



# 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

### TERM:

Fall  Spring  Summer Year: 20 \_\_\_\_\_

### CHECK ALL THAT APPLY:

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

### FOR INSTITUTIONAL RESEARCH PURPOSES ONLY:

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

## COURSES REGISTERING:

| PREFIX        | NUMBER | SECTION | CREDITS | TIMES      | DAYS | ROOM | FEES |  |
|---------------|--------|---------|---------|------------|------|------|------|--|
|               |        |         |         |            |      |      |      |  |
|               |        |         |         |            |      |      |      |  |
|               |        |         |         |            |      |      |      |  |
|               |        |         |         |            |      |      |      |  |
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|               |        |         |         |            |      |      |      |  |
|               |        |         |         |            |      |      |      |  |
|               |        |         |         |            |      |      |      |  |
| 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. Further, this debt could be considered an educational loan. 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. In the event of collection procedures or a suit to collect unpaid balances on the student's account, the student will be charged all of the University's costs for collections, including legal fees, not to exceed 50% of the entire outstanding balance.

\_\_\_\_\_  
Student Signature—Signed Under Seal Date

\_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
ISD Approval Date

DISTRIBUTION: White-Registrar Canary-Department Pink-Student

This form must be completed and processed by the Office of the 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 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.

| 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: _____     |