



# OFFICE OF THE REGISTRAR

## STUDENT REGISTRATION FORM

### STUDENT FORM

This form is used for **ALL** students **REGISTERING** in courses. Students should go directly to the Senior Instructor, Program Head or Chair of the School for completion of this form. The student must then bring the completed form to the Registrar's Office for entry onto the Student Records System. This form is also used for adding or dropping courses during the semester.

Student Name:  Student ID #:

Program Name:

Sponsoring Agency:

**INSTRUCTIONS - ALL SECTIONS MUST BE COMPLETED:**

- (1) CIRCLE (A) TO ADD, (D) TO DROP OR (W) FOR COURSE WITHDRAWAL
- (2) CIRCLE THE APPLICABLE SEMESTER: F = FALL, W = WINTER, P = SPRING, U = SUMMER
- (3) RECORD THE SIX DIGIT COURSE NUMBER AS PER THE COLLEGE CALENDAR
- (4) RECORD THE NAME OF THE COURSE
- (5) RECORD THE SECTION NUMBER FOR THIS COURSE
- (6) EFFECTIVE DATE

(1) CIRCLE A / D / W	(2) CIRCLE SEMESTER	(3) COURSE NUMBER	(4) COURSE NAME	(5) COURSE SECTION	(6) EFFECTIVE DATE YR/MM/DD
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				
A D W	F W P U				

**I HAVE DISCUSSED AND AGREE TO THE ABOVE NOTED COURSES.**

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

Senior Instructor or Program Head or Chair of School Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE OF THE REGISTRAR USE ONLY**

Date Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Initials: \_\_\_\_\_