FLCC Registration Form

This paper form is available for students who have an account with FLCC, and who are experiencing issues with the MyFLCC registration process. We encourage all students to register through MyFLCC for the quickest registration process (https://my.flcc.edu/Student). This form will be reviewed and processed, typically within 3 business days - please read the following, before submitting this form:

• If you have not taken a course with FLCC before, please review the instructions here: https://www.flcc.edu/register/.

• If you have an account but have not completed the Financial Responsibility Agreement or the Prior Disciplinary Dismissal Agreement yet, please complete those in MyFLCC before submitting this form (forms will be returned unprocessed, if these are not completed first).

• Proof of prerequisites must be on file, or accompany this request.
Registration Form for Credit Courses

Last Name: ___________________ First: ___________________ Middle: ________ SSN: ____________________

Year: ___________ Term (check one): □ Fall □ Spring □ Summer □ Winter

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Meeting Days and Times</th>
<th>Tuition and Fees</th>
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Total Payment Due: $________

Legal/Permanent Address: □ Check box if this is an address change

Street Address: ____________________________________________
City: ___________ State: ________ Zip: ________

Email Address: ___________________________________________

Birth Date: ___________ Legal Sex (F/M): ____________________

Student Affirmation (Ontario County Residents Only):
I swear that the above address is my permanent address and has been since _______________ and that I am now, and have continuously been for at least one year, a resident of New York State and for at least six months a resident of Ontario County both immediately and prior to the date of my application for admission to Finger Lakes Community College or to this affirmation, and in addition to my present residence, I have lived at the following places during the year prior to the date of this affirmation:
Address: ____________________________________________ Date: ___________
Address: ____________________________________________ Date: ___________

Student’s Signature: ________________________________________

Sworn to me this __________________________ day of ________________________
Notary Public: ____________________________________________

Affirmation must be notarized to be valid

(Student Signature required:)

FLCC has a Student Code of Conduct Policy that outlines the rights and responsibilities of students, behaviors prohibited on or off campus and possible sanctions. I understand the policy pertains to me while I am enrolled at FLCC and can read the Policy at http://www.flcc.edu/offices/judicial or request a copy from the Office of Community Standards. I certify that I have met all stated prerequisites for the course(s) listed above. I acknowledge that my tuition and fees will be paid by the tuition due date and that I am liable for any collection fees as a result of my failure to pay, including, without limitation, collection agency costs and fees, court costs and fees, attorney costs and fees. If I decide not to attend FLCC, I will submit a ‘Complete Official from all classes’ form on www.flcc.edu/OneStop prior to published deadlines, and I realize that non-attendance in class will not relieve my financial responsibility. I understand that FLCC may use an automated calling system and a pre-recorded message to contact me by phone regarding my affiliation with the college. I have reviewed and understand the college’s refund policies, which can be found at http://www.flcc.edu/offices/bursar/refunds.cfm. By signing this form, I acknowledge that I can read and understand the statements and policies as set in the FLCC catalog. To register, sign here! X __________________________ Date: ___________

To ensure compliance with FLCC Admission Policy, please complete:

- Have you been expelled and/or dismissed from a college for disciplinary reasons? □ Yes □ No

Would you like to receive important text messages related to your FLCC application and enrollment process? □ Yes □ No

EMAIL: onestop@flcc.edu (Please send this encrypted. If you do not have an encrypt option in your email, please ask us to send you a secure link – please do not send this form via normal email) PHONE: (585) 785-1000

Nondiscrimination Notice: Finger Lakes Community College does not discriminate based on an individual’s race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.
Print Student's Name: ___________________ ___________________ __________

OR

FLCC ID No.: ________

Student's Soc. Sec. No.: ________

Total Amount: $___________

Semester: ________

Year: ________

Please check one: 

- Discover Card
- Master Card
- Visa

Credit Card No.: ________________________________________________

Expiration Date: Month ________ Year ________

Enter the three Digit Card Verification Value that appears on your Credit Card (see example below) (Required): [Redacted]

Print Cardholder's Name: ___________________ ___________________ __________

Credit Cardholder’s Address (where you receive your credit card statements):

Street Address or P. O. Box

City ___________________ State __________ Zip Code

Cardholder’s Telephones:

Day: [Redacted] Evening: [Redacted]

By signing below, I agree to pay the above-mentioned total amount. I acknowledge that I have read and understand the statement and policies as set in the FLCC Catalog.

X ___________________ Date

Cardholder Signature

FOR OFFICIAL USE ONLY: Amount Paid: ________ Receipt #: __________________ Date received: ________

By: __________________

Form updated 10/16/17