

Fall 1990

# GEM Programs Masters and Education Specialist degree

Nova University

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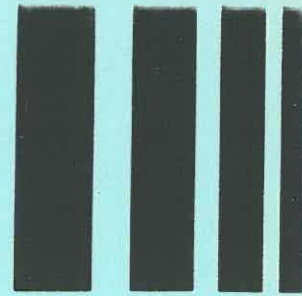
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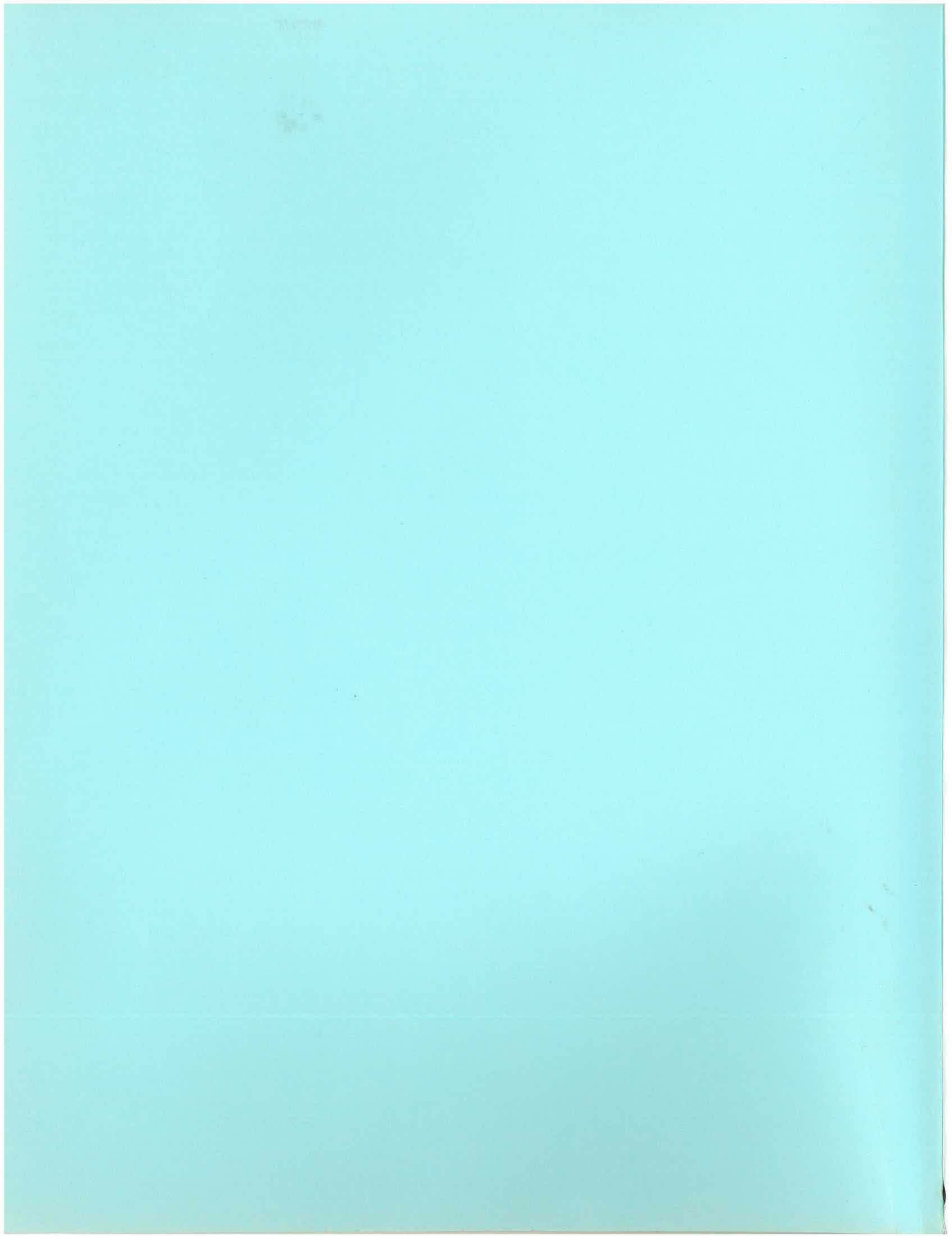
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# SEM PROGRAMS

Masters and Educational  
Specialist Degree  
Programs for Teachers  
and Administrators

DIRECTED STUDY ORIENTATION PACKET  
FALL CYCLE 1990



## **DIRECTED STUDY ORIENTATION PACKET**

Welcome to the Nova University Directed Study Program.  
Upon completion of this orientation program, you will:

1. recognize the concept and format of directed study;
2. relate and analyze the key ingredients of a successful directed study program;
3. consider your personal learning style and study habits in relation to the directed study concept;
4. design a personal learning plan that will enable your instructor to be aware of your needs and learning preference;
5. be informed of your responsibilities and those of your instructor during the directed study program.

## **DIRECTED STUDY - AN OVERVIEW**

Directed Study is based on an independent study/tutorial format designed for the graduate student who needs to complete a module when that module does not have sufficient enrollment to be offered in a classroom setting.

**YOU ARE ELIGIBLE FOR THE DIRECTED STUDY PROGRAM IF YOU HAVE COMPLETED THE COMMON MODULE AND HAVE RECEIVED DEGREE CANDIDACY.**

**YOUR DIRECTED STUDY MUST BE COMPLETED PRIOR TO REGISTERING FOR ANY SUBSEQUENT DIRECTED STUDIES.**

You and your Directed Study instructor, who is based on the main campus, will schedule mutually convenient telephone conferences which will take place at least every two weeks.

The initial telephone conference has been pre-scheduled with your Directed Study instructor.

Your instructor's name, the date and time of your initial conference are listed on the enclosed schedule.

Phoenix and Las Vegas calls are scheduled according to the time zone in those areas, not according to the time it is in Ft. Lauderdale.

## HOW TO HAVE A SUCCESSFUL DIRECTED STUDIES PROGRAM

From the inception of the Directed Study Program, one fact has remained clear: the successful student has been the one who has rigidly adhered to a schedule of assignments and exams.

Once work has been put off, it becomes increasingly difficult to complete.

You might consider setting aside Saturdays as your work days, just as you would if you were taking your class in the regular format.

Organization and self-imposed deadlines will help you to progress steadily. **Again, you must stay on schedule.** If you encounter problems with your work and reach an impasse, **call JOY BLAND at 1-800-541-6682; ext. 5732** to leave a message for your instructor; or, if your instructor has given you a contact number, you can call your instructor directly.

If the thought of working alone makes you panic, do not despair. You may want to form a study group. Indicate to either JOY or your instructor that you wish to exchange your telephone number with other students in your directed study. Nova University is not authorized to release any student information; however, we will pass your telephone number on to other students by your authorization.

## FALL CYCLE 1990 SCHEDULE

Your main responsibilities to yourself and to the Nova University Directed Study Program are to stay on the following schedule and to contact the CAE office if you change your name, address, or telephone number.

You are expected to be available for your scheduled telephone conferences, just as your instructor must provide you with in-depth written and verbal feedback and must provide academic assistance.

<b>1st Registration/tuition</b>	<b>09-05</b>
Initial telephone conference	09-19
<b>2nd Registration/tuition</b>	<b>10-12</b>
Mid-term Examination	11-03
<b>3rd Registration/tuition</b>	<b>11-09</b>
Final Examination	12-22
Fall cycle '90 (90F) ends	12-29

**Failure to submit your registration and tuition by the above dates will result in a \$75.00 late registration fee.**

If you have submitted your course registration prior to requesting a Directed Study Module, you must complete a drop from the live section and an add to the Directed Study Program.

The Directed Study Section Code is "DS 9". Term code is "90F".

If you are registering on the first night of class, be sure to use the "DS 9" section code on your registration.

Student transaction forms and postage paid envelopes are provided for your convenience in registering for the 2nd and 3rd courses in your nine-credit module.

To expedite the registration process, please print **DIRECTED STUDY** across the top of your registration form.

## **STUDENT RESPONSIBILITIES:**

### **TELEPHONE CONFERENCES, EXAMS, AND ASSIGNMENTS**

During your initial conference with your instructor, a timetable of telephone conferences, assignment due dates, mid-term and final exam dates will be scheduled. Calendar pages are attached for your planning convenience.

Between telephone conferences you will work on your assignments using instructional materials sent to you by the CAE office.

**To order the textbooks required for your Directed Study use the Directed Study Booklists and Nova Bookstore Order Form which are included in this packet.**

Both the mid-term and final exams will be proctored at the site nearest your location. It is your responsibility to make arrangements with the site administrator for your exams. If the site administrator does not have your exam, **call JOY BLAND AT 1 - 800 - 541 6682; EXT. 5732**

It is recommended that you copy and save all assignments before mailing the original to your instructor. As you work on your assignments, jot down any points on which you are uncertain and any issues and ideas which you would like to discuss with your instructor.

Written evaluations of your work will be sent to you. **Mail your assignments directly to your instructor.**

In the FORMS SECTION of this packet you will find both the DIRECTED STUDY REQUEST and the PERSONAL LEARNING PLAN. Please complete both and leave with the site administrator. Your PERSONAL LEARNING PLAN will be forwarded to the CAE office so that your instructor can tailor instructional strategies and assignments to fit your needs.

If you are unable to complete your directed study, it is your responsibility to submit a student transaction form to drop from the directed study program.

Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments connected with their signed registration forms, whether or not payment has been submitted.



## INCOMPLETE GRADES AND TUITION REFUNDS

If you have not completed your work by the end of the cycle, a grade of "I" (INCOMPLETE) will be entered on your transcript. Nova University's policy regarding incomplete grades is as follows:

"Incomplete grades (I) must be made up within four months as stipulated by the instructor, of the final class meeting of the module or course: otherwise, a grade of "F" will automatically appear in the permanent records."

The following policy requirements should be met for refunding tuition to all Directed Study students:

- |              |                                                                                  |
|--------------|----------------------------------------------------------------------------------|
| 100% refund: | Withdrawal in writing prior to one (1) week after initial contact by instructor. |
| 75% refund:  | Withdrawal in writing prior to 30 days after initial contact by instructor.      |
| 50% refund:  | Withdrawal in writing prior to 60 days after initial contact by instructor.      |

**PERSONAL LEARNING PLAN**

PLEASE COMPLETE THE FOLLOWING QUESTIONNAIRE IN BLACK INK.

YOU MAY USE ADDITIONAL PAGES IF NECESSARY.

STUDENT'S NAME: \_\_\_\_\_ MODULE: \_\_\_\_\_  
MAJOR: \_\_\_\_\_ DATE: \_\_\_\_\_

1. Write a description of your learning style. Include statements about your motivation and study habits.
  
2. How do you prefer to prepare your assignments? (Written, audio-tape, or a combination of formats?)
  
3. List your strengths and weaknesses in your academic area.
  
4. What are your professional goals?
  
5. How will you approach this directed study module?

Will you:

set self-imposed deadlines?

set aside specific hours/days for study?

look for information that is not contained  
in your textbooks?

3301 College Avenue  
 Fort Lauderdale, Florida 33314  
 305-475-7440  
 1-800-541-NOVA Ext. 7440



**NOVA UNIVERSITY**

CENTER FOR THE ADVANCEMENT OF EDUCATION  
 The GEM Programs (graduate teacher education)

**PLEASE FORWARD ALL REQUESTS/REGISTRATIONS TO:**  
**SHIRLEY PATCHIN CAE OFFICE, STUDENT AFFAIRS.**  
**YOU CAN CALL SHIRLEY AT 1-800-NOVA-EXT. 5754.**

**DIRECTED STUDY REQUEST**

STUDENT'S NAME: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ SITE: \_\_\_\_\_

DIRECTED STUDY REQUESTED: \_\_\_\_\_

MAJOR: \_\_\_\_\_

CURRENT AREAS OF CERTIFICATION: \_\_\_\_\_

DEGREE GOALS:  
 MASTERS (M.S.) \_\_\_\_\_ EDUCATIONAL SPECIALIST (Ed.S): \_\_\_\_\_

STUDENT'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: H: ( ) \_\_\_\_\_ W: ( ) \_\_\_\_\_

STUDENT AFFAIRS USE ONLY:    APPROVED:                      DENIED:  
                                                                                         DATE                                          DATE

STUDENT AFFAIRS ADVISOR'S SIGNATURE: \_\_\_\_\_

**COMMENTS:**

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Fort Lauderdale, Florida 33314  
305-475-7440  
1-800-541-NOVA Ext. 7440



**DIRECTED STUDY ASSIGNMENT COVER SHEET**

This assignment cover sheet must be completed in black ink, stapled to your assignment and mailed directly to your instructor.

PLEASE PRINT.

STUDENT: \_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_

DIRECTED STUDY MODULE: \_\_\_\_\_

ASSIGNMENT AND/OR TOPIC: \_\_\_\_\_

DUE DATE: \_\_\_\_\_ DATE MAILED: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

GRADE: \_\_\_\_\_ INSTRUCTOR'S SIGNATURE: \_\_\_\_\_

INSTRUCTOR'S COMMENTS:

# NOVA BOOKS, INC.



6508 S.W. 39 St. - Davie, FL 33314 (305) 583-5860

## TEXTBOOK ORDER FORM

NAME \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_  
*if different* \_\_\_\_\_  
\_\_\_\_\_

MC, VISA, AMEX No. \_\_\_\_\_ exp. date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COURSE NAME AND NUMBER \_\_\_\_\_

SITE LOCATION \_\_\_\_\_

### TEXTBOOKS NEEDED

AUTHOR

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

SHIPMENTS MADE BY U.P.S. ONLY; THEREFORE, A SIGNATURE IS USUALLY REQUIRED. TELEPHONE ORDERS ACCEPTED 10am-5pm MON.-FRI. RETURNS CANNOT BE ACCEPTED WITHOUT PRIOR PERMISSION.

HOME PHONE (\_\_\_\_) \_\_\_\_\_ BUSINESS PHONE (\_\_\_\_) \_\_\_\_\_

**THANK YOU FOR YOUR ORDER**

## BOOKLIST CONTINUED

EH	\$49.00	Rizzo, Joseph V., and Robert H. Zabel, <u>Educating Children and Adolescents with Behavioral Disorders: An Integrative Approach</u> ; Boston: Allyn and Bacon (1989)
		Nova Book of Readings
ENG	\$43.00	Tchudi, Stephen N., <u>Exploration and the Teaching of English</u> , 3rd Edition. Har-Row
GIFTED	\$53.00	Clark, <u>Growing Up Gifted</u>
HE I	S/O	Ross, Elizabeth K., <u>On Death and Dying</u>
	S/O	Ross, Elizabeth K., <u>The Final Stages of Death</u>
	\$50.00	Masters, William, <u>Human Sexuality</u> , Third Edition 1988
MATH I	\$15.50	Lipschutz, <u>Finite Mathematics</u>
	\$40.00	Greenberg, <u>Euclidean and Non-Euclidean Geometries</u> Freeman Co.
MATH II	\$57.00	Burton, David M. <u>Elementary Number Theory</u> , Allyn Bacon, Inc. 1980
	\$15.50	Lipschutz, Seymour, <u>Theory and Practice of Linear Algebra</u> , McGraw-Hill Book Co. 1968
	\$15.50	Ayers, Jr., Frank, <u>Theory and Practice of Modern Algebra</u> McGraw-Hill 1965
PHYS ED PE 750	\$18.50	Nolte, <u>How to Survive in Teaching</u>
PE 710	\$53.00	Master, <u>Adaptive Physical Education</u>

BOOKLIST CONTINUED

RED I	\$51.00	Lapp, <u>Teaching Reading to Every Child</u>
	\$33.00	Miller, <u>Reading Correction Kit</u>
	\$33.00	Miller, <u>Reading Diagnostic Kit</u>
RED II	\$51.00	Lapp, <u>Teaching Reading to Every Child</u>
	\$49.00	Sutherland, <u>Children and Books</u>
	\$33.00	Miller, <u>Reading Correction Kit</u>
	\$33.00	Miller, <u>Reading Diagnostic Kit</u>
SCI	\$ 5.00	Morris, <u>The Naked Ape</u>
	\$ 8.50	Ehrlich, Paul & Sagan, Carl, <u>Cold and The Dark: The World After Nuclear War</u>
	\$ 4.25	Thomas, <u>Medusa and The Snail</u>
SOC ST	\$36.00	Dye, <u>Power and Society</u>
	\$28.50	Stewart, <u>Social Problems in Modern America</u>
SLD I	\$47.00	Mercer, Cecil D., <u>Students with Learning Disabilities 3rd Ed. 1987 Merrill Publishing Co.</u>
	\$47.00	Wallace, <u>Teaching Children with Learning and Behavior Problems</u>
SLD II	\$50.00	Salvia, <u>Assessment in Special and Remedial Education</u>
	\$48.00	Hallahan, Daniel, <u>Exceptional Children: Introduction to Special Education</u> Prentice-Hall
	\$50.00	Bernstein & Tiegerman, <u>Language Communication Disorders in Children:</u> 2nd ed. 1989 Merrrill Books Publishing

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*september*

s	m	t	w	t	f	s
						1
2	3	4	5 FIRST REGISTRATION AND TUITION	6	7	8
	<i>Labor Day</i>					
9	10	11	12	13	14	15
16	17	18	19 INITIAL TELEPHONE CONFERENCE PLEASE BE AVAILABLE	20	21	22
				<i>Rosh Hashanah</i>		
23 / 30	24	25	26	27	28	29
						<i>Yom Kippur</i>

1

9

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CENTER FOR THE ADVANCEMENT OF EDUCATION  
 The GEM Programs (graduate teacher education)

*october*

s m t w t f s

	1	2	3	4	5	6
7	8	9	10	11	12	13
<i>Thanksgiving Day (Canada) Columbus Day Observed</i>					<i>SECOND REGISTRATION AND TUITION  Columbus Day</i>	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
			<i>United Nations Day</i>			
28	29	30	31			
			<i>Halloween</i>			

1 9 9 0

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**NOVA UNIVERSITY**  
 CENTER FOR THE ADVANCEMENT OF EDUCATION  
 The GEM Programs (graduate teacher education)

*december*

s m t w t f s

							<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	
			<i>Chanukah</i>				
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>FINAL EXAM</b>
<b>23</b> <b>30</b>	<b>24</b> <b>31</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>FALL CYCLE 1990 ENDS</b>
		<i>Christmas Day</i>					

1 9 9 0

**STUDENT TRANSACTION FORM**

(TO BE USED FOR COURSE REGISTRATION, DROP/ADD, PARTIAL WITHDRAWAL OR COMPLETE WITHDRAWAL)

Please check appropriate box  THIS IS A REGISTRATION  THIS IS A DROP/ADD  THIS IS A PARTIAL WITHDRAWAL  THIS IS A COMPLETE WITHDRAWAL

**A<sub>2</sub>**

ACADEMIC INFORMATION  
CENTER \_\_\_\_\_  
PROGRAM (1) \_\_\_\_\_  
PROGRAM (2) \_\_\_\_\_

CHECK ONE IN EACH CATEGORY

**INSTRUCTION LOCATION**  
 MAIN CAMPUS  CORAL SPRINGS  OTHER \_\_\_\_\_

**STUDENT STATUS**  
 NEW STUDENT (FIRST TIME AT NOVA)  
 CONTINUING STUDENT  
 RETURNING AFTER ABSENCE OF ONE YEAR

VA. BENEFITS?  YES  NO FOREIGN STUDENT VISA?  YES  NO  
DO YOU ANTICIPATE GRADUATING AT THE END OF THIS TERM?  YES  NO  
IF YES, YOU MUST FILE AN APPLICATION FOR DEGREE.

**A<sub>1</sub>**

CIRCLE INFORMATION THAT HAS CHANGED SINCE YOUR LAST REGISTRATION

SOCIAL SECURITY NO. \_\_\_\_\_ DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

PRESENT LEGAL ADDRESS (INCLUDING COUNTY)  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PRESENT LOCAL ADDRESS (IF DIFFERENT FROM ABOVE)  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ LOCAL/DORM TELEPHONE \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**EMERGENCY CONTACT:** LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ HOME PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CHECK ONE  
 MALE  
 FEMALE

DATE OF BIRTH  
MO \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

**B**

ALL NEW STUDENTS MUST COMPLETE THE FOLLOWING: THIS INFORMATION IS REQUIRED FOR REPORTING PURPOSES ONLY.

ETHNIC ORIGIN DATA Check one of the following:  
 White (Not of Hispanic Origin)  Asian or Pacific Islander  
 Black (Not of Hispanic Origin)  American Indian or Alaskan Native  
 Hispanic Origin  Other \_\_\_\_\_

**C**

TERM CODE	SUBJECT	COURSE #	SECT	COURSE TITLE	DAY(S)	START DATE / END DATE	CR HRS.	DROP	FOR DROP/ADD & WITHDRAWAL	ADVISOR PROGRAM APPR	REG CODE

**STUDENT: READ CAREFULLY** I HEREBY AGREE TO PAY ALL SUMS DUE AND OWING FOR TUITION, HOUSING AND FEES AS ASSESSED BY NOVA UNIVERSITY. IN THE EVENT COLLECTION IS REQUIRED, I HEREBY AGREE TO PAY REASONABLE ATTORNEY'S FEES.

**X**

**D**

ALL TUITION AND FEES ARE DUE AT TIME OF REGISTRATION.  
METHOD OF PAYMENT (INDICATE THOSE THAT APPLY):  
 CASH  CREDIT CARD (SEE E)  FINANCIAL AID (ATTACH COPY OF OFFICIAL AWARD LETTER)  CHECK OR MONEY ORDER

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT: AFTER THE ABOVE TRANSACTION, HOW MANY CREDITS THIS TERM?

**E**  I HEREBY AUTHORIZE A CHARGE BE MADE TO MY CREDIT CARD: AMOUNT \_\_\_\_\_  
 VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER  
ACCOUNT NUMBER \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**F**

FOR OFFICE USE ONLY

CHARGES:	SUBCODE	AMOUNT	PAYMENTS:	SUBCODE	AMOUNT
TUITION			STAFF WAIVER		
REGISTRATION					
LATE REGISTRATION	26007				
SERVICE CHARGE	26130				
APPLICATION					
STUDENT ACTIVITY			PRIOR CREDIT BAL.		
GRADUATION	26115		CASH ONLY		
STUDENT SERVICE			MONEY ORDER, CHECK		
			CREDIT CARD		
			OTHER		
PRIOR BAL. DUE					
TOTAL			TOTAL		

**G**

**REFUND INFORMATION**

ASSESSMENT \$ \_\_\_\_\_  
NO FINANCIAL ASSESSMENT \_\_\_\_\_  
REVERSE \_\_\_\_\_% OF \$ \_\_\_\_\_ : \$ \_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
NO FINANCIAL ADJUSTMENT REFUND CREDIT ACCOUNT

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR UNIVERSITY USE ONLY**

CLUSTER SITE LOCATOR \_\_\_\_\_ RT210 \_\_\_\_\_ RT170 \_\_\_\_\_

TUITION ASSESSMENT \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
REGISTRATION ENTERED \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_  
ACCOUNTS RECEIVABLE \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

**STUDENT TRANSACTION FORM**  
(TO BE USED FOR COURSE REGISTRATION, DROP/ADD, PARTIAL WITHDRAWAL OR COMPLETE WITHDRAWAL)

Please check appropriate box  THIS IS A REGISTRATION  THIS IS A DROP/ADD  THIS IS A PARTIAL WITHDRAWAL  THIS IS A COMPLETE WITHDRAWAL

**A<sub>2</sub>**

ACADEMIC INFORMATION

CENTER \_\_\_\_\_

PROGRAM (1) \_\_\_\_\_

PROGRAM (2) \_\_\_\_\_

CHECK ONE IN EACH CATEGORY

**INSTRUCTION LOCATION**

MAIN CAMPUS  CORAL SPRINGS  OTHER \_\_\_\_\_

**STUDENT STATUS**

NEW STUDENT (FIRST TIME AT NOVA)  CONTINUING STUDENT  RETURNING AFTER ABSENCE OF ONE YEAR

VA. BENEFITS?  YES  NO FOREIGN STUDENT VISA?  YES  NO  
DO YOU ANTICIPATE GRADUATING AT THE END OF THIS TERM?  YES  NO  
IF YES, YOU MUST FILE AN APPLICATION FOR DEGREE

**A<sub>1</sub>**

CIRCLE INFORMATION THAT HAS CHANGED SINCE YOUR LAST REGISTRATION

SOCIAL SECURITY NO. \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

PRESENT LEGAL ADDRESS (INCLUDING COUNTY)

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PRESENT LOCAL ADDRESS (IF DIFFERENT FROM ABOVE)

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ LOCAL/DORM TELEPHONE \_\_\_\_\_

EMPLOYER NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**EMERGENCY CONTACT:**

LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_ HOME PHONE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CHECK ONE

MALE  FEMALE

DATE OF BIRTH

MO \_\_\_\_\_ DAY \_\_\_\_\_ YEAR \_\_\_\_\_

**B**

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ETHNIC ORIGIN DATA Check one of the following:

White (Not of Hispanic Origin)  Asian or Pacific Islander  
 Black (Not of Hispanic Origin)  American Indian or Alaskan Native  
 Hispanic Origin  Other \_\_\_\_\_

TERM CODE	SUBJECT	COURSE #	SECT	COURSE TITLE	DAY(S)	START DATE / END DATE	CR HRS.	DROP	FOR DROP/ADD & WITHDRAWAL	REG CODE
									ADVISOR PROGRAM APPR	

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**X** STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ ADVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**D**

ALL TUITION AND FEES ARE DUE AT TIME OF REGISTRATION. METHOD OF PAYMENT (INDICATE THOSE THAT APPLY):

CASH  CREDIT CARD (SEE E)  FINANCIAL AID  CHECK OR MONEY ORDER

(ATTACH COPY OF OFFICIAL AWARD LETTER)

**E**

I HEREBY AUTHORIZE A CHARGE BE MADE TO MY CREDIT CARD:  VISA  MASTERCARD  AMERICAN EXPRESS  DISCOVER

ACCOUNT NUMBER \_\_\_\_\_ AMOUNT \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

**F FOR OFFICE USE ONLY**

CHARGES:	SUBCODE	AMOUNT	PAYMENTS:	SUBCODE	AMOUNT
TUITION	_____	_____	STAFF WAIVER	_____	_____
REGISTRATION	_____	_____	_____	_____	_____
LATE REGISTRATION	26007	_____	_____	_____	_____
SERVICE CHARGE	26130	_____	_____	_____	_____
APPLICATION	_____	_____	_____	_____	_____
STUDENT ACTIVITY	_____	_____	PRIOR CREDIT BAL.	_____	_____
GRADUATION	26115	_____	CASH ONLY	_____	_____
STUDENT SERVICE	_____	_____	MONEY ORDER, CHECK	_____	_____
_____	_____	_____	CREDIT CARD	_____	_____
_____	_____	_____	OTHER	_____	_____
PRIOR BAL. DUE	_____	_____	_____	_____	_____
TOTAL	_____	_____	TOTAL	_____	_____

**G REFUND INFORMATION**

ASSESSMENT \$ \_\_\_\_\_

NO FINANCIAL ASSESSMENT \_\_\_\_\_

REVERSE \_\_\_\_\_% OF \$ \_\_\_\_\_ \$ \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NO FINANCIAL ADJUSTMENT REFUND CREDIT ACCOUNT

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR UNIVERSITY USE ONLY**

CLUSTER SITE LOCATOR \_\_\_\_\_ RT210 \_\_\_\_\_ RT170 \_\_\_\_\_

TUITION ASSESSMENT \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

REGISTRATION ENTERED \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

ACCOUNTS RECEIVABLE \_\_\_\_\_ SIGN \_\_\_\_\_ DATE \_\_\_\_\_

