

# Registration form

fax or mail-in part-time students only

Mail to Office of the Registrar  
Cayuga Community College  
197 Franklin Street, Auburn NY 13021

Fax to 315-255-9983

E-mail registrar@cayuga-cc.edu

Phone 315-255-1743 extension 2217 / 2218

Today's date: \_\_\_/\_\_\_/\_\_\_

I am registering for the upcoming

- Fall Semester
- Spring Semester
- January Intersession
- Summer Session I
- Summer Session II

Mr.  Ms.

Legal name: Last First Middle

Maiden name:

\_\_\_/\_\_\_/\_\_\_  
Social Security number

\_\_\_/\_\_\_/\_\_\_  
Date of birth

Veteran?  Yes  No  
(Please provide DD 214 for status verification)

Permanent address Number and street

City State Zip County

( )  
Daytime phone

E-mail address

\_\_\_ Years \_\_\_ months at this address. If less than 12 months, complete next line:

Previous address (Note: If you have not been a Cayuga County resident for the past 12 months, you must supply a Certificate of Residence with this registration form. Please see previous page.)

Employer Work phone

Work address City State Zip

College last attended City State

High school last attended Graduation year City State

I earned my GED.  I did not receive a high school diploma or GED.

I am now taking a course at Cayuga Community College.

I have previously taken a course at Cayuga Community College.

Check box if you have ever

been dismissed from a college for disciplinary reasons

been convicted of a felony

I wish to audit (take a course for no grade or transcript credit), and

I am under age 60 (regular tuition charged).

I am age 60 or over (tuition waived with valid ID; certain fees may apply).

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## Primary goal in attending Cayuga Community College

- Earn a degree or certificate from Cayuga, then transfer to another college
- Transfer to another college without earning a degree or certificate from Cayuga
- Earn a degree or certificate, then seek or upgrade employment
- Enroll in coursework to learn or improve job skills (not for a degree or certificate)
- Enroll in coursework for personal enrichment (not for a degree or certificate)
- Enroll in coursework to earn a high school GED
- Uncertain

## Course selection

If you are registering for a course with a prerequisite, please enclose documentation that you have fulfilled the prerequisite. English and mathematics courses may require placement testing. If you are a new student, contact the admissions office for details (see page 2).

## Courses

Dept.	Course #	Section #	Course Title	Credit Hours	Tuition/Fees
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
					\$ _____
TOTAL \$ _____					

Payment is due with this form. Enclose check or money order payable to Cayuga Community College with this form, or use Visa, MasterCard, or Discover credit card. No cash, please.

Name on Credit Card \_\_\_\_\_

Amount \$ \_\_\_\_\_ Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

I certify that the information on this application is complete and accurate. I understand that this application cannot be processed if it has not been completed according to its instructions, and that any deliberate falsification or omission of data could result in denial or dismissal from the College.

SIGN HERE: \_\_\_\_\_

OFFICE USE ONLY: Admission Form for Non-Matriculated Students

**Do you need a Certificate of Residence?**

If you have resided in Cayuga County for less than 6 months or live in a New York State county other than Cayuga, you must either enclose a Certificate of Residence with your tuition payment or pay double the tuition rate.

The Certificate is issued by the treasurer of your county, **not by Cayuga Community College**. You must submit the application below with proper documentation to your county treasurers's office, according to that office's rules.

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**Application for Certificate of Residence**

(Pursuant to Sec. 6305 of the Education Law in connection with community college attendance)

County of \_\_\_\_\_, State of New York

\_\_\_\_\_ does hereby swear/affirm that s/he resides  
(applicant name)

in the city/town/village of \_\_\_\_\_

at \_\_\_\_\_  
(number and street)

County of \_\_\_\_\_, State of New York; that s/he now is, and

has been for a period of \_\_\_\_\_ months within the six months immediately prior to the date of this

affidavit/affirmation and application, a resident of the County of \_\_\_\_\_ and that s/he has

lived at the following places during the year immediately prior to the date of this affidavit/affirmation

and application:

Addresses	Dates
_____	_____
_____	_____
_____	_____

Applicant further states that s/he plans to enroll at Cayuga Community College and that this Affidavit/ Application is made for the purpose of securing from the Chief Fiscal Officer of the County a certificate that the applicant has met the residence requirements of Article 126 of the Education Law.

Applicant's signature \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary Public/Commissioner of Deeds Signature \_\_\_\_\_ Date \_\_\_\_\_

For use by the County's Chief Fiscal Officer only:    Certificate     issued     not issued

**NOTE: DO NOT SEND THIS FORM TO THE COLLEGE. YOU MUST SUBMIT IT TO YOUR COUNTY TREASURER.** (See addresses below or contact your county treasurer's office.)

**County treasurers' offices for Cayuga and neighboring counties**

Cayuga County Treasurer  
County Office Building  
160 Genesee Street  
Auburn, NY 13021

Ontario County Treasurer  
Ontario County Municipal Building  
20 Ontario Street  
Canandaigua, NY 14425

Tompkins County Treasurer  
Tompkins County Courthouse  
125 East Court Street  
Ithaca, NY 14850

Cortland County Treasurer  
Cortland County Courthouse  
60 Central Avenue  
Cortland, NY 13045

Oswego County Treasurer  
County Building  
46 East Bridge Street  
Oswego, NY 13126

Wayne County Treasurer  
16 William Street, PO Box 8  
Lyons, NY 14489

Onondaga County Treasurer  
John H. Mulroy Civic Center  
15th Floor, 421 Montgomery Street  
Syracuse, NY 13202

Seneca County Treasurer  
1 Dipronio Drive  
Waterloo, NY 13165