



Engaging the culture, changing the world.

Seattle Pacific UNIVERSITY

Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, WA 98119-1922
(206) 281-2031 FAX (206) 281-2669

Registration Form

STEP I: STUDENT INFORMATION (All information is required, except as noted)

Quarter/Year: _____ SPU ID or Social Security Number: _____

Last Name: _____ First: _____ Middle: _____ Former: _____

Check all that apply: [] Faculty/Staff Discount [] Senior Citizen

Previous relationship to SPU: [] I have taken an SPU course [] This is my first course
[] Alumni [] SPU Faculty/Staff [] I have applied for admission

Address _____
Street Address City State Zip

Citizenship: [] United States [] Resident Alien (number) _____ [] Non-Citizen (country) _____

Birth Date (MM/DD/YY): _____ (optional, though required for web access and senior citizen discount)

Email Address: _____ Phone Number: Day () _____ Evening () _____

Optional Information:

Gender: [] Male [] Female Ethnicity: [] Alaska Native [] Caucasian/White [] American Indian
[] Asian/Pac. Isl. [] Hispanic American [] African American

STEP II: COURSE SELECTION (Course Information can be found at www.spu.edu, select "Catalog and Time Schedule")

Table with 7 columns: CRN, Subject Code, Course Number, Course Title, Credits/Units, Audit (check), Instructor. Includes a Total row at the bottom.

STEP III: PAYMENT INFORMATION (Continuing Education Courses require Payment in Full)

[] Please bill me
SPU bills are electronic. Notification will be sent to your SPU email address when your bill is available to view online.

[] Purchase Order Number: _____
PO requirements on reverse

[] Check Enclosed for full amount of \$ _____
Make checks payable to SPU, no cash.

Name and Address of Organization: _____

STEP IV: STUDENT SIGNATURE (Required)

Seattle Pacific University has my approval to add courses as listed in the information above. I have read and agree to the contractual statement that is printed on the reverse of this form.

Student signature X _____ Date: _____

CONTRACTUAL STATEMENT

I understand and agree that when my registration form is accepted by Registration, I have obligated myself to pay for the courses and all other charges related to this registration. I understand that if I have delinquent financial obligations or if any financial obligation is adjudged to be discharged, I will not be permitted to register or attend classes for subsequent quarters or order official transcripts until such obligations have been satisfied. If I default on my financial obligations, I agree to pay all costs and expenses incurred by the University in the collection of any sums due under this registration, including, but not limited to reasonable attorney's fees, collection costs and court costs. If these registration fees are sent out for collection by an outside collection agency or debt collector, the University may add a collection fee of at least one-third (1/3) and as much as double the principal and interest due on the note and may disclose my default and other relevant information to credit bureau organizations. This note shall be governed by the laws of the state of Washington.

PLEASE NOTE: There is an additional tuition charge for each additional credit hour over 18 (excluding Summer). (If you are enrolling in free 19th credits, this charge is waived).

If I decide to cancel my registration, I must do so through the options available (i.e. in writing to Student Academic Services or via the World Wide Web). As specified in the *Undergraduate Catalog or Graduate Catalog*, I understand that the date I officially withdraw will determine the amount of refund, if any, I will receive.

I understand SPU policy states that admitted undergraduate and post-baccalaureate students may take no more than 18 credits per quarter; admitted graduate students may take no more than 15 credits per quarter; and that non-admitted students may take no more than 20 credits per quarter. I also understand that these include all credits taken at other institutions, and that any credits taken in excess of these limits will be disallowed.

I understand SPU's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of the course(s) for which I may register.

Policies and other matters are covered in detail in the *Undergraduate Catalog or Graduate Catalog*, which is available online.

PURCHASE ORDER REQUIREMENTS

When your registration is being paid for at a later date by a third party (ie: your school district) your registration can be processed with the third party name and purchase order number documented on the face of the registration form. To transfer the billing from the student to the third party, a purchase order must be submitted to SPU with complete information.

Information required on each purchase order includes the following:

- Student Name(s)
- SSN/SPU ID Number
- Dollar amount per student
- Total dollar amount for purchase order
- Course information-CRN/SUBJ/CRSE Number

According to the contractual statement on this registration form, you the student are the responsible party and will receive monthly statements including finance charges if for any reason the purchase order is not paid or able to be processed due to lack of information.

FERPA

Family Educational Rights and Privacy Act (FERPA) of 1974

The University is committed to protecting the right of privacy of all individuals about whom it holds information. Access to educational records is restricted to the student concerned, to parents of a dependent student (defined by IRS), to others with the student's written consent, to University officials who have legitimate educational interest in the records, to officials of another school where the students seeks or intends to enroll, to certain authorized government representatives, to organizations conducting studies on behalf of the University, to accrediting organizations to carry out their accrediting function, to a court of competent legal jurisdiction, and to appropriate parties in a health or safety emergency.

In accordance with FERPA, the following information is considered public and can be given over the telephone: name, address, telephone number, dates of attendance, degrees and awards received, dates of degree(s) conferred, most recent previous educational institution attended, and class standing. Grades, class schedules, total number of credits, or any other transcript related information will not be given out over the telephone. Due to SPU's adherence to FERPA, all other information must be requested in writing. Students may inspect their records by coming to Student Academic Services. (Picture identification will be required before records may be viewed.)

The official FERPA policy can be found online at: <http://www.spu.edu/depts/sas/ferpa.html>