POINT PARK
UNIVERSITY

Registration Form

Last Name | First Name | Middle

Address (If you have a new address, fill out a change of address form.)

City | State | Zip

Home Phone | Work Phone

Major

Student ID Number | Date of Birth

This form must be completed and processed by the Office of the University Registrar in order to register for courses in any given term. Any changes (additions or deletions of courses or course withdrawals) made to this Registration must be done by completing a **SCHEDULE CHANGE REQUEST FORM. INSTRUCTIONS, POLICIES, AND DEADLINES ARE IN THE COURSE BOOK FOR THE CURRENT TERM.**

ALL STUDENTS MUST REGISTER FOR THEMSELVES. It is NOT the responsibility of the Advisor(s) to complete or forward Registration and/or Schedule Change Request forms to the Office of the University Registrar. **Please carefully review all information on this form for accuracy. Correction of errors is the responsibility of the student.**

COMPLETE ALL SECTIONS. Press firmly with a ballpoint pen so that all three copies are legible. This form will not be processed without the signature of both the student and advisor. International students must also have the approval of the Coordinator of International Student Development (ISD) before this form will be processed.

TERM:

☐ Fall ☐ Spring ☐ Summer Year: 20 _____

CHECK ALL THAT APPLY:

☐ New Student
☐ Returning Student
☐ Readmit Student
☐ Returning from Leave of Absence
☐ Receiving Veteran's Benefits
☐ Point Park Employee/Dependent

FOR INSTITUTIONAL RESEARCH PURPOSES ONLY:

☐ African-American, Non-Hispanic
☐ Alaskan Native/American Indian
☐ Asian/Pacific Islander
☐ White, Non-Hispanic
☐ Hispanic
☐ Non-Resident Alien

EMERGENCY CONTACT INFORMATION

Contact Name 1:	Contact Name 2:
Relationship:	Relationship:
Address:	Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:

COURSES REGISTERING:

PREFIX	NUMBER	SECTION	CREDITS	TIMES	DAYS	ROOM	FEES	
		Total Credits				Total Fees		

READ CAREFULLY: When you register as a student at Point Park University, you are agreeing to pay all charges on your tuition and fee account when due. You also acknowledge that failure to make a required payment by the stated deadline can result in late payment charges, inability to register for a future term, and/or withholding of a transcript and/or diploma. Collection charges may also be a result of nonpayment. Further, this debt could be considered an educational loan with collection fees up to 66.9%. By signing this document "under seal" you are aware that collection activities may continue for up to 20 years. This is a non-dischargeable debt.

Student Signature—Signed Under Seal | Date

Advisor Signature | Date

ISD Approval | Date

DISTRIBUTION: White-Registrar Canary-Department Pink-Student