



UNIVERSITY OF
SAINT JOSEPH
CONNECTICUT

REGISTRATION FORM
 Registrar's Office McDonough Hall
 1678 Asylum Ave
 West Hartford, CT 06117-2791
 860 231-5225 / 860 231-8396 (fax)

Email: registrar@usj.edu
 Website: www.usj.edu

****Please fill out separate forms for each semester/term ****

Student ID # _____ D.O.B ____/____/____

TERM AND YEAR YOU ARE REGISTERING FOR:(check one)

FALL SPRING SUMMER

YEAR: _____

 Last Name First Name Middle Initial Maiden Name

 Street Address City/State/Zip

Primary Phone: _____ Seconday Phone: _____

Primary Email: _____ Alternate Email: _____

Employer's Name: _____ Work Phone: _____

PRIMARY COURSE SELECTION			YOU WILL BE ENROLLED IN THESE COURSES IF ALL REGISTRATION REQUIREMENTS HAVE BEEN MET AND THERE IS ROOM IN THE CLASS							
COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	INSTRUCTOR	DAY(S) OF WEEK	TIME	# OF CREDITS	ONLINE	PASS / FAIL	AUDIT
THIS SECTION FOR ALTERNATE COURSE SELECTION IF ANY OF THE ABOVE MAY BE FULL										

REGISTRATION AGREEMENT: By signing below, I accept full responsibility for all courses selected and I agree to comply with all published add, drop, and withdraw deadlines as well as tuition and fee payment. I understand that failure to pay my USJ bill will result in a hold being placed on my account preventing further course registration. Additionally, continued failure to pay will result in my account being sent to a collection agency and I will be responsible for any added costs. Delinquent accounts will also be subject to credit bureau reporting if collection attempts have expired before collecting all expenses due. I understand that neither advisors nor instructors have the ability to perform add, drop, or withdraw functions. I agree that it is **my** responsibility and **mine alone** to add, drop, and/or withdraw from classes either by doing so online or by submitting the appropriate forms to the Registrar's Office. I understand that lack of attendance **does not** constitute an official drop or withdrawal from a course and that attending a course without first registering for it **does not** constitute an official enrollment in the course. I also understand that if I remain enrolled in a course beyond the published drop deadline I will incur tuition and fee charges and if I remain enrolled in a course beyond the published withdrawal deadline I will earn a grade in the course; that courses dropped after the drop date and before the withdrawal date will receive a grade of 'W' and I will be responsible for full tuition and fees; and that dropping courses beyond the withdrawal date is prohibited. Additionally, I understand if I register for a course that is not in my plan of study, financial aid may not be available to me.

***Add/Drop and Withdrawal dates can be viewed at <http://www.usj.edu/academics/registrar/academic-calendar/>. ***

Student Signature _____ Date _____

Advisor Signature** _____ Date _____

**REQUIRED FOR ALL UNDERGRADUATE STUDENTS

Registrar's Office Use Only:
 Staff Initials _____
 Date: _____