

# SPIRAL REGISTRATION FORM

USE THIS FORM ONLY FOR COURSES THAT PROVIDE A "CRN" IN THE COURSE DESCRIPTION.



**PLEASE NOTE THE FOLLOWING INSTRUCTIONS:**

1. Select the payment option and enclose your payment (the cardholder's signature is required if paying by credit card).
2. Read and sign the contractual agreement in step four of the registration form.
3. Complete this registration form only if you have been directed to do so in this bulletin. Many courses require registration to occur on site at the first class session.

**MAIL TO:**  
 Seattle Pacific University  
 School of Education  
 Continuing Education  
 3307 Third Avenue West, Suite 209  
 Seattle, WA 98119-1950

**FAX TO:**  
 206/281-2271

**QUESTIONS:**  
 800/482-3848  
 www.spu.edu/spiral

**STEP 1: PLEASE PRINT, USING BLACK OR BLUE INK.**

Quarter \_\_\_\_\_ Year \_\_\_\_\_ SSN or SPU ID Number (Required for IRS reporting purposes) \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Former \_\_\_\_\_

Permanent Address Street City State Zip

Mailing Address Street City State Zip

Email Address (Required for online courses) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Work Phone Home Phone

This is my first course through SPU  Yes  No

Birth Date (mm/dd/yy) \_\_\_\_\_ Gender (Optional):  Male  Female  
*Optional; however, required for Web services.*

Ethnicity (Optional):  African American  Alaskan Native  American Indian  Asian American  Caucasian/White  Hawaiian  Hispanic American  Other

**Required Information:**  
 U.S. Citizen  Non-U.S. Citizen  
 Country: \_\_\_\_\_

**STEP 2: COURSE SELECTION.** (If applicable)

CRN	Subject Code	Course Number	Course Title	Credits/Units	Instructor	Begins	Ends	Tuition
2392	EDU	5XXX	Sample Class	3	Smith	9/1/05	10/30/05	\$XXX
<b>Total Credits:</b> _____								<b>Total Tuition:</b> _____

**STEP 3: CONTRACTUAL AGREEMENT.**

I request registration in the courses indicated. I have read and agree to the contractual statement and refund policy on the reverse side, which outlines my obligations to the University.

\_\_\_\_\_ Date \_\_\_\_\_

If you have a disability requiring special accommodation, please call **206/281-2272.**

**STEP 4: PAYMENT METHODS.**

**Payment Options:** Choose one of the following payment methods (A–C). Refer to the *Financial Information* section. Pay only tuition; Do not include materials and course fees.

**A. Check:** Check enclosed for full amount of \$\_\_\_\_\_ (Make all checks payable to SPU; Do not send cash.)

**B. Purchase Order:** \_\_\_\_\_  
*Student is responsible for charges until P.O. is processed (see back of form).* Number \_\_\_\_\_ Name of School, District or Organization \_\_\_\_\_  
 Organization Address \_\_\_\_\_

**C. Credit Card:**  Visa  MasterCard \_\_\_\_\_  
*SPU accepts Visa or MasterCard.* Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Charge full amount of \$\_\_\_\_\_ to my credit card.

Cardholder Name (Please print) \_\_\_\_\_ \_\_\_\_\_ Cardholder Zip Code \_\_\_\_\_

**FOR OFFICE USE ONLY.**

**SOE**  
 Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SAS**  
 Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_

## OFFICIAL REGISTRATION CONTRACTUAL STATEMENT

I understand and agree that when I register, I have obligated myself to pay for the courses and all other charges related to this registration. If registering by bank card, I authorize SPU to charge my account the amount noted. If I default, 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 cost 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.

If I decide to cancel my registration, I will do so in writing to Student Academic Services. As specified in *Spiral*, 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) listed.

These and other matters are covered in detail in *Spiral*, the *SPU Undergraduate Catalog* and the *SPU Graduate Catalog*, copies of which are available free of charge from Admissions, 206/281-2021 or 800/336-3344.

## PURCHASE ORDER REGISTRATION

If your registration will be paid by a purchase order, you can register by

1. Submitting your registration form to the agency who will be paying the purchase order. That agency will submit all registrations with their purchase order to Seattle Pacific University; or,
2. Mailing in your registration with the purchase order number and district or agency name and complete mailing address clearly indicated in the purchase order section of the registration form. The purchase order must list students' names and social security numbers. If a purchase order is not submitted or does not include the correct information, students will be responsible for all charges and will begin receiving monthly statements including late fees.

Please note that a student must choose one of these options, but should check with the agency submitting the purchase order to determine which one to use.

## STUDENT RECORDS AND CONFIDENTIALITY: FERPA POLICY

**Family Education Rights and Privacy Act, 1974 (FERPA):** Certain items of information about individual students are fundamental to the educational process and must be recorded. This recorded data concerning students is used only for clearly defined purposes and is safeguarded and controlled to avoid violations of personal privacy.

SPU has the responsibility to effectively supervise any access to and/or release of official information about its students. In this regard, the University is committed to protecting the right of privacy of all individuals about whom it holds information, records and files. Access to such records is restricted to the student concerned, to parents of a dependent student, to others with the student's written consent, to officials within the University, and to a court of competent legal jurisdiction.

A complete copy of SPU's FERPA statement can be found on the SPU home page at [www.spu.edu/depts/sas/ferpa.html](http://www.spu.edu/depts/sas/ferpa.html) or obtained by contacting the Office of Student Life or Student Academic Services.