



REGISTRATION FORM

FALL SPRING SUMMER

Student Name _____ Student ID Number _____
Last First Middle

Home Address _____ City _____ State _____ Zip _____

Is this a new address? Y / N Email Address _____ Cell Phone (_____) _____

Term Address _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Business (_____) _____ Emergency (_____) _____

UNDERGRADUATE STUDENTS	GRADUATE STUDENTS
Check All That Apply: <input type="checkbox"/> Commuter <input type="checkbox"/> Full-time (12 S.H. or more) <input type="checkbox"/> Resident <input type="checkbox"/> Part-time (less than 12 S.H.) <input type="checkbox"/> Degree student <input type="checkbox"/> Non-degree student	Check All That Apply: <input type="checkbox"/> Commuter <input type="checkbox"/> Full-time (9 S.H. or more) <input type="checkbox"/> Resident <input type="checkbox"/> Part-time (less than 9 S.H.) <input type="checkbox"/> Degree student <input type="checkbox"/> Non-degree student
Class Level: <input type="checkbox"/> Freshman <input type="checkbox"/> School of Leadership <input type="checkbox"/> Sophomore <input type="checkbox"/> and Continuing Studies <input type="checkbox"/> Junior <input type="checkbox"/> Alumna/us (Dominican) _____ Year <input type="checkbox"/> Senior <i>Certificate Program.</i> <input type="checkbox"/> Concordia Student <input type="checkbox"/> Post Bac-Pre-Med <input type="checkbox"/> Student-at-Large <input type="checkbox"/> Pastoral Ministry <input type="checkbox"/> Special Non-Degree <input type="checkbox"/> ADA Verification	Degree Check One: <input type="checkbox"/> Graduate School of <input type="checkbox"/> School of Education <input type="checkbox"/> Library and Information <input type="checkbox"/> School of Leadership <input type="checkbox"/> Science <input type="checkbox"/> and Continuing Studies <input type="checkbox"/> Brennan School of <input type="checkbox"/> Graduate School of <input type="checkbox"/> Business <input type="checkbox"/> Social Work

Course Code	Section Key	Course Title	Meeting Time	Meeting Days	Instructor	Semester Hours
<i>Note: If you are receiving financial assistance and you are not registered for at least 12 S.H. (undergraduate students), your financial assistance status may change. Check with the financial aid office if you have any questions.</i>						TOTAL SEMESTER HOURS

Student Signature _____ Date _____
(By signing above, I acknowledge that I have reviewed and that I accept the registration conditions printed on the back of this page)

Advisor Signature _____ Date _____
(NOT required for students in the Graduate School of Library and Information Science, Brennan School of Business)

Education Advisor Signature _____ Date _____
(Required for students taking School of Education courses)

Anticipated Graduation Date _____ Note: Circle S.H. for the course to indicate course is for audit (non-credit).
 Signature of instructor is required for all audits.

TERMS

*****PLEASE READ BEFORE SIGNING*****

Signature on registration form constitutes acceptance of these terms.

1. Payment of tuition and other fees becomes your obligation as soon as you register for classes. This obligation remains until the debt is paid in full or until you officially withdraw from the college within the refund period.
2. Nonpayment of tuition and fees and nonattendance of classes does not constitute official withdrawals from Dominican University. Withdrawal from Dominican University can only be accomplished by filing a complete Drop/Add/Withdrawal Form in the Office of the Registrar.
3. All financial obligations are due in full by the first day of your class. If you are unable to pay in full, arrangements must be made with the Student Accounts Office.
4. If you leave Dominican University with an unpaid balance, you may also be responsible for reasonable legal and collection fees.

WITHDRAWAL FROM CLASSES

Withdrawal from class must be done **formally** through the Office of the Registrar. Failure to attend classes or merely giving notice to the instructor **will not** be regarded as an official notice of withdrawal. Forms are available in Lewis 115 or on the registrar's website; if you cannot come in to complete a form, written notice via fax or mail will be accepted.

A student withdrawing from a class may be liable for part or all of the tuition depending on the date of withdrawal. See the current refund schedule on the Student Accounts website.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

I understand that information about my rights under FERPA is available on the Registrar's website and I further understand that this serves as my annual notification of my rights as required by FERPA.

WAITLISTS

I agree to abide by the waitlist policy posted on the Registrar's website and acknowledge that the policy allows me to waitlist for no more than one section of a course in a given term. I further understand that:

- I can be enrolled in one section of a course and on the waitlist for no more than one other section
- for LAS seminars, this rule applies to the entire level (e.g. I can register for one 200-level seminar and waitlist for no more than one other 200-level seminar)
- if I am on the waitlist for a section of a course that is in a cross-listed relationship with other course section, I may not also add myself to the waitlist of one of the other course sections in the cross-list
- this restriction does not apply to variable topics courses – different courses that use the same numbers – that are designated as such in the course description

I also acknowledge that if I am waitlisted for more than one section of a course (as outlined above), I will be dropped from the waitlist(s) of all but the last (i.e. most recent) section for which I waitlisted.

I understand that it is my responsibility to monitor my Dominican email account for questions from the Office of the Registrar regarding my schedule and for information on whether I have been enrolled into a section from the waitlist.