



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 Admission (front & back)
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:

### Application for Admission

**\*\*Complete this form if you are not currently enrolled or have not taken a credit class in 6 months.\*\***

#### Front Page:

- Last Name, First Name  
(Please include previous name if you've registered at the college before under a different first/last name)
- Current Address
- City, State, Zip
- Permanent Mailing Address  
(if different from current address)
- Social Security Number  
(Optional but preferred to verify if previously enrolled)
- Birthdate, Age, Gender
- Home and/or Cell Phone
- Admit Status
- Ethnicity  
(Including "Are you Hispanic or Latino?" checkbox)
- Residency Questions<sup>1</sup>  
(All of the questions including: state residency, citizenship, active duty, and primary language)

#### Back Page:

- Institutions Attended
- College (if applicable)
- Educational Goals

Skip the "Special Support Services" and "Optional" sections.

- Sign & Date the Bottom

### Schedule Change Request ("Add") Form

**\*\*This form needs to be completed for each class.\*\***

- Birthdate or Student Number (top left boxes)
- Telephone Number
- Last Name  
(Please provide current and previous last name if previously registered under different last name)
- First Name  
(Same as Application for Admission - no nicknames)
- Sign & Date at the bottom

*All of the other information is completed for you.*

### Payment Options

**\*\*Fill out the information on the form for whether payment will be invoice, credit card, or cash.\*\***

- Student Name (at the top of the form)
- Invoice to Company or Organization
- Credit Card Payment
- Cash Payment

Seats are reserved first come, first served based on completed forms sent to Workplace Learning Resource Center along with confirmation of form 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.

<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.

# Application for Admission

## Merced Community College District

- 2016     Fall  
 2017     Spring  
 2018     Summer

Last Name  First Name

Middle Name  Previous Name

Current Address (Where you currently live and/or receive mail)

City  State  Zip

Permanent Mailing Address (If different from Current Address, it is where you receive mail)

City  State  Zip

Social Security Number  Birthdate MM  DD  YYYY  Age  Gender  Male  Female

Home Phone  Cell Phone  Major/Academic Program  0 5 4 5 0 . C T

Admit Status  First time student     First time transfer student     Returning student     Continuing student     K-12 student

Are you Hispanic or Latino?  Yes  No

What is your race/ethnicity (Mark one or more)

<input type="radio"/> Mexican, Mexican-American, Chicano	<input type="radio"/> Asian Indian	<input type="radio"/> Cambodian	<input type="radio"/> Black or African American	<input type="radio"/> Hawaiian
<input type="radio"/> Central American	<input type="radio"/> Chinese	<input type="radio"/> Vietnamese	<input type="radio"/> American Indian/Alaskan Native	<input type="radio"/> Samoan
<input type="radio"/> South American	<input type="radio"/> Japanese	<input type="radio"/> Filipino	<input type="radio"/> Other	<input type="radio"/> Pacific Islander
<input type="radio"/> Hispanic Other	<input type="radio"/> Korean	<input type="radio"/> Asian Other	<input type="radio"/> Guamanian	<input type="radio"/> White
	<input type="radio"/> Laotian			

### Residency Certification

Have you lived in California continuously since birth?  Yes  No

What state do you regard as your permanent home?   If California, when did your present stay begin? MM  DD  YYYY

Have you ever (or if you are under 19, your parents or guardian) Yes No

Registered to vote in another state?

Petitioned for divorce in another state?

Attended an out-of-state education institution as a resident of that state?

Declared residency in another state for income tax purposes?

If yes, what year?

For Official Use Only

Residence Status

Citizenship (Immigration Status – Mark only one)  US Citizen     Temporary Resident     Student Visa F-1/M-1  
 Permanent Resident     Refugee/Asylee     Other Status

Alien Registration # **A**  Date Issued MM  DD  YYYY

Are you now on active duty in the armed forces? Or a dependent of someone in the armed forces?  Yes  No

Is English the language you speak most often?  Yes  No I mostly speak:

281768A

Print clearly in UPPERCASE letters

A	B	C	1	2	3
---	---	---	---	---	---

Correct Mark       
 Incorrect Marks

USE NO. 2 PENCIL ONLY or USE BLUE OR BLACK INK PEN ONLY

25377

**Institutions Attended - High School Graduation Type (Mark only one)**

Begin     End

Did not graduate/Not in high school

K-12 grade (Note: Students currently enrolled in high school or students under the age of 18 and not a high school graduate must also submit a "Permit for Special K-12 Students.")

- Enrolled in Adult School
- Received a High School diploma
- Passed GED/Cert. of Equivalency
- Certificate of Proficiency
- Foreign Secondary School Diploma

**Identify the last High School you attended prior to attending Merced College.**

- |  |                                      |  |   |  |                                      |                                      |                                      |
|--|--------------------------------------|--|---|--|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Atwater                | <input type="radio"/> Le Grand       | <input type="radio"/> Alabama          | <input type="radio"/> Georgia                       | <input type="radio"/> Louisiana                  | <input type="radio"/> Nebraska       | <input type="radio"/> Oklahoma       | <input type="radio"/> Utah           |
| <input type="radio"/> Buhach Colony          | <input type="radio"/> Livingston     | <input type="radio"/> Alaska           | <input type="radio"/> Guam                          | <input type="radio"/> Maine                      | <input type="radio"/> Nevada         | <input type="radio"/> Oregon         | <input type="radio"/> Vermont        |
| <input type="radio"/> Chowchilla             | <input type="radio"/> Los Banos      | <input type="radio"/> Arizona          | <input type="radio"/> Idaho                         | <input type="radio"/> Maryland                   | <input type="radio"/> New Hampshire  | <input type="radio"/> Pennsylvania   | <input type="radio"/> Virginia       |
| <input type="radio"/> Delhi                  | <input type="radio"/> Madera         | <input type="radio"/> Arkansas         | <input type="radio"/> Illinois                      | <input type="radio"/> Massachusetts              | <input type="radio"/> New Jersey     | <input type="radio"/> Puerto Rico    | <input type="radio"/> Virgin Islands |
| <input type="radio"/> Dos Palos              | <input type="radio"/> Mariposa       | <input type="radio"/> Colorado         | <input type="radio"/> Indiana                       | <input type="radio"/> Michigan                   | <input type="radio"/> New Mexico     | <input type="radio"/> Rhode Island   | <input type="radio"/> Washington     |
| <input type="radio"/> Firebaugh              | <input type="radio"/> Merced         | <input type="radio"/> Connecticut      | <input type="radio"/> Hawaii                        | <input type="radio"/> Minnesota                  | <input type="radio"/> New York       | <input type="radio"/> South Carolina | <input type="radio"/> West Virginia  |
| <input type="radio"/> Golden Valley          | <input type="radio"/> Pitman         | <input type="radio"/> Delaware         | <input type="radio"/> Iowa                          | <input type="radio"/> Mississippi                | <input type="radio"/> North Carolina | <input type="radio"/> South Dakota   | <input type="radio"/> Wisconsin      |
| <input type="radio"/> Gustine                | <input type="radio"/> Turlock        | <input type="radio"/> Dist of Columbia | <input type="radio"/> Kansas                        | <input type="radio"/> Missouri                   | <input type="radio"/> North Dakota   | <input type="radio"/> Tennessee      | <input type="radio"/> Wyoming        |
| <input type="radio"/> Hilmar                 | <input type="radio"/> Yosemite       | <input type="radio"/> Florida          | <input type="radio"/> Kentucky                      | <input type="radio"/> Montana                    | <input type="radio"/> Ohio           | <input type="radio"/> Texas          |                                      |
| <input type="radio"/> Other HS in California | <input type="radio"/> Other HS in US |  | <input type="radio"/> Other HS in Foreign Countries | <input type="radio"/> Did not attend high school |                                      |                                      |                                      |

**College - Graduation Type (Mark one only)**

- Received Associate's Degree     Received Bachelor's Degree or Higher     Other

Date of Graduation MM   DD   YYYY

**Educational Goals - Using the numbers 1,2,3 choose three in order of preference.**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Obtain a Bachelor's Degree after completing an Associate's Degree.   | <input type="checkbox"/> Earn a vocational certificate without transfer    | <input type="checkbox"/> Maintain certificate or license (e.g. nursing, real estate)               |
| <input type="checkbox"/> Obtain a Bachelor's Degree without completing an Associate's Degree. | <input type="checkbox"/> Discover/formulate career interests, plans, goals | <input type="checkbox"/> Educational development/personal enrichment (intellectual, cultural)      |
| <input type="checkbox"/> Obtain a two-year vocational degree without transfer                 | <input type="checkbox"/> Prepare for a new career (acquire job skills)     | <input type="checkbox"/> Improve basic skills in English, Reading or Math                          |
| <input type="checkbox"/> Obtain a two-year Associate's Degree without transfer                | <input type="checkbox"/> Advance in current job/career (update job skills) | <input type="checkbox"/> Complete credits for high school diploma or GED                           |
|   |  | <input type="checkbox"/> 4-year college student taking courses to meet 4-year college requirements |

How many hours per week do you expect to work while enrolled in college?   hours

**Special Support Services**

Merced College is committed to your educational success. Each area listed provides special services. Please indicate those services that would benefit or interest you.

- Financial aid     Child care     Disabled (DSS)     Transfer services     Employment assistance
- Basic skills     Course tutoring     English 2<sup>nd</sup> language (ESL)     Ext Oppty (EOPS)     CW-Cal Works

**Optional**

We request your cooperation to enable Merced College to comply with government mandated reporting requirements and to receive additional funding for vocational programs.

Are you a migrant worker or the child of a migrant worker?  Yes  No

Are you a single parent?  Yes  No

Are you a displaced homemaker?  Yes  No

Do you consider yourself economically disadvantaged?  Yes  No

A person who:

- Annual income below \$10,400 for single persons or \$14,000 per couple with \$3,600 additional per dependent child.
- Eligible for public assistance. (e.g. food stamps, free or reduced lunch for your children.)
- Eligible for student financial aid.

- Has not worked for 5 or more years except to provide unpaid services for family members, or
- Has been dependent on either the income of another family member or on public assistance.
- Is no longer receiving income from either source or
- Is currently unemployed or underemployed and having difficulty obtaining or upgrading employment.

Are you receiving TANF, SSI, or General Assistance?  TANF  SSI  General Assistance

**Certification**

**Selective Service Policy:** If you are a U.S. citizen or male alien living in the United States whose age is 18 through 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. Post Office or at the web site of the Selective Service whose URL is <http://www.sss.gov/Welcome.html>.

**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 68040 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.

**Nondiscrimination Policy:** Pursuant to appropriate California Education code(s) the district shall not deny any person registration or enrollment because of the individual's ethnic group identification, religion, marital status, age, sex, handicap, or any other categories, as defined or required by law.

**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 of persons not employed by the college. Directory information includes your name, address, phone number, dates of attendance, major of study, award/degrees received, date of birth and most recent institution previously attended.

If you do not want Merced College to release directory information mark this box.

**Note to all Applicants:** You are hereby informed that you cannot be required to provide a Social Security Number (SSN). The SSN is used by the college as a common method to identify student records, and is authorized by the state chancellor's office of the California Community College system which uses them for evaluation of educational programs and services. You may refuse to provide a SSN. 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, upon request.

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 on this form will be made available to state agencies for research purposes.

Student Signature X \_\_\_\_\_ Date \_\_\_\_\_

# MERCED COLLEGE SCHEDULE REQUEST FORM

<input checked="" type="checkbox"/> 2016	<input type="checkbox"/> 2017	<input type="checkbox"/> 2018
--	-------------------------------	-------------------------------

<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input checked="" type="checkbox"/> SUMMER
-------------------------------	---------------------------------	--

Please enter either your Student ID Number, Date of Birth (MM/DD/YYYY), or Social Security Number in boxes below:

--	--	--	--	--	--	--	--	--	--

K-12 Student   
  Continuing Student\*   
  New/Former Student\*\*  
 \* Continuing Student: If you were enrolled in Merced College last semester.  
 \*\* New/Former Student: If you were not enrolled in Merced College last semester.

LEGAL NAME: Do not use nicknames

STUDENT TELEPHONE NO. \_\_\_\_\_

LAST NAME

FIRST NAME

MIDDLE NAME

## COURSE REGISTRATION/ADDS

Instructional Dean's signature required if effective date is after 3 <sup>rd</sup> week						OFFICIAL USE ONLY PRC = Pre-Requisite Challenge / MM = Multiple Measure / OTR = Other Transcript					
SECTION NO.	COURSE	UNITS	DAY	TIME	BLDG/ROOM	COUNSELOR SIGNATURE REQUIRED IF PREREQUISITES NOT MET OR ON PROBATION	PLACEMENT OVERRIDE COUNSELOR APPROVED USING			INSTRUCTORS SIGNATURE TO ADD A CLASS (IF NEEDED)	DATE OF FIRST ATTENDANCE
							PRC	MM	OTR		
EXAMPLE: 1001	ENGL-85	3	MWF	7-10PM	IAC-122						
	MGMT 50M	.5	T	8-12:15PM	BRC-122					<i>PPistorresi</i>	6/21/16
Cultural Diversity											
June 21 & 28, 2016   8:00 AM - 12:15 PM											

## COURSE DROPS

IT IS THE STUDENTS RESPONSIBILITY TO DROP ANY CLASS THAT THEY DO NOT INTEND TO COMPLETE				OFFICIAL USE ONLY
SECTION NO.	COURSE	DAY	TIME	COUNSELOR SIGNATURE REQUIRED IF DROPPING GUID 54
				EXAMPLE: 1001

## PASS/NO PASS

Students have until the end of the following semester to change from PASS to a letter grade		
SECTION NO.	COURSE	UNITS
EXAMPLE: 1001	ENGL-85	3

STUDENTS ENROLLING IN A LAB CLASS INVOLVING READING, WRITING, MATH, SCIENCE OR EXERCISE WILL ALSO BE ENROLLED IN A NO CHARGE- NON-CREDIT CLASS FOR RECORD KEEPING 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:** \_\_\_\_\_

### 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: \_\_\_\_\_

<b>WPLRC OFFICE ONLY</b>
MGMT _____
Section # _____

### Cash Payments

Check the box if you plan to pay with cash.

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 through 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 Leshner 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 until they are an official California resident.