Registration Form

MORAINE PARK TECHNICAL COLLEGE

1 PLEASE PRINT   Please read information on back of yellow copy.

Student Identification Number	Social Security Number

Last Name	First Name	Middle Name	Prior Name

Mailing Home Address City State Zip Code	Area Code Home Phone	**Legal Residence**

☐ City ☐ Village ☐ Township   County of

Permanent Address (if different) City State Zip Code	Area Code Cell Phone	of _____

Date of Birth ___/___/___	E-Mail Address	Resident of which high school district?

Parent Education Level: ☐ None ☐ High School diploma ☐ GED/HSED ☐ Associate degree/Technical Diploma/Technical Certificate ☐ Bachelor's degree (4 years) ☐ Master's degree or greater (more than 4 years)	Resident of which Wisconsin Technical College System district?

Select the highest credential you have received:

☐ No prior college ☐ Some college (postsecondary credit) ☐ Short-term diploma ☐ 1-year diploma ☐ 2-year diploma ☐ Associate degree
☐ Associate degree plus additional credential ☐ Baccalaureate ☐ More than baccalaureate

2

☐ Male
☐ Female

U.S. Citizen? ☐ Yes ☐ No
If no, visa status: ☐ F-1 ☐ S-1 ☐ J-1 ☐ M-1
Other _____

Work status as defined on back of form. (Please indicate)
☐ Dislocated Worker ☐ Full-time ☐ Not in Labor Market
☐ Part-time ☐ Underemployed ☐ Unemployed/Seeking Employment

This Information Is Required For Federal Statistic and is Confidential

Ethnicity
Are you Hispanic? ☐ Yes ☐ No

Race (Check all that apply) ☐ American Indian or Alaskan Native ☐ Asian ☐ Black
☐ White ☐ Native Hawaiian or other Pacific Islander ☐ Client Refused to Provide

Name of High School Attended City State	Graduated Month Year	Highest Grade Completed _____

☐ GED/HSED Year Completed _____

Are You a Veteran?
☐ Yes
☐ No

Demographic Status (Select all that apply) ☐ Disabled ☐ Displaced Homemaker* ☐ Economically Disadvantaged*
☐ Limited English Proficiency* ☐ Single Parent*

Please mail completed form with a check or money order to:
Moraine Park Technical College
Attention: Student Services Mail Registration
PO Box 1940
Fond du Lac, WI 54936-1940

Class schedules events and fees are subject to change without notice and are not to be considered a contractual guarantee for any course.

3

I certify that the information on this form is true and complete to the best of my knowledge.

SIGNATURE _____   Date ___/___/___

4   COURSE REGISTRATION

Class Title	Start Date	No. Cred.	CRN	Subject	Course	Course Fees

*See definition on back of form.

DO NOT WRITE BELOW THIS LINE

REV:3/7/18

Social Security Number

Social Security number is voluntary. Standard use of the Social Security number as part of a student's record has proven to be beneficial for both the student and the College. It provides a unique identifying element and assists the College in its state and federal government reporting requirements. **Social security numbers are not shared with outside entities**, they are used only as a unique identifier for the student and to correctly release tax data to the student via the 1098T tax form.

Student Identification Number and ID Cards

At the time of registration, Moraine Park assigns a unique identification number to each new student. ID numbers are used to provide access to college services.

Student ID cards are issued in the Main Office. IDs are valid for two years. Lost or damaged cards can be replaced for a fee of $10.

Privacy of Records

The Wisconsin Public Records Law requires release of information held public by the Family Rights of Privacy Act of 1974. Moraine Park has designated as public information your name, address, telephone number, date of birth, program, year accepted into program, dates enrolled, dates of attendance for completed course or general dates of the current semester, withdrawal dates or date of death, type of degree or diploma, college ID photo, student e-mail address and most recent institution attended. This information can be held confidential by filing a form in the Student Services Center. Agencies who provide you financial aid can receive any information held private under this law, regardless of a Withhold of Data Request.

Age Requirement for Enrollment

Must be 16 years of age prior to class start date or receive special permission.

Legal Residence

An individual who is a legal resident of the state of Wisconsin pays resident program fees. Out-of-state residents pay additional tuition for postsecondary classes. The out-of-state tuition applies to vocational adult classes.

Age 62 or Older Exemptions

The Wisconsin State Legislature provides exemption for payment of program fees for students 62 years of age or older enrolled in vocational adult classes (fourth digit of course number is 4). These exemptions do not include material fees or other assessed fees. These exemptions do not apply to associate of applied science degree, technical diploma, or apprenticeship courses (fourth digit of course number is 1, 3, or 5).

Moraine Park provides discounts to students 62 years of age or older enrolled in avocational courses (fourth digit of course number is 6). A 25% discount of the community service fee is applied. This discount does not include material fees or other assessed fees.

Demographic Status

While submission of this data is optional, students are encouraged to complete this section. Check all that apply. Definitions are:

Disabled - Persons having either physical or mental impairments.

Displaced Homemaker – Person has been providing unpaid services to family members in the home and is unemployed or underemployed and is experiencing difficulty obtaining or upgrading employment, AND who:

- Has been dependent on the income of another family member but is no longer supported by that income. OR
- Is the dependent spouse of a member of the Armed Forces on active duty (As defined sec. 101(d)(1) of Title 10, US Code – and whose family income is significantly reduced because of deployment (Sec99(b) of US Code – a call to order to active duty pursuant to a provision of law (Sec 101(a)(13)B) of Title 10-A permanent change of station, or the service connected (Sec 101(16) of Title 38) death or disability of member.

Economically Disadvantaged - Any person or family member who receives AFDC or food stamps or whose income is at or below poverty level as defined by the Department of Commerce.

Limited English Proficiency - Member of a national origin minority who does not speak and understand the English language in an instructional setting well enough to benefit from vocational studies to the same extent as a student whose primary language is English.

Single Parent - Persons who are unmarried or legally separated and have custody or joint custody of one or more minor children or are pregnant.

Work Status at Enrollment (Please indicate)

Employed **full-time** or **part-time**, **underemployed** (job duties materially below your qualifications), **underemployed/seeking employment**, **not in labor market**, or **dislocated worker** (terminated or laid off or notified of such, eligible for unemployment or exhausted entitlement, or unlikely to return to previous employment or occupation).

Grades

Grades can be viewed via web self-service via the Student Records>View Final Grades links. If official grades are needed, please request an official transcript from the Registrar's Office.

Ethnicity

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Hispanic refers to people born in North, Central and South America and in the Caribbean whose language is Spanish. This definition **excludes** people born in Europe whose language is Spanish or Portuguese and non-Spanish speaking people born in Brazil, Belize, French Guyana, Guyana (former British Guyana), Surinam (former Dutch Guyana) and other non-Spanish speaking territories.

Race

American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. Aleuts and Alaska Eskimos are commonly referred to as Alaskan Natives. The term "Native American" has been used recently to represent the same group of individuals designated here.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or other Pacific Islander - A person having origins in any of the original peoples of the Hawaiian Islands or the Pacific Islands.

Native Hawaiian refers to a person having origins in any of the peoples of the Hawaiian Islands. Pacific Islander refers to a person having origins in any of the peoples of the Pacific Islands.

White - A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Refund/Withdrawal Policy

It is the student's responsibility to complete an add/drop request form with student services staff or withdraw via web self-service if they are no longer interested in the course(s) they registered for. If a withdrawal is not completed, students are responsible for all tuition and fee payments for holding their seat in the enrolled course.

Amount of Refund

- **100%**
  - If the College cancels a course.
  - If a student applies for a refund before the first class meeting.
- **80%**
  - If a student applies for a refund before 11% of the course's potential hours have been completed.
- **60%**
  - If a student applies for a refund when 11% of the hours are completed but before 20%, of the course's potential hours have been completed.
- **0%**
  - If a student applies for a refund after 20% of the course's potential hours have been completed.

A student may transfer 100% of fees from a dropped class within 5% of the instructional hours being complete of the course at start of the term and the class added is requested at the same time that the drop occurs. If there is a fee difference between the dropped and added courses, students are credited or billed accordingly**.**

Deadline to Withdraw From Classes

Depending on the length of a course, the last date to withdraw occurs when 67% of the instructional hours are complete. A refund occurs if applicable. After that date, the earned grade is awarded and is calculated into the cumulative grade point average.

Federal Return of Title IV Funds Policy: The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. This policy applies to all students who withdraw, drop out, are expelled or otherwise fail to complete the period of enrollment for which they were charged and who receive financial aid from Title IV funds.

Note: Students who do not complete a withdrawal form when discontinuing a credit class will receive an F grade on their transcript. Students may drop **Associate of Applied Science Degree** or **Diploma** classes up to the time 67% of the class is completed. Classes may not be dropped after 67% of the class is completed. The drop date shall be the date upon which the student officially notifies the school to initiate a class drop or withdrawal process.