Course Registration Form

You can register by mail between January 4 and May 20 for Summer Session I and between January 4 and July 1 for Summer Session II.

Complete the following:
- Course Registration Form
- Student Data Form
- Certificate of Residence (New York state residents only)

Mail completed forms to:

**Cattaraugus County Campus:** Jamestown Community College, Counseling & Career Planning Center, 260 N. Union St., PO Box 5901, Olean, NY 14760-5901
Fax: 716.376.7022

**Jamestown Campus, North County Center, Warren Center:** Jamestown Community College, Registrar’s Office, 525 Falconer St., P.O. Box 20, Jamestown, NY 14702-0020
Fax: 716.338.1472

Do not send cash. Make check payable to Jamestown Community College. Payment in full must accompany forms.

**SUMMER 2016 REGISTRATION FORM**
for part-time students only (1-11 credits)

name_____________________________________________________   J-number or social security number______________________________________

Complete registration form by providing information requested. Consult master schedule for course information. Example:

JM 3200 ENG 1540 3 Writing About Literature Higgins,G 1:15PM-2:30PM ..T.R.. ARSC 227 LE

<table>
<thead>
<tr>
<th>CMP</th>
<th>CRN</th>
<th>SBJ</th>
<th>CR</th>
<th>HRS</th>
<th>LAB FEE or SLN COURSE FEE</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
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Payment Process
Please review registration and payment procedures outlined on page 3.

Tuition & Fees (subject to change)

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>TUITION-$188 x number of credits (NY resident with valid certificate of residence)</td>
<td>$</td>
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<tr>
<td>$377 x number of credits (NY resident without valid certificate of residence or out-of-state resident)</td>
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<tr>
<td>LAB FEES (see on-campus course listing)</td>
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<td>TECHNOLOGY FEE: $8.25 per credit hour</td>
<td>$</td>
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<tr>
<td>LEARNING NETWORK FEE: $3.50 per credit hour</td>
<td>$</td>
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<tr>
<td>TOTAL AMOUNT ENCLOSED</td>
<td>$</td>
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</tbody>
</table>
Student Data Form  Please PRINT clearly.


Month  Day  Year

4. Are you a U.S. citizen? ☐ Yes ☐ No  If no, please attach copy of visa, green card, or other appropriate documentation to this form.

5. Race classification: ☐ American Indian or Native Alaskan ☐ Asian ☐ Black or African American ☐ Native Hawaiian or other Pacific Islander ☐ White ☐ Unknown

If yes, please indicate background: ☐ Dominican ☐ Mexican ☐ Puerto Rican ☐ Central American ☐ South American ☐ Other Hispanic/Latino

6. Legal name:

Last name
First name
Middle name

7. If you have ever used a different name, please provide it.

8. Permanent Address:

Street
P.O. Box
City
State
Zip code +4
Phone
Area code

9. Temporary Address:

Street
P.O. Box
City
State
Zip code +4
Phone
Area code

10. Emergency Contact:

Full Name
Relationship (spouse, guardian, parent, brother, etc.)
Phone
Area code

11. Email address to reach student :

____________________________________________________________________________________________________

12. Choose the item that best describes your reason for taking classes at JCC (please check only one):

☐ Transfer to another SUNY college after earning a degree/certificate
☐ Learn new skills or upgrade existing skills without earning a degree/certificate
☐ Transfer to a non-SUNY college after earning a degree/certificate
☐ Seek enrichment rather than pursue a degree/certificate
☐ Transfer to a SUNY college without earning a degree/certificate
☐ Obtain a GED through the accumulation of college credits
☐ Transfer to a non-SUNY college without earning a degree/certificate
☐ Earn a degree/certificate and seek employment rather than pursue further post-secondary education
☐ Uncertain

13. Are you planning to complete your entire degree online? ☐ Yes ☐ No

14. Are you planning to complete your entire degree online? ☐ Yes ☐ No

15. Type of high school diploma you earned or will earn: ☐ Local ☐ Regents ☐ General Equivalency Diploma (GED) ☐ None

16. Have you ever been convicted of a felony? ☐ Yes ☐ No  If yes, please contact admissions office.

17. Optional (check all impairments that apply):

☐ Mobility impaired ☐ Emotionally impaired
☐ Hearing impaired ☐ Learning disabled
☐ Visually impaired ☐ Other

18. Optional

Are you a single parent? ☐ Yes ☐ No
Are you a displaced homemaker? ☐ Yes ☐ No
Do you have a limited English language proficiency? ☐ Yes ☐ No

The college is periodically requested to provide names and addresses of students to outside organizations such as other colleges and employers.  If you prefer that your name and address not be included, please notify the registrar’s office.

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Certificate of Residence

**New York state residents:** If you do not complete and return this form, you must pay out-of-state tuition. If you are paying out-of-state tuition, you **DO NOT** have to complete this form.

**Please follow directions carefully:**
- Provide all information requested. Form must be signed, notarized, and submitted to the JCC business office.
- Legal address should list street, road, or route number. RDs and box numbers are not sufficient.
- All Chautauqua County residents must provide township of residence.
- Name of property owner is required by your county treasurer.
- Students must account for at least one year of residency in New York state. Accounts that do not have this form on file will be assessed non-resident status.
- New York state law requires students to file a new certificate of residency every year.

For tuition purposes, New York residency means that you have lived in this state as a permanent resident for 12 months prior to the start of the semester. If you have not lived in New York state for 12 consecutive months, contact the business office as soon as possible. New York State Education Law 6305 requires the college to have a current certificate of residence on record for your student account every academic year. **Please complete this form no earlier than 60 days prior to the start of the semester.** You can have your signature notarized at your campus business office in person with proof of identification.

If you live in Chautauqua County, Allegany County, Cattaraugus County, and Erie County, complete the top portion of the form and return your notarized application to JCC, PO Box 20, Jamestown, NY 14702-0020. The college will have your certificate certified through the business office. If you live in other counties in New York State, access JCC’s website, www.sunyjcc.edu, for instructions from your county treasurer’s office. Forward the original certified affidavit issued to you from your county treasurer’s office to JCC’s business office. The original signed form must be mailed to JCC.

Thank you for completing the proof of residency requirement which may now make you eligible for the lower New York state resident tuition rate. Please contact the college business office if you have questions: Cattaraugus County Campus: 716.376.7504, Jamestown Campus: 716.338.1003, or North County Center: 716.363.6500.

**CERTIFICATE OF RESIDENCE**

Affidavit (or Affirmation) for Certificate of Residence Pursuant to Section 6305 of the Education Law in connection with attendance at a community college.

today’s date _______________ social security number ____________________________

student’s name ____________________________ last __________ first __________ initial __________

parent or guardian ____________________________ last __________ first __________ initial __________

student’s permanent legal address ____________________________

street or road (include number) ____________________________ post office/city ____________________________ township ____________________________

county ____________________________ state ____________________________ zipcode ____________________________

name of property owner ____________________________ student’s home phone ____________________________ student’s business phone ____________________________

How long have you lived at the above address? ________ year(s), ________ months

Citizenship: U.S. Other ____________________________ If other, list visa type and attach copy.

If you have not lived at the above address stated on this form for one year, list previous address(es):

street or road ____________________________ post office/city ____________________________ township ____________________________

county ____________________________ state ____________________________ years / months ________ name of property owner ____________________________

street or road ____________________________ post office/city ____________________________ township ____________________________

county ____________________________ state ____________________________ years / months ________ name of property owner ____________________________

I hereby certify the above address is my permanent legal address, and that I have been a resident of New York state for one (1) year and of the county named above for the last six (6) months preceding my enrollment at Jamestown Community College, Jamestown, NY.

student’s signature ____________________________

stamp of notary public: date ____________________________ signature of notary public ____________________________

DO NOT WRITE BELOW THIS LINE

**To whom it may concern:**

This is to certify that ____________________________ is presently residing in the City or Town (specify) of ____________________________ and has resided in the State of New York for a period of at least one year and in the County of ____________________________ for at least six months immediately preceding the date hereof.

dated at ____________________________, New York this __________________day of ____________________________ 20__

town or city clerk’s signature ____________________________