



Procedures for Senior Citizen Auditors

1. Download and fill out the pdf on your computer **or** print and fill out the Senior Audit Registration Form (skip steps 2-3 if mailing in).
2. If your document requires an electronic signature (a signature field with a red arrow), your document must include a Digital ID signature in that form field.
 - a. If it is your first time signing with a digital ID, you must create it on your computer.
 - b. When you click to sign you will be prompted to create a new digital ID. Choose create your own which is usually the last box
 - c. Choose save to file
 - d. Fill out your information in the appropriate fields and select continue
 - e. Your digital ID can be password protected if you choose that option.
 - f. You are now able to sign documents electronically when necessary
3. Save the filled-out form using the filename with your last name, first initial in the filename. (i.e. file-name-smith-j.pdf)
4. Email your completed registration form to registration@monroecc.edu or mail in your form to the address at the bottom of this page. Once processed you will be notified via reply email of your registration status.
5. You are responsible to pay tuition if you register yourself for classes.
6. You must be 60 years of age or older and a New York State resident on the date the course begins in order to eligible for the Senior Citizen Audit program.

**To learn more about campus reopening updates and what to expect on your first day, please visit [MCC's Coronavirus webpage](#).

Due to the COVID-19 most courses will fall into two distance learning formats. For both of these types of courses, *students will not come to campus*:

- **Online (SLN) classes** are offered through our online Blackboard learning management system. Students choose when to sign in and participate in class activities but are expected to meet deadlines for assignments and assessments.
- **Remote classes** use Blackboard, Zoom, or other technologies. Students will sign in and participate virtually in lectures and group work during the *specific times* listed for the class. Students will also be expected to participate in other instructional classroom activities, which may include watching or reading online lectures, engaging in Blackboard discussion forums, and/or participating in online group activities. These additional activities will be completed on the student's own time and not during the Remote class meeting times.

Some MCC courses will have all or part of the course on campus. For these types of courses, *students will be expected to come to campus*:

- **Traditional classes** have all instruction delivered on campus. Students are expected to come to campus for each scheduled meeting time. There are very few traditional courses being offered this fall.
- **Hybrid classes** have only a portion of the learning on campus. The rest will be delivered remotely or online. Most hybrid courses combine a lecture (being delivered remotely or online) and a laboratory (delivered in-person).

You'll find on-campus courses at the Brighton Campus, Downtown Campus, Applied Technologies Center, and Public Safety Training Facility.

If you have any other questions please contact the Registration & Records staff at (585) 292-2300 or registration@monroecc.edu.

MCC Registration, 1000 E. Henrietta Road, Rochester, NY 14623



Senior Audit Registration Form

Spring _____ Fall _____ Student M# (if known): _____

Personal Information

Current Legal Last Name: _____ First Name: _____

Previous Last Name (if applicable): _____ First Name: _____

Cell Phone Number: _____ Home Phone Number: _____

Email Address: _____

Date of Birth: _____ Gender: Male Female

Address

Local Residence (including Residence Halls at any College)

Address: _____ Building/Apt: _____ County: _____

City: _____ State: _____ Zip Code: _____

Permanent Residence (must match FAFSA form) if different from residence address, or Foreign Address (International Students)

Address: _____ Building/Apt: _____ County: _____

City: _____ State: _____ Zip Code: _____

Non-US Only: Province _____ Postal Code _____ Country _____

I acknowledge that my tuition will be paid by the tuition due date and that I am liable for any collection costs as a result of my failure to pay, including, without limitation, collection agency fees, court costs and attorney fees. If I decide to 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.

Signature: _____ Date: _____

Course Selections

CRN	Preferred Course Example: XYZ 109-001	CRN	Alternate Course Example: XYZ 109-001	Credits Example: 3

Important

- You may not register for more than 11 credit hours
- You may not register for classes that are waitlisted.
- For classes that have a prerequisite, students are responsible for contacting the appropriate academic department prior to registration.

Registrations forms that are incomplete or incorrectly filled out may result in processing delays.