

## On Course for College Program Checklist

1. **2017 On Course for College Application**
2. **Preliminary High School Transcript**
3. **Copy of intent to home-school letter** (if applicable)
4. **Accuplacer Test Scores** (if applicable)
5. **Payment**
  - \$81.00 for non-technical course fees
  - \$108.00 for technical course fees*Note: Fees subject to change*

**Partially completed application packets will not be accepted.**

Please return **completed** application, supplemental forms, and payment of fees to:

Central Maine Community College  
1250 Turner Street  
Auburn, ME 04210

Attn: Andrew Morong  
Tel: (207) 755-5448  
Fax: (207) 755-5493  
amorong@cmcc.edu

**On Course for College Program Guidelines:**

This program is available to senior or second-semester junior students who are currently enrolled in a Maine public high school or an approved secondary private school. Please include your State Identification number used by your high school. Home-schooled students are also welcome to apply. Students must meet all of the course prerequisites and provide documentation of their course selection(s) to be registered. In addition:

- Awarding high school credit for college work is at the discretion of the high school.
- Obtaining transcripts, posting grades to a high school, and other academic tasks are the student's responsibility.

**Payments:**

- Students are given a 100% tuition scholarship; they must pay the fees at the time of registration plus the cost of the book(s) when purchased. Students are not registered for the course until payment of fees is received.
- Schools with designated funding to assist students with the remaining fees and book costs must have made prior arrangements with the CMCC Business Office. Please contact Tracey Farmer in the Business Office at 755-5234 or tfarmer@cmcc.edu with any questions.

**Student Information**

Name (First, Middle, Last): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ Zip Code: \_\_\_\_\_

State Identification Number: \_\_\_\_\_ Gender:  F  M

Cell Phone: \_\_\_\_\_ Carrier: \_\_\_\_\_ Text:  Yes  No

Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

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

**Course Registration Information**

| Designator | Course # | Section | Title                    | Credits | Fees   | Semester      | Year |
|------------|----------|---------|--------------------------|---------|--------|---------------|------|
| ENG        | 101      | 01      | EXAMPLE- College Writing | 3       | \$\$\$ | (Spring/Fall) | 2016 |
|            |          |         |                          |         |        |               |      |
|            |          |         |                          |         |        |               |      |

\*Courses are available on a space available basis.

\* Not more than a total of 6 total credits may be taken per student per academic year.

I understand that I am responsible to read, understand and accept all CMCC policies outlined in the student handbook, which may be found at [www.cmcc.edu](http://www.cmcc.edu). The Family Education Rights and Privacy Act of 1974 (FERPA) is intended to protect access and the release of student records and personal data. A student's name, class, major and address may be released unless this box is checked:

**Guidance Participation Approval**

The Student:

- Has this High School's permissions to attend a CMCC course.
- Had attained at least the Junior level in his/her studies.
- Has a minimum weighted GPA of 2.5 or higher

**SAT:**  
 Math: \_\_\_\_ Reading: \_\_\_\_ Writing: \_\_\_\_

**Accuplacer:**  
 Math: \_\_\_\_ Algebra: \_\_\_\_  
 Reading: \_\_\_\_ Writing: \_\_\_\_

High School Guidance Official Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

High School Guidance Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Eligible for Free or Reduced Lunch Verified By: \_\_\_\_\_

- Check here if Home-Schooled *Home-schooled students should attach the following to this application:*
- A transcript (parent-generated is fine) showing 1st year, 2nd year, 3rd year, and 4th year classes with grades and credits earned.
- A copy of the parents' intent to home school that has been filed with the State.

**Parent or Legal Guardian and Student**

**REQUIRED FOR ALL MINORS (under age 18) ATTENDING CMCC CLASSES:**

Students will NOT be registered for college credit course until this release is signed and on file with CMCC.

**Maine Community College System Assumption of Risk, Release and Liability Waiver Form for Enrollment of Minor Students.**

\_\_\_\_\_ (“the minor student”) and \_\_\_\_\_ (“the parent” or “the legal guardian”) want the minor student to take classes at Central Maine Community College (“College”). The parent represents that the minor student is not yet 18 years of age; that the parent is the parent or legal guardian of the minor student; and that the parent is legally competent to sign this form on behalf of the minor student. The parent and minor student (collectively “we”) agree to the following representations, understandings and agreements.

We understand that the law and culture of higher education generally presume that college students are mature adults capable of independently evaluating their environment and independently attending to their needs. We understand that the minor student will voluntarily enter into an adult environment; that the College will treat the minor student as an adult within that environment; and that the minor student accepts fully the rights and responsibilities of an adult within that environment. We understand that expectations that we may have for support and service(s) that may arise from the minor student’s experience in secondary education will often not be appropriate or available in the collegiate setting. In particular, we understand that the minor student will be taking college level courses and that the academic environment will encourage free discussion and open inquiry of sometimes controversial subjects.

We represent that the minor student has the emotional and intellectual maturity necessary to participate beneficially in the collegiate environment. We have access to, and agree to follow, all College policies and procedures and, if the minor student indicates that he or she cannot adapt to that environment, we agree to withdraw, and/or permit the College to remove, the minor student from the College.

We understand that the College will have specific rules that will apply to the minor student’s ability to enroll and attend. These rules may include, but are not limited to, certain enrollment prerequisites, registration requirements, placement tests, matriculation status, and access to “remedial” or “developmental” courses. Examples of such rules are as follows: (In the High School Guidance Approval section above). For a complete understanding of like applicable rules, we agree to consult with the College and we agree to accept their application to the minor student.

On behalf of ourselves, our family, heirs and personal representative(s), we understand and agree that the College will treat the minor student as an adult; that we have had a reasonable opportunity to consider the risks of a minor student participating in the adult and independent learning environment of the College; and that we assume all such risks regarding the minor student’s participation at the College. On like behalf, we further release, hold harmless, indemnify and covenant not to sue the Maine Community College System, College and their governing boards, trustees, employees and any agents from and against any and all liability for harm, injury, damage, claims, demands, actions, causes of action and expenses of any kind that we may have or that may hereafter accrue to us, directly or indirectly, related to any loss, damage or injury that we may sustain from the minor student’s participation at the College.

We have both read the above form; we both understand its terms and conditions, and we both intend to be bound by it from the date of signature below until the student reaches his or her 18th birthday and is no longer a minor.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Parent Participation Approvals:**

“I understand that I am registering for a course (or courses) at CMCC and I assume full responsibility for the expenses that I incur as a result of this registration. I authorize CMCC to forward my grades to my high school upon completion of coursework if I request it.”

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the student is under the age of 18, parental/guardian signature is required on both the application as well as the Minor Enrollment Waiver. A signature is indication of the parent’s/guardian’s approval and willingness to assume responsibility for expenses incurred by their son/daughter.

**Central Maine Community College use only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

**Please return this completed application along with payment and fees to:**

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Attn: Andrew Morong  
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