FRANCISCAN UNIVERSITY OF STEUBENVILLE

1235 University Blvd, Steubenville, OH 43952

SPRING 2012 REGISTRATION FORM

ENROLLMENT SERVICES – REGISTRAR'S OFFICE

FULL LEGAL NAME _____ **STUDENT ID NUMBER** _____ **DATE** _____

E-MAIL ADDRESS (Please print clearly) _____ **MOBILE PHONE NUMBER** _____

LOCAL/SCHOOL ADDRESS **STREET** _____ **CITY** _____ **STATE** _____ **ZIP** _____ **PHONE** _____

HOME/PERMANENT ADDRESS **STREET** _____ **CITY** _____ **STATE** _____ **ZIP** _____ **PHONE** _____

INDICATE YOUR CURRENT MAJORS AND MINORS (IF YOUR MAJOR HAS CHANGED OR YOU ARE ADDING A SECOND MAJOR, YOU MUST COMPLETE A CHANGE OF MAJOR FORM).

1ST MAJOR: _____

2ND MAJOR: _____

1ST MINOR: _____

2ND MINOR: _____

CHECK YOUR CURRENT CLASS BASED ON NUMBER OF CREDITS EARNED TO DATE (DO NOT INCLUDE COURSES IN WHICH YOU HAVE NOT RECEIVED A GRADE):

_____ FRESHMAN (0-26 credits earned)

_____ SOPHOMORE (27-59 credits earned)

_____ JUNIOR (60-87 credits earned)

_____ SENIOR (88 or more credits earned)

_____ GRADUATE STUDENT

_____ TRANSIENT STUDENT

_____ NON-DEGREE

DEPT	NO	SEC	COURSE TITLE	CREDIT	START TIME	DAYS	SIGNATURE (IF NEEDED FOR SPECIAL PERMISSION)

TOTAL CREDIT HOURS: _____

Signatures above may NOT be used for closed classes.

I understand that if I drop a class or leave the program without completing the proper form that a grade of "F" will be recorded on my transcript for each course listed above. I agree to the conditions of the Waitlist Policy. I agree to have my bill covered by December 15, 2011 and understand that I may lose my place in the above classes if I do not meet this deadline.

APPROVED _____ _____ _____ _____

ADVISOR'S SIGNATURE DATE STUDENT'S SIGNATURE DATE

REGISTRATION INFORMATION

AUDITING COURSES: Students wishing to enroll in a course on a non-credit basis are classified as auditor students. Students should first consult their academic advisor before doing so. Permission to audit is granted by the instructor by signing in the special permissions column above. Indicate 'AU' in the credit column. The professor reserves the right to require or restrict an auditor's participation in class discussions, examinations, laboratory work and other evaluation procedures. Auditors must attend classes according to the professor's attendance policy for auditors. Auditor students receive a grade of 'AUS', which confers no college credit. Withdrawal from an audited course will be indicated on a student's transcript by the symbol 'AUW'. Those who do not fulfill attendance obligations and have not formally withdrawn from the class will receive an 'AUU' on their transcripts. The last day to change a course to an audit is Friday, February 3. Students who want to audit a course while in Gaming must obtain Assistant Vice President Zoric's signature before departure. The charge for auditing is the same as that for courses taken for credit. Financial aid cannot be used to cover an audited class (part time or over 18 credits).

CLOSED CLASSES/WAITLIST POLICY: Students may waitlist for a closed class until midnight on Friday, November 18. An alternate course should be selected in the event we are unable to accommodate you. All sections of a course must be filled before students are permitted into closed classes. Students are responsible for checking MYFranciscan to see whether their request has been accommodated. Beginning no earlier than Monday, January 16 through Wednesday, January 25 a student may petition to enter a closed course by completing a "Petition to Enter a Closed Class" form.

COURSES REQUIRING SPECIAL PERMISSION: Some courses may require permission of the instructor or department chair for admittance. The appropriate authority must sign in the last column next to the course (see above). Such courses include, but are not limited to: courses requiring audition and pre-requisite waivers. Course repeats must also be registered for at the counter.

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For Office Use Only: Initials _____ Date_____

Comments:_____