# REGISTRATION WORKSHEET

**TERM**:  ❐ FALL     ❐ JANUARY     ❐ SPRING     **YEAR:**_____

**DATE**: _____

Name: _____     Converse ID #: _____
     (Last)          (First)       (Middle)     **(May use SS# in lieu of ID# - must enter one)**

❐ **Please check here if new address**     E-mail: _____

Address: _____     Home Phone: (_____)_____

       _____     Alternate Phone: (_____)_____

    City        State    Zip

**UNDERGRADUATE:**    TRADITIONAL ❐    CONVERSE II ❐    VISITING STUDENT ❐
    FRESHMAN ❐   SOPHOMORE ❐   JUNIOR ❐   SENIOR ❐   NON-DEGREE ❐   SECOND DEGREE ❐

**GRADUATE:**
  MED ❐   MAT ❐   EDS ❐   MFA ❐   MLA ❐   MMFT ❐   MM ❐   SPECIAL STATUS ❐

| SUBJECT & COURSE # | SECTION | TITLE | CREDITS | DAY | TIME | COMMENTS |
|---|---|---|---|---|---|---|
| *Example: (EDU101)* | *(01)* | *Name of Course* | *0* | *MWF* | *6 – 8:30pm* | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| ALTERNATE | | | | | | |
| ALTERNATE | | | | | | |

**TOTAL CREDIT HOURS** _____

**Business Office Use Only:**

Amount: _____

Date: _____

Approved by: _____

YOU **MUST** FOLLOW PROPER DROP/ADD PROCEDURES IF YOU DROP OR ADD CLASS(ES).

*Tuition and fees are due prior to the start of classes.* *Tuition due dates are listed on the academic calendar* *Payments may be made through the my.converse.edu portal under the Student Billing section.*

*I understand that I assume financial responsibility for all tuition, fees and other charges incurred while attending Converse College. I also understand that my responsibility will continue until all such charges are paid in full. Any past due balances will incur late fees and finance charges at a rate of 18% annum until the past due balance is paid in full. Students may not register for future classes or receive a transcript until their balance is paid in full. Uncollectible accounts will be turned over to a collection agency. In the event of collection, with or without suit, the undersigned agrees to pay all cost of collection up to 40% and attorney fees and court fees.*

**\*All students are bound by the Converse Honor Code.**

_____
**ADVISOR SIGNATURE**    **(Undergraduates only)**

_____
**STUDENT SIGNATURE**

_____
**Overload Approval Advisor Signature/Initials**

Rev. 6/14/17