

# Registration Form



Last	First	MI	Student ID Number
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**INSTRUCTIONS:**

- Students are to pre-register for both semesters.
- Please copy the department code, course number, section number and credits as listed in the course schedule.
- Use one line per course.
- If you are repeating the course, please check " Yes" under the column "Repeating this course?"
- If a section number is not indicated, the Registrar's Office will register the student for a section that does not conflict with the remainder of the schedule.
- If you wish to audit a course, please enter "AUD" under the "CREDITS" column.
- Most types of financial aid require pre-registration for 12.0 or more semester credits. In most cases, the credit for a repeated course will not count toward the full-time load needed for New York State TAP.
- The pre-registration of independent studies and individualized instructions will be finalized when the appropriate paperwork has been filed with the Registrar's Office. Paperwork is due at the end of the first week of classes.

**EXAMPLE:**

DEPT	COURSE #	SECTION	CREDITS	Repeating this course?
ENV	105	01	4.00	<input type="checkbox"/> Yes
ENV	105L	01	0.00	<input type="checkbox"/> Yes

<b>FALL SEMESTER</b>					<b>SPRING SEMESTER</b>				
DEPT	COURSE #	SECTION	CREDITS	Repeating this course?	DEPT	COURSE #	SECTION	CREDITS	Repeating this course?
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes					<input type="checkbox"/> Yes
<b>TOTAL CREDITS</b>					<b>TOTAL CREDITS</b>				

Student Signature:	Date:
Academic Advisor's Signature (required):	Date:

*Under-enrolled courses may be cancelled or rescheduled at the discretion of the academic dean.  
Keuka College reserves the right to make changes to the course schedule which is distributed.  
We will attempt to resolve known scheduling conflicts prior to the start of the semester.*

<b>OFFICE USE ONLY:</b>	Date Submitted:	Processed by:
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