

# NEW ACCOUNT & REGISTRATION FORM FOR NONCREDIT STUDENTS

Easily create your account and register online with our new noncredit registration system! Visit <https://noncredit.aacc.edu>

## STUDENT INFORMATION (REQUIRED)

Prefix/Salutation: \_\_\_\_\_  
 Legal LAST Name: \_\_\_\_\_  
 Legal FIRST Name: \_\_\_\_\_  
 Middle Initial or Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
 Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ AACC ID Number (if known): \_\_\_\_\_

## ADDRESS, RESIDENCY AND CONTACT INFORMATION (REQUIRED)

Email Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Type:  Cell  Home  Office  Other

### HOME Address

A home address is required for all AACC students.

Address (line one): \_\_\_\_\_  
 Address (line two): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 County (if in MD): \_\_\_\_\_

### Residency

Select only one (1): I have maintained my legal domicile\* for the past three (3) months...

- in Anne Arundel County, Maryland
- in Maryland, outside Anne Arundel County
- not in the state of Maryland

*\*legal domicile means the place where you have your permanent principal home to which you return or intend to return.*

### Citizenship

Students who are not US citizens will be required to provide proof of eligibility to enroll in courses at AACC.

Select only one (1):

- I am a US citizen
- I am a permanent alien resident
- I have a visa; visa type: \_\_\_\_\_
- other

## MAY WE CONTACT YOU WITH PROMOTIONAL COMMUNICATIONS? (REQUIRED)

Choosing "Yes" will provide you the latest information on course and program offerings related to your interests.

Yes, but only by the following methods (please check the methods that we may use to contact you):

- Mail
- Phone
- Email
- Text Message

No, please do not contact me

Once you complete your first registration and fully set up your AACC account, all official college communications will be sent to your AACC email address (@mymail.aacc.edu), which can be accessed on the MyAACC student portal. Additionally, AACC would like to contact you to provide you with the latest information on course and program offerings and services that may be of interest to you. Your selections to the left will dictate how we contact you with these types of communications.

## INTERESTS

What goals can AACC help you accomplish? Select all Learning Goals that apply:

- Completing training set up by employer
- Enhancing my skills/knowledge for work
- Getting a degree
- Getting a new job or career
- Getting my high school diploma or GED
- Learning English
- Taking classes for fun/life enrichment

## ACKNOWLEDGEMENTS

**Accuracy:** I hereby certify that the information that I have provided on this registration form is accurate and complete. I understand that if I have provided information in this registration form that is determined to be false, I may be disciplined, up to and including suspension or expulsion.

**Contact by Phone/Email:** By submitting this form and providing your phone number and email address, you are giving your express written consent without obligation for AACC to contact you regarding informational and transactional communications related to AACC's educational mission, ordinary college communications, and emergency notifications using e-mail, phone, or text, including automated technology for calls and/or texts to the mobile number(s) provided. For more details, including how to opt out, please contact 410-777-2325 or [iscenter@aacc.edu](mailto:iscenter@aacc.edu).

**Class Participants:** I authorize the release of my email address to participants in online classes for which I register. **Transfer:** I understand that the information in this registration and my education records may be released without my consent to any institution in which I seek to enroll or am enrolled and that AACC may obtain my education records from any institution that I attended prior to submitting this registration form.

**Policies:** In submitting this registration form, I accept and agree to abide by AACC's policies and procedures and requirements in the college catalog, including but not limited to, the Code of Student Conduct, Academic Integrity Policy, and Drug and Alcohol Policy.

**Residency:** I understand that AACC reserves the right to request additional information and documentation to assess my residency, military affiliation, veteran status, or age, if necessary. In the event AACC discovers that I provided false or misleading information, I may be billed by AACC retroactively to recover the difference between the tuition rate I was charged and the tuition rate I should have been charged if accurate information had been provided for the current and subsequent semesters. If circumstances affecting my residency, military affiliation, or veteran status change, I agree to notify AACC in writing within 15 calendar days of the change in status.

**Non-US Citizens:** I understand that if I am a lawful permanent residents or student with a visa, I will be required to submit official documentation after I register in order to be enrolled in the course(s) and will be removed from the course(s) if I do not provide sufficient documentation, as determined by AACC.

**Payment:** I understand and agreed by submitting this registration form, I am obligated to pay for all tuition, fees, and supplies for the course(s) listed above. I have read and agree to be bound by the noncredit course refund policy can be found at [www.aacc.edu/policies/noncredit-course-policies/](http://www.aacc.edu/policies/noncredit-course-policies/). I acknowledge that payment for tuition, fees, and supplies are due at the time of registration, and that after a course has started, refunds will only be granted in unique circumstances as set forth in the Noncredit Course Policies.

**Release:** The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, is a federal law which concerns the confidentiality of student education records. The policy of the college is to protect and distribute a student's educational records, including, but not limited to, any personally identifiable information, in accordance with the federal Family Educational Rights and Privacy Act. The college does not disclose information from a student's education record without the student's written consent, unless an exception to FERPA applies, including but not limited to, health and safety emergencies, other college officials with legitimate educational interests, response to lawfully issued subpoenas, and directory information, as defined by the college. Students have the right to opt-out of the disclosure of their directory information by notifying the college's registrar in writing. I understand that if I choose to affiliate a course registration with my company or other third party by requesting they be billed directly for the class, OR registering in a class sponsored by the company or third party, Anne Arundel Community College will release to the affiliated company or third party only my academic information related to that registration.

**Notice of Nondiscrimination:** AACC prohibits all types of discrimination, harassment, sexual misconduct, and retaliation on the basis of race, color, religion or creed, ancestry or national origin, sex, age, marital status, physical or mental disability, sexual orientation, gender identity, veteran status, citizenship, and genetic information. To file a complaint of discrimination, harassment, sexual misconduct, or retaliation, please contact the chief compliance and fair practices officer/Title IX coordinator at 410-777-1239 or [complianceofficer@aacc.edu](mailto:complianceofficer@aacc.edu), or Maryland Relay 711.

**Security:** The security of all members of the campus community is of vital concern to Anne Arundel Community College. Information concerning campus security and crime statistics is available at <https://www.aacc.edu/campus-safety/>. For copies write: Anne Arundel Community College, Department of Public Safety, 101 College Parkway, Arnold MD 21012-1895.

**Certificate of Completion:** I acknowledge that students enrolling in courses that are part of a noncredit program leading to a Certificate of Completion will automatically be enrolled in that noncredit program. Upon successful completion of the minimum required courses for that program, a Certificate of Completion will be included on the student's noncredit transcript. To receive a printed Certificate of Completion, students must follow the process identified on the Noncredit Certificates page: <https://www.aacc.edu/apply-and-register/noncredit-registration/noncredit-certificates/>.

## DEMOGRAPHIC INFORMATION

Colleges often are asked by entities and agencies, such as federal, state, and local governments, to provide aggregate data, describing demographic data of their students, such as gender, race, and ethnicity. Submission of this demographic information is voluntary and will not be used to determine your admissibility to AACC. It is compiled for statistical purpose only.

### Sex and Gender Identity

- Male  
 Female  
 Prefer not to respond

If you would like to provide your gender identity or chosen name, once you register and create your AACC account, you can provide this information in MyAACC

(<https://portal.aacc.edu>) Self-Services on the User Profile page. Demographic information based on sex is requested here using data values that are accepted by the agencies referenced above for aggregate reporting.

### Ethnicity

- Select only one (1):  
 Hispanic/Latino  
 Non Hispanic/Latino

### Race

- Select all that apply:  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or other Pacific Islander  
 White

## COURSE INFORMATION

In which term are you registering/dropping classes (2022FAN for example): \_\_\_\_\_

"Register" or "Drop"	Section ID ABC-123-901	Title of Course	Start Date	Days of Wk	Times	Location	Cost

**TOTAL COST (IF APPLICABLE):** \_\_\_\_\_

Don't forget to add \$10 per class if your residency is Out Of County or \$25 per class if Out of State. Enter "N/A" if not applicable.

## PAYMENT OR SPONSOR INFORMATION

For Contract/Sponsored classes, list the client/employer name: \_\_\_\_\_

Or indicate your payment method here. Payment is due at the time of registration. No refunds are given after the drop date.

- Credit Card    Enclosed Check    Nelnet Payment Plan    Waiver    Scholarship    Third Party Payment

Card number \_\_\_\_\_

Expiration (MM/YY) \_\_\_\_/\_\_\_\_

## REQUIRED STUDENT SIGNATURE

By signing below, I attest that I am age 18 or older, OR I am the parent or legal guardian of the student who is registering for the course(s) in this registration form and authorize the student to enroll in the course(s). I understand that I am responsible for the payment of any tuition, fees, and supplies related to the enrollment in the course(s). I agree that I have selected a payment method and approve the settlement of any amount owing with my chosen payment method. I acknowledge that I have read all of the information provided in this registration form and the Acknowledgments and agree to these terms.

Signature \_\_\_\_\_

Signature Date \_\_\_\_\_

An email of your registration information will be sent to your AACC email account after it is processed and will appear in your student profile at <https://noncredit.aacc.edu>.