



Secondary Partnerships CollegeNOW!

COMPLETION INSTRUCTIONS

1. Provide your full first name, full middle name, and last name as it appears on your official documents (driver's license, birth certificate, or Social Security card). Your application may not be accepted without your full legal name.
2. MCC uses your SSN to verify your identity and to retrieve your record. IRS regulations require colleges to provide accurate SSN's. If no SSN is provided to MCC, a Student Taxpayer's ID form is required and will be sent to you for completion. Failure to supply a SSN or Taxpayer ID form will delay registration.
3. Student signature is required and serves as confirmation that the information provided is your own and factually true. Parent/guardian signature is required if the student is under 18 years of age. Without a parent signature, students under the age of 18 cannot be registered.

NAME _____

Last
First
Middle

ADDRESS _____

Number
Street
PO Box
Apartment Number

City
State
Zip
County

PHONE NUMBER Home () _____ Other () _____

SOCIAL SECURITY NUMBER _____

NOTE: If you are applying for an ACE Access Early College scholarship (refer to the Student Resources sheet) your social security number is required to enable MCC to report your enrollment and tuition to the ACE Financial Aid Officer.

BIRTH DATE _____ **GENDER** Male Female

HOME SCHOOL HIGH SCHOOL NAME _____ **GRADUATING MONTH/YEAR** _____

RACIAL/ETHNIC GROUP: Federal Law requires Metropolitan Community College to report the ethnicity of all U.S. citizens and resident aliens in the following categories. Hispanic/Latino (HIS) Non-Hispanic/Latino (NHS)

If NHS, please select one or more race groups:

American/Alaska Native (AN) Asian (AS) Asian/Pacific Islander (NP) Black or African American (BL)
 Hawaiian-Pacific Islander (HP) White (WH)

Signature of Student _____
Date

PARENT/GUARDIAN: I give permission for my student to participate in college courses through Metropolitan Community College. I understand I am responsible for all tuition and fees less any scholarships or payments made by the high school or other third parties.

Signature of Parent or Legal Guardian _____
Date

Complete this portion if you are 16 years of age or older
 Provide course(s) information below for enrollment. **Quarter** (choose one): Fall (FA) Winter (WI) Spring (SP) Summer (SS)

YR/Quarter	Course Number	Section Number	Course Title
YR/Quarter	Course Number	Section Number	Course Title

Complete this portion if you are under 16 years of age
 If student is not 16, permission to enroll in a course will be on a case-by-case basis.
Attention Advisors - Do not register students under 16. Submit this completed and signed Registration Form to Secondary Partnerships, Fort Omaha Campus, #7. Secondary Partnerships office will contact student with enrollment determination.

YR/Quarter	Course Number	Section Number	Course Title
YR/Quarter	Course Number	Section Number	Course Title

COMPLETED ONLY BY MCC STAFF
TEST SCORES

	Reading	Writing	Math
ACCUPLACER	_____	_____	_____
ACT	_____	_____	_____

High School Official Signature _____ Date _____ Date
Signature ONLY if student requests high school credit for MCC course.
 Updated June 2019

FERPA
FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student's education/financial records to a third party in most circumstances. Under FERPA, MCC reserves the right to withhold such information from a third party unless a current valid release is on file.

Students who wish to grant parental, spouse, or third party access to their educational records may do so by completing an Authorization to Release Student Information Form. Parents will not have access to any student information, including tuition payment, unless a student completes a FERPA form.

TUITION – Tuition is based on half the rate for the 2019-20 academic year for Nebraska residents. Payment is made separately. Please do not send cash or check with your registration. Students may also apply for an ACE scholarship.

PAYMENT OPTIONS

Online

Pay tuition and fees by credit/debit card or ACH transfer online with **Self Service** <https://www.mccneb.edu/Prospective-Students/Tuition-Financial-Assistance/Payment-Options.aspx>. The student must have an active student account and password. MCC accepts Discover, MasterCard, VISA, and American Express.

Phone

Pay tuition and fees by phone using credit/debit card by calling Student Accounts at 531-622-2405 or the Contact Center at 531-622-5231. Student will supply the credit/debit card number, expiration date, CVV code, and MCC ID# at the time of payment.

In Person

Pay tuition and fees in person with credit/debit card, cash, check or money order at any campus/center Student Services Office.

Mail

1. Make the check payable to: Metropolitan Community College
2. Note on the check the student's name if different from the name that appears on the check.
3. Include MCC ID# OR last four digits of Social Security number on the check.
4. Mail to: Metropolitan Community College, Student Accounts, P.O. Box 3777, Omaha, NE 68103.

Please do not send cash in the mail. For cash payments, see Pay in Person above.

ACE – ACCESS COLLEGE EARLY SCHOLARSHIP

Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for award consideration. Qualifications, application and instructions at website <https://ccpe.nebraska.gov/ACE>.

REFUND POLICY – See the current MCC Catalog for refund policy.

NEBRASKA RESIDENT HIGH SCHOOL STUDENTS PAY HALF-PRICE STANDARD TUITION.

*STANDARD TUITION IS DISCOUNTED 50% FOR EACH QUARTER THROUGH THE SUMMER QUARTER OF THE YEAR YOU GRADUATE.
EFFECTIVE FALL QUARTER, FOLLOWING YOUR HIGH SCHOOL GRADUATION, THE DISCOUNT NO LONGER APPLIES.*

Nondiscrimination and Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above. Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact: Julie Langholdt – Dean of Student Advocacy and Accountability: 531-622-2202, jlangholdt@mccneb.edu (students); Missy Beber – Associate Vice President of Human Resources: 531-622-2236, mibeber@mccneb.edu (employees); Bernie Sedlacek – Director of Facilities Management, Planning and Construction: 531-622-2529, bsedlacek@mccneb.edu (accessibility); or the United States Department of Education Assistant Secretary for Civil Rights – Office for Civil Rights (OCR): 1-800-421-3481, ocr.ed.gov. Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation, or affirmative action or diversity issues, contact: Associate Vice President for Equity and Inclusion: 531-622-2649, cqooch@mccneb.edu. The address for all of the above individuals is as follows: Metropolitan Community College 30th and Fort streets P.O. Box 3777 Omaha, NE 68103-0777