



Visual and Performing Arts

MONROE COMMUNITY COLLEGE

Registration Form

Sign, date and return to the VaPA Department by:

- August 27, 2015

Mail to 1000 East Henrietta Road Rochester, New York 14623-5780 Visual and Performing Arts Department Attn: Vicki Pankratz, Fax to 585-292-3839, Email to vpankratz@monroec.edu, or drop off in The Visual and Performing Arts Department located in Building 6 Room 209 at the Brighton campus.

Name: _____ Student ID: M00 _____ Program: _____

Primary E-mail and phone #: _____

Please choose from the following:

I am a new student (no college credits) _____

OR

I am a transfer/A.P./ dual credit student (some college credit) _____

I have sent my official transcripts to admissions _____ I have NOT sent my official transcripts to admissions _____

OR

I am a returning student to MCC _____

_____ I have completed my placement testing (if required)

***** Your placement testing MUST be completed or we will be unable to create a schedule for you*****

*****Placement testing results cannot be revised, please take the time to prepare for these tests*****

_____ I want to confirm my registration

_____ Full Time (12 or more credit hours)

_____ Part Time (7-11 credit hours) **OR** _____ Part Time (3-6 credit hours)

_____ Morning/Afternoon classes

_____ Afternoon/Evening classes

_____ Evening only classes*

**Most programs cannot be completed in two years by taking evening classes only or fewer than 15 credit hours per semester.*

By submitting my registration, I acknowledge that my tuition and fees will be paid by the due date and that I am liable for any collection costs that may result from my failure to pay, including, without limitation, collection agency fees, court costs, and attorney fees. If I change my educational plans, I will notify the Office of Registration and Records in writing and realize that non-attendance in class will NOT relieve my financial responsibility. I further acknowledge that it is my responsibility to be aware of and comply with college policies and procedures including the drop/add tuition refund schedule and NYS residency requirements.

X _____ Date: _____



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Student Checklist

ACTIVATE YOUR MCC STUDENT NETWORK ACCOUNT

You will receive a letter by mail with instructions for setting up your new electronic network account. This account will allow you to use on-campus computers and access the myMCC Portal, where you can view your student records, register for classes, and access a variety of MCC online services. **This account must be activated prior to advisement and registration.** If you have questions or need assistance, please email technologyhelp@student.monroecc.edu.

START CHECKING YOUR MCC STUDENT EMAIL ACCOUNT

The last step of the process outlined above will set up your MCC student email account. *This email account is the official mode of communication used at the college.*

CHECK TO BE SURE YOUR FINANCIAL AID IS IN ORDER AND EXPLORE SCHOLARSHIP OPPORTUNITIES

For instructions on how to apply for financial aid, explore scholarship opportunities or to check the status of your financial aid, please visit www.monroecc.edu/go/finaid.

SEND UPDATED TRANSCRIPTS TO THE ADMISSIONS OFFICE

Official transcripts should be mailed to MCC Admissions Office, P.O. Box 92808, Rochester, NY 14692.

COMPLETE PLACEMENT TESTING IF REQUIRED***

Placement testing information, including the testing flyer and parking pass, can be accessed at <http://www.monroecc.edu/go/testing>. **No revisions will be made to your placement test scores.** Please take the time to review and prepare for these tests. Review information can be found at <http://www.monroecc.edu/depts/counsel/acculinks.htm>. If you are required to take the test you were notified in your acceptance letter. If you're unsure please email the Admissions Office at <mailto:admissions@monroecc.edu> and they will let you know. Students who live outside of the Rochester region may test off-campus by completing a request form located on the placement testing web page.

RETURN THE REGISTRATION FORM TO THE VaPA DEPARTMENT

MUST BE RECEIVED BY August 27, 2015. Mail to 1000 East Henrietta Road Rochester, New York 14623-5780 Attn: Visual and Performing Arts Department, fax to 585-292-3839, email to vpankratz@monroecc.edu or drop them off to The Visual and Performing Arts Department in Building 6 Room 209 at the Brighton campus.

SIGN UP FOR HOUSING IF INTERESTED IN LIVING ON CAMPUS

Visit <http://www.monroecc.edu/go/housing> for information on Residential Life or a housing application.

CHECK INTO PAYMENT OPTIONS

Make payment arrangements by the due date on your bill. For information on your Student Account or to pay your bill please visit www.monroecc.edu/go/studentaccounts.

ATTEND ORIENTATION AND GET YOUR MCC PHOTO ID

Orientation is designed to provide you with information you need to be successful as you pursue your educational goals at MCC. For information about Orientation, including Orientation registration instructions, visit www.monroecc.edu/go/orientation.

SUBMIT IMMUNIZATION RECORDS TO HEALTH SERVICES

Official MMR (Measles, Mumps, Rubella) immunization records need to be submitted to the college's Health Services Office. The Health Services Office can be reached at www.monroecc.edu/go/health.

APPLY FOR A PARKING PERMIT

Parking permits are required. Please visit www.monroecc.edu/depts/pstd/parking.htm to apply on-line.