

Registration Worksheet



NAME: _____ Year: 20__ / ____ ID #: _____

Course Selection for FALL Term

Course Code	Section/Lab/Seminar (if applicable)	Credit
INST _____		0.5

Course Selection for WINTER Term

Course Code	Section/Lab/Seminar (if applicable)	Credit
INST _____		0.5

- If total credits either semester exceed 17.9 credits, a course overload form must be attached.
- If any of the courses above are audit, an audit form must be attached.
- If any of the courses above are: BIOL 497, BUSI 489, BUSI 490, CHEM 497, CMPT 470, CMPT 480, CMPT 481, CMPT 496, ENGL 391, ENGL 398, ENVS 490, or a directed study (499) please complete the **Registration For Specific Classes** section on the reverse side of this form.

Student Contractual Statement

Communication

1. I understand that I am responsible for regularly checking my King's email and mailbox for official communications from King's.
2. I understand that I am responsible for keeping my home and local addresses up to date with the Registration and Student Finance Office.
3. I understand that I am responsible for accessing Moodle using my King's network account in connection with my registered courses.

Registration

4. I understand that I must follow Registration and Student Finance procedures to add or drop courses prior to the add/drop deadline for each term.
5. I understand that courses for which I am waitlisted will be added automatically if there is space in the course. If the course does not fit my schedule, requires a credit overload, or if I am registered in another section, I will be removed from the waitlist and not added to the course.
6. I understand that if I withdraw from a course between the add/drop deadline and the withdraw deadline I will receive a grade of "W" on my official record and transcript.
7. I understand that, while King's tries to minimize schedule changes, course cancellations or changes to my schedule may occur, and instructors assigned to courses may also change.

Financial

8. I understand that by registering in courses, I have obligated myself to pay for the tuition and other fees.
9. I understand that fees are due in full on Registration Confirmation day for each term unless I have been approved for a pre-authorized debit plan through Rotessa prior to confirmation.
10. I understand that I will not be allowed to confirm my registration in a future term until I have paid any amounts owing from prior terms.
11. I understand that certification of my student record, including, but not limited to, transcripts, statements of results, confirmation of registrations, tuition tax receipts, and degree parchments, will not be released if I have any outstanding indebtedness to King's.
12. I understand that my eligibility for financial aid (if any) may have registration and other requirements and I will be responsible for maintaining those. See the Academic Calendar for details on general eligibility and for specific awards.

Academic

13. I will take the responsibility to understand King's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of my courses and academic honesty in all my studies.
14. I understand that the purpose of advisor approval is to give me feedback on the appropriateness of my course selections. The advisor approval does not imply that the advisor takes responsibility for my course selection.
15. I understand that King's expects students to attend all classes, seminars and laboratory periods.
16. I understand that I am required to take my final exams at the time specified in the final exam schedule and that I must not finalize plans for departure from Edmonton during Examinations Week until I have received my final examination schedule, and must not make travel plans that conflict with my final examination schedule.

Standards of Conduct

17. I also understand that my behaviour is governed by the standards expressed in the Student Handbook, have reviewed these at <http://registry.kingsu.ca/studenthandbook.pdf> and agree to abide by them.
18. I will take the responsibility to be aware of copyright policies and procedures that are in effect at The King's University.
19. I will comply with the Information Technology Appropriate Use policy.

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

Registration and Student Finance Signature: _____ Date: _____

Please complete other side...

Request for Support

Additional support is available for students with learning disabilities and/or other health conditions. Do you wish to access this service? ___Yes ___No If yes, please specify the nature of the disability.

Note: This information will not affect your status. It is collected solely for the purpose of assisting students with disabilities. By indicating that you wish to access additional support services, you are giving Registration and Student Finance permission to forward your contact information to the Student Life Office so that they can accommodate your request for assistance.

DIRECTED STUDIES COURSES:

All 499's, HIST 497, HIST 498, MUSI 385, MUSI 485, MUSI 488, MUSI 491, MUSI 493, MUSI 494, MUSI 496, MUSI 498, PSYC 497

Students desiring to do a directed study course must complete a Directed Studies Application form (available at the Registration and Student Finance), which must normally be presented to the proposed faculty supervisor 45 days prior to the commencement of the term in which the directed study course is desired. The faculty supervisor and the student must together create a Directed Studies Syllabus. The Directed Studies Application, accompanied by the Directed Studies Syllabus, must be presented to the Registration and Student Finance to register in a directed studies course.

REGISTRATION FOR CLASSES WHICH REQUIRE INSTRUCTOR PERMISSION:

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| <input type="checkbox"/> BIOL 497 | <input type="checkbox"/> BUSI 489 | <input type="checkbox"/> BUSI 490 | <input type="checkbox"/> CHEM 497 | <input type="checkbox"/> CMPT 470 | <input type="checkbox"/> CMPT 480 |
| <input type="checkbox"/> CMPT 481 | <input type="checkbox"/> CMPT 496 | <input type="checkbox"/> ENGL 391 | <input type="checkbox"/> ENGL 398 | <input type="checkbox"/> ENVS 490 | |

Permission of Instructor:
