



**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](mailto:registrar@usj.edu)

Website: [www.usj.edu](http://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

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\_\_\_\_\_  
 Street Address                              City/State/Zip

Primary Phone: \_\_\_\_\_ Secondary 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 date 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 \_\_\_\_\_

|   |
|---|
| <p><b>Registrar's Office Use Only:</b></p> <p>Staff Initials _____</p> <p>Date: _____</p> |
|---|

\*\*REQUIRED FOR ALL UNDERGRADUATE STUDENTS