DOMINICAN UNIVERSITY

REGISTRATION FORM

❏ FALL   ❏ SPRING   ❏ SUMMER

Student Name_____ Student ID Number_____
                      Last   First   Middle

Address_____City_____State_____Zip_____

Email Address_____   Phone (_____) _____

Degree Seeking   Non-Degree Seeking

Do you plan on completing your degree requirements within the next year? If so, indicate   Fall   Spring   Summer

I will not be completing my degree requirements in the coming year.

Course Code	Section Key	Course Title	Meeting Time	Meeting Days	Instructor	Semester Hours
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.					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 Graduate Students)

Education Advisor Signature_____Date_____
(Required for students taking School of Education courses)

Please read terms on reverse side

<u>**TERMS**</u>
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.

5. Undergraduate students registered for 12 or more hours are required to document their health insurance; those who do not will be enrolled in and charged for Dominican University's Student Health Insurance Plan. If I have existing health insurance coverage, medicaid, county care, or another plan for paying your medical expenses, I must complete the Waiver Form at http://www.dominicaninsurance.com. ***Existing coverage will be verified.***

<u>**WITHDRAWAL FROM CLASSES**</u>

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.

<u>**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**</u>

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.

<u>**WAITLISTS**</u>
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.

<div align="right">3/20/2015</div>