

**NON-MATRICULATED STUDENT REGISTRATION FORM**Name: \_\_\_\_\_  
(First) (Middle) (Last) (Birth/Maiden Name)Mailing Address: \_\_\_\_\_  
(Street/PO Box) (Apt/Unit) (City) (State) (Zip)Phone: (\_\_\_\_\_) \_\_\_\_\_ ☐ Cell E-mail Address: \_\_\_\_\_Gender: ☐M ☐F ☐Prefer not to say SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

The Family Rights and Privacy Act of 1974 is intended to protect access and release of student records and personal data. Directory information- such as name, class, major, and address- may be released unless this ☐ box is checked. (Release of non-directory information requires the student's submission of a separate FERPA consent/release form.)

Today's date: \_\_\_\_\_ Course Year: \_\_\_\_\_ Semester: ☐FALL ☐SPRING ☐SUMMER ☐WINTER

Designator	Number	Section	Title
<b>ENG</b>	<b>101</b>	<b>01</b>	<b>Example-College Writing</b>

Registration requests must be complete with registration form and supporting documents (if needed). Live/on-location courses require proof of full Covid vaccination status, including applicable boosters to be submitted with this form. Incomplete registrations will not be accepted or held. Documents submitted via email must be sent as “.pdf” attachment only; please no embedded images, cloud sharing, or alternative file types.

For courses with prerequisites, evidence of meeting requirements and/or written instructor permission must be submitted with this form. Acceptable documents may include: unofficial college transcripts, SAT scores, Accuplacer scores, printed email communication with the instructor, etc. Documents must display the student's name, issuing organization, and complete course/test and grade/score information.

If a desired course is full, students are waitlisted or registered for an equivalent section (if available). Students are responsible for monitoring CMCC accounts for opening notifications and to accept offered seats. Details will be provided as needed.

CMCC's Business Office will contact the student for payment. Failure to respond can result in being dropped from courses. If dropped, a new registration request must be submitted.

Students are responsible for reading communications sent by CMCC and for monitoring their assigned CMCC email accounts after registration is complete. Login information will be mailed via USPS to the address above after registration.

Office use: Processed CMCC ID