



# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

1155 Union Circle #305067, Denton, Texas 76203-5017  
940-565-3488 • municlerks@unt.edu • municlerks.unt.edu

## ENROLLMENT FORM / TEXTBOOK REQUEST FORM

### COURSE ENROLLMENT

Please enroll me in the following course(s):

- Course 1** (enrollment fee: \$75.00)
- Course 2** (enrollment fee: \$75.00)
- Course 3** (enrollment fee: \$75.00)
- Course 4** (enrollment fee: \$75.00)

TOTAL COURSE FEES ENCLOSED: \$ _____
--------------------------------------

Confirmation and instructions on how to begin your studies will be emailed to you.

If you are enrolling in more than one course at this time, **note the course** in which you would like to begin homework: \_\_\_\_\_

### TEXTBOOKS

Choose your method (or methods) of obtaining course textbooks:

- I will be **purchasing** my textbooks.  
Textbook list [available here](#). Only purchase textbooks for the course in which you are actively working, as textbooks are subject to change.
- I want to **borrow** the textbooks from the TMCA Loan Library.

Send me the first module of course textbooks for:  
(choose only one)

- Course 1**
- Course 2**
- Course 3**
- Course 4**

### Book Loan Agreement Form & Fee:

- I will complete the [Book Loan Agreement form](#) and submit it and the one-time \$100.00 Loan Library fee to TMCCP, or
- The TMCCP office has already received my Book Loan Agreement form and one-time Loan Library fee.

### TMCA MEMBERSHIP

- I am a current paid member of [Texas Municipal Clerks Association](#), or am submitting my payment separately at this time.

### Enrollee Information

NAME
TITLE
CITY
ADDRESS
CITY/STATE/ZIP CODE
PHONE NUMBER
CELL PHONE NUMBER (optional)
EMAIL

- (1) I have read the TMCCP Policy on Academic Misconduct.
- (2) I understand that TMCCP has zero-tolerance for plagiarism and cheating, and that the penalty for academic misconduct is dismissal from the Texas Municipal Clerks Certification Program.
- (3) I attest that the homework I am submitting to TMCCP is my own, original work.

PRINT NAME

SIGNATURE

DATE

<p><b>Email this form to</b>          Administrative Assistant Miriam Sheehan: <a href="mailto:miriam.sheehan@unt.edu">miriam.sheehan@unt.edu</a>          and <b>make your enrollment fee payment(s)</b> in our <a href="#">online store</a>  <b>OR</b>          Make your check/money order payable to  <b>Texas Municipal Clerks Certification Program or TMCCP</b>          and <b>mail with this form to:</b>          TMCCP, 1155 Union Circle #305067, Denton, Texas 76203-5017</p>
--



## TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

AT THE

UNIVERSITY OF NORTH TEXAS  
1155 Union Circle #305067 Denton,  
Texas 76203-5017  
940-565-3488 | [municlerks@unt.edu](mailto:municlerks@unt.edu)  
<http://municlerks.unt.edu>

### TMCCP Policy on Academic Misconduct

The Texas Municipal Clerks Certification Program enforces policies concerning academic misconduct. (These policies have been molded by the policies set forth by the University of North Texas.)

Enrollees are subject to discipline for academic misconduct. Academic misconduct includes **Academic Dishonesty**, which includes but is not limited to:

1. **Cheating.** The term “cheating” includes, but is not limited to:
  - a. copying or any unauthorized assistance in taking examinations,
  - b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments,
  - c. the acquisition, without permission, of tests or other academic material belonging to a TMCCP staff member or TMCCP enrollee, or
  - d. dual submission of a paper or project, or resubmission of a paper or project, or
  - e. any other act designed to give a student an unfair advantage.
2. **Plagiarism.** The term “plagiarism” includes, but is not limited to:
  - a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, and
  - b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.
3. **Fabrication.** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
4. **Facilitating academic dishonesty.** Intentionally or knowingly helping or attempting to help another to violate a provision of the TMCCP Policy on Academic Misconduct.

TMCCP supports the definition of plagiarism and/or cheating set forth in the UNT Policy Manual Code of Student Conduct and Discipline:

**“Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”**

**Penalty for Academic Misconduct includes:**

**Dismissal of the enrollee from the Texas Municipal Clerks Certification Program.**

## **Rights of an Enrollee Disciplined on Grounds of Academic Dishonesty**

Academic dishonesty matters may first be considered by the TMCCP director, who may assign penalties such as as dismissal from the Program and/or denial of the Texas Registered Municipal Clerk Certification. If the enrollee does not accept the decision of the TMCCP director, she/he may have her/his case heard by the TMCA Certification Committee Chair for review of her/his case. If the enrollee does not accept the decision of the TMCA Certification Committee Chair, she/he may then have her/his case heard by the TMCA, Inc., Executive Board.

If an enrollee has any questions regarding the TMCCP Policy on Academic Misconduct, please contact the TMCCP office. Telephone: 940-565-3488; email Education Director Dr. Amy Holt, TRMC, at [amy.holt@unt.edu](mailto:amy.holt@unt.edu); mailing address: 1155 Union Circle #305067, Denton, Texas 76203-5017.



**TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM**  
AT THE

UNIVERSITY OF NORTH TEXAS  
1155 Union Cir #305067  
Denton, Texas 76203-5017  
940-565-3488 | Fax: 940-565-2012  
<http://municlerks.unt.edu>

## **Affirmation of Academic Honesty**

**This form must be submitted with any completed TMCCP homework.**

TMCCP supports the definition of plagiarism and/or cheating set forth in the UNT Policy Manual Code of Student Conduct and Discipline:

**“Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty.”**

**Please complete this form and submit it with your completed homework:**

- (1) I have read the TMCCP Policy on Academic Misconduct located at the beginning of my Course Home Study Guide.
- (2) I understand that TMCCP has a zero-tolerance policy for plagiarism and cheating and that the penalty for academic misconduct is dismissal from the Texas Municipal Clerks Certification Program.
- (3) **I attest that the homework I am submitting to TMCCP is my own, original work.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_