></p> <p><input type="checkbox"/> <b>Birthdate or Merced College Student Number</b> <i>(top left boxes)</i></p> <p><input type="checkbox"/> <b>Telephone Number</b></p> <p><input type="checkbox"/> <b>Last Name</b> <i>(Please provide current and previous last name if previously registered under different last name)</i></p> <p><input type="checkbox"/> <b>First Name</b> <i>(Same as Application for Admission - no nicknames)</i></p> <p><input type="checkbox"/> <b>Sign &amp; Date at the bottom</b> <i>All of the other information is completed for you.</i></p>
<p style="text-align: center;"><b>3. Payment Options</b></p> <p style="text-align: center;"><i>** Fill out the information on the form for whether payment will be invoice, credit card, or cash. **</i></p> <p><input type="checkbox"/> <b>Student Name &amp; Email (at the top of the form)</b></p> <p>Complete information for <u>one</u> of the three options:</p> <p><input type="checkbox"/> <b>Invoice to Organization</b> <i>or</i></p> <p><input type="checkbox"/> <b>Credit Card Payment</b> <i>or</i></p> <p><input type="checkbox"/> <b>Cash Payment</b></p>

Seats are reserved first come, first served based on completed forms sent to the Workplace Learning Resource Center (WpLRC) along with confirmation of payment (company invoice, credit card, or cash only). **Send forms to Grace Perez by email at [grace.perez734@mccd.edu](mailto:grace.perez734@mccd.edu) or by fax at 209-386-6793.** Call the WpLRC at 209-386-6733 if you have any questions.

**WAITLIST:** For students on the waitlist while we cannot guarantee a seat in class.  
*You are welcome to attend the first day of class to see if a seat will be available.*

<sup>1</sup> If you are a Temporary Resident, Permanent Resident, Refugee/Asylee, or have a Student Visa make sure to provide your **Alien Registration number** and the **date the number was issued.**

If you have not lived in California for one year and a day, you will be charged the out-of-state fee of \$127 for a ½ unit class.





## Certification

- **Financial Aid Acknowledgement:** I acknowledge understanding that Federal and State financial aid programs are available and may include aid in the form of grants, work study, and/or available student loans; that I may apply for assistance for up to the total cost of my education including enrollment fees, books and supplies, transportation, and room and board expenses; that I may apply for financial assistance if I am enrolled in an eligible program of study and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.  
 I acknowledge
- **Selective Service Policy:** If you are a U.S. citizen or male living in the United States whose age is 18-25, you have an obligation to register in accordance with the Federal Military Selective Service Act (50 U.S.C. App[ 451 et seq.) Additional information can be obtained at the U.S. Postal Office or at the web site of the Selective Service whose URL is [www.sss.gov/welcome.html](http://www.sss.gov/welcome.html).  
 I acknowledge
- **Residency Policy:** You may be required to supply additional information to determine your residency status. Such information might be evidence in accordance with Education Code Sections 58040 et seq. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with the student. Failure to provide requested residency information will result in a determination of non-resident status.  
 I acknowledge
- **Nondiscrimination Policy:** Pursuant to appropriate California Education Code(s) the district shall not deny any person registration or enrollment because of the individuals ethnic group identification, religion, marital status, age, sex, handicap, or any other categories, as defined or required by law.  
 I acknowledge
- **Do you want Merced College to Release Directory Information?**       Yes       No  
**FERPA policy:** Under notification of the Family Education Rights and Privacy Act, you may, at the time you actually enroll, direct the college to withhold release of directory information to persons not employed by the college. Directory Information includes your name, address, and phone number, dates of attendance, major of study, award/degrees received, date of birth and the most recent institution previously attended.
- **Note to applicant:** Be informed that you cannot be required to provide a Social Security Number, which is used by colleges to identify student records, and is authorized by the state Chancellor's office of California Community College system for evaluation of educational programs and services. You may refuse to provide it. Also Public Law 104-208 known as the Solomon Amendment requires Merced College to provide student directory information to the Department of Defense, including Military recruiters.  
 I acknowledge
- **Do you want to receive your 1098-T Tuition Statement electronically?**       Yes       No  
The 1098-T is a tax form that is sent to students who paid "qualified educational expenses" in the preceding tax year. Qualified expenses include tuition, any fees that are required for enrollment, and course materials the student was required to buy from the school.

I certify under penalty of perjury that the information is correct and I understand that willful omission, falsification, or failure to report change in residency may result in my dismissal. I understand that the information submitted on this form becomes the property of the college and will be made available to state agencies for research purposes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Payment Options

In order to complete your registration to Merced College, please let us know how you will be paying: Invoice to Company/Organization, Credit Card, or Cash.

Complete the information below so that we can process your payment.

Registration for each ½ unit class is \$23.<sup>1</sup>

**Student Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Invoice Information

Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Invoices are sent *after* classes are complete in case employees are unable to attend.

### Credit Card Payment

(Visa or Master Card Only)

Name: \_\_\_\_\_  
(as it appears on the card)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorization Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Phone Number: \_\_\_\_\_  
(associated with card)

Billing Address: \_\_\_\_\_  
(associated with card)

City, State, Zip: \_\_\_\_\_  
(associated with card)

Signature: \_\_\_\_\_  
(Electronic Signatures are not valid)

Date: \_\_\_\_\_

#### WPLRC OFFICE ONLY

MGMT \_\_\_\_\_

Section # \_\_\_\_\_

ID# \_\_\_\_\_

### Cash Payments

Check the box if you plan to pay with cash.

Payment must be received before registration can be processed. Cash payments can be made at the Merced College Business Resource Center in downtown Merced on 630 W. 19<sup>th</sup> Street, Merced CA 95340. We are open from 8:00 AM to 5:00 PM Monday - Friday (except during the summer when the college is closed on Fridays). Please bring exact cash for the number of classes you plan to register.

**Reimbursements:** If you are not able to attend class, and you paid through credit card or cash, you can: 1) keep the amount in your account to use for later classes; or 2) contact Student Fees to be reimbursed. Student Fees is located on the 3<sup>rd</sup> floor of the Leshar Building on the main Merced College campus. Their phone number is 209-384-6212.

<sup>1</sup> If the student has not lived in California for one year and a day, the out-of-state fee of \$127 for a ½ unit class is applied to registration for each class that semester.