

# REGISTRATION INFORMATION AND FORMS

## REGISTRATION BEGINS THURSDAY, JANUARY 31, 2019!

For all registration options, please register using student name and ID number, (not parent name or ID).

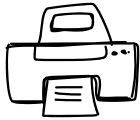
### **CHOOSE 1 OF 4 EASY OPTIONS:**

#### **Option 1: ONLINE – [howardcc.edu/gohccexpress](http://howardcc.edu/gohccexpress)**



Register and pay online. Get immediate confirmation. Register your child as a Non-credit/Continuing Education student. **New out-of-county, out-of-state, or international students must register for the first time by fax, mail-in, or walk-in.** If you run into any problems, HCC staff can help you through the process. Call 443-518-4444 between 8:30am-8pm Mon-Thu and 8am-5pm Fri. A consent form is included in online registration.

#### **Option 2: FAX – 443-518-4333**



Fax your registration, consent form (with student, not parent, information), and credit card information for VISA, MasterCard, AMEX, or Discover (including account number and expiration date) to 443-518-4333. Credit card information must accompany faxed-in registration. (Please allow two days for processing.) If you use this method, include a completed consent form. Confirmation will be emailed.

#### **Option 3: IN PERSON**



From January 31 through February 7, visit the Continuing Education and Workforce Development Office in Room 100 of the Hickory Ridge Building (HR 100) between 8:30 a.m. and 5 p.m. From February 8 onward, visit the Registration Office in Room 233 of the Rouse Company Foundation Student Services Building (RCF 233) between 8:45 a.m. and 7 p.m., Monday through Thursday, or 8:45 a.m. through 5 p.m. on Fridays. Be sure to submit a completed consent form when registering.

#### **Option 4: MAIL**



Complete registration and consent forms, enclose credit card information OR a check payable to Howard Community College (put your name, address, home & business phones, and the student's name and ID number on the check), and mail to: Howard Community College, 10901 Little Patuxent Parkway, Columbia, MD 21044-3197, ATTN: Lock Box Cashier RCF 203. **To download and print registration forms for more than one child, go to [howardcc.edu/kocreg](http://howardcc.edu/kocreg).** Caution! Since mail is the slowest method and classes fill quickly, this should be your last option. Please allow enough time for the mail to reach us before class starts. Confirmation will be emailed.

*Please note that we do not accept registrations or registration forms by email or phone.*

### **YOU MUST SUBMIT A CONSENT FORM BEFORE CLASS STARTS.**

**STUDENTS MAY NOT ATTEND CLASS UNTIL A COMPLETED FORM IS SUBMITTED.**

*Tuition must be paid in full at time of registration.  
Tuition includes a built-in registration fee and materials fee.  
No fee reduction will be made for missed classes.*

# Kids On Campus Registration Form

## Registration Opens January 31, 2019

Please complete all information (incomplete forms cannot be processed). PLEASE PRINT NEATLY

Student ID#: (for returning students only) \_\_\_\_\_

KOC Parent/Guardian Email Address: \_\_\_\_\_

Student Name: (Last) \_\_\_\_\_ (Full First Name) \_\_\_\_\_

Address: (Street) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ KOC Parent Cell Phone: \_\_\_\_\_

KOC Parent Business Phone: \_\_\_\_\_

Student Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student Gender:  Male  Female

- Are you of Hispanic or Latino origin? Yes \_\_\_ No \_\_\_
  - What is your race? Select one or more of the following categories:
    - \_\_\_ American Indian or Alaska Native \_\_\_ Asian
    - \_\_\_ Black or African American \_\_\_ White
    - \_\_\_ Native Hawaiian or Other Pacific Islander
- (For race definitions, visit [howardcc.edu/categorydefinitions](http://howardcc.edu/categorydefinitions))

### COURSE INFORMATION:

INDEX #	COURSE NO. & SECTION	TITLE	DATE/TIME	TUITION

Out-of-county Maryland residents add \$10 per course.   
Residents outside Maryland add \$20 per course.

**TOTAL**

Students who register by mail or fax will receive an email registration confirmation; valid email required (printed confirmations no longer mailed).

I certify that the information I have provided on this form is accurate and complete. By proceeding with this registration, the registered student above and I agree to abide by all HCC and KOC policies. I understand and agree that I am responsible and obligated to pay for all KOC courses and fees for the above student. Past due balances are subject to collection and fees.

\* Parent/Guardian Signature

\* Date:

\* required

### CREDIT CARD INFORMATION:

(check one)  Visa   Mastercard   AmEx   Discover 

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name (Please print legibly): \_\_\_\_\_ Signature: \_\_\_\_\_

\*Students who receive more than half of their financial support from others should list the address of such person(s) if different from student's home address.

# Kids On Campus Consent Form 2019

\* = Required Information

Online consent form also available at [coned.howardcc.edu/koc/consent](http://coned.howardcc.edu/koc/consent)

Student Name\* \_\_\_\_\_

Parent/Guardian Name\* \_\_\_\_\_

Student Birth Date\* \_\_\_\_\_ Age\* \_\_\_\_\_

Student Home Address: (Street)\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Parent/Guardian Preferred Phone Contact Number\* \_\_\_\_\_

Valid Parent/Guardian Email\* \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION – People to contact in the event of an emergency (two required)

Parent/Guardian Name\* \_\_\_\_\_

Emergency Contact Daytime Phone\* \_\_\_\_\_

Name of Alternate Emergency Contact\* \_\_\_\_\_

Alternate Emergency Contact Daytime Phone\* \_\_\_\_\_ Relationship\* \_\_\_\_\_

## HEALTH INFORMATION FOR THE STUDENT

Name of Physician or HMO\* \_\_\_\_\_

Physician Phone Number\* \_\_\_\_\_

Please list student's allergies\* \_\_\_\_\_

Please list academic, emotional/behavioral, or medical conditions of which staff should be aware\* (Use N/A if does not apply)  
(see Policies and Procedures for accommodation information)

\_\_\_\_\_

## SCHOOL INFORMATION

Is your student currently enrolled in a public or private school in the U.S.?\*  Yes  No

If Yes, school attended (2018-19)\* \_\_\_\_\_ (full name) \_\_\_\_\_ 2018-19 Grade\* \_\_\_\_\_

School Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

If student is not enrolled in a public or private school in the U.S., a full immunization record is required before registration is finalized.  
Please submit form MDH 896 to the Kids on Campus office.

Is your student exempt from any immunization on medical or religious reasons?\*  Yes  No

If student is exempt from any immunization for medical or religious grounds, please submit form MDH 896 to the Kids on Campus office.

***(continued on back)***

Student Name (please print legibly) \_\_\_\_\_

# PARENTAL CONSENT/RESPONSIBILITIES

*Please check box to indicate that you have read these policies.*

I am the parent/legal guardian of the child named above. I have read the Kids on Campus policies and procedures and agree to the following:\*

**I/We will abide by the policies and procedures of Howard Community College and Kids on Campus.**

Policies and procedures (pages 35-36) are subject to change. Refer to the Kids on Campus web page ([howardcc.edu/koc](http://howardcc.edu/koc)) for the most up to date information.

**I authorize the release of my child's grade level and directory information to Howard Community College.** This information is needed to verify either past or current enrollment in honors, gifted and talented, advanced placement, accelerated courses, or above grade level classes. This information will be submitted to the Maryland Higher Education Commission along with other enrollment data.

**I take responsibility for my child's compliance with appropriate student behavior.** I understand that disruptive and inappropriate behavior will not be tolerated and will result in **non-refundable dismissal**.

**I/We understand and voluntarily assume all risks inherent in the nature of this activity and I/we waive and release all claims, costs, liabilities, expenses and judgements against Howard Community College and release HCC and its representatives arising out of my child's participation in the activity at Kids on Campus.** HCC and KOC are not responsible for personal items brought or left on campus. Electronic devices and cell phones may not be used during class hours without instructor permission.

**I take financial responsibility for my child's tuition and fee payment to HCC.** I certify that I am registering a student for a Kids on Campus course, that the student has resided at the provided address **with a parent or legal guardian** for at least three months.

**I certify the information provided on registration and consent forms for the child named above is true and correct to the best of my knowledge.** I understand that it is my responsibility to notify the Records Office of any change in contact information. Submit change of information form to the Division of Continuing Education and Workforce Development.

## Media Release

I hereby give my permission and consent for Howard Community College ("the College") and its representatives to use my child's name, likeness, biography, voice, performance, written documents, or other content for purposes related to the mission of the College. The purposes include, but are not limited to, promoting, marketing, advertising, and communicating about the college and any programs or services through websites, social media, television, or other communication channels.

**My child will be supervised after class according to Kids on Campus (KOC) dismissal policies unless the box below is checked.**

**Other Dismissal Arrangements**

I take responsibility and give permission for my child to leave campus unaccompanied (bike, walk, bus, etc.) at dismissal.

**THIS FORM MUST BE SIGNED AND DATED TO BE OFFICIAL  
IN ORDER FOR STUDENT TO BE REGISTERED.**

Parent or Legal Guardian Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

Parent/Guardian Name (please print legibly) \_\_\_\_\_

Questions? Call 443-518-4110 or email [koc@howardcc.edu](mailto:koc@howardcc.edu).