



TUTORIAL REGISTRATION FORM

- School of Arts & Sciences
- School of Business & Justice Studies
- School of Health Professions & Education

Student's Full Name _____

9-Digit Student ID# _____

Year: _____

Semester: _____

We are authorizing the above-named student to register for the following Utica College course in a tutorial format:

3-Letter Course Prefix _____

3-Digit Course # _____

Course Title as Listed in the Utica College Catalog _____

Faculty member responsible for course (PRINT): _____

Student acceptance of charges:

- If I have a hold on my account, I will not be registered for the tutorial.
- I understand that Tutorial courses are charged at the higher day rate, even during summer and winter sessions.
- I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program.
- I accept responsibility for all charges incurred as a result of my registration.
- I understand that charges are available for viewing on Banner Web.
- I am responsible for the accuracy of all information I submit to the College. I agree to notify the Office of the Registrar in writing of any withdrawal, or other change that affects my enrollment status in any class or be subject to all charges.
- If charges are incurred while attending and it should be necessary for Utica College to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.
- In the event I qualify for Title IV federal funds, I authorize the College to use these funds to pay for all allowable charges beyond tuition, fees, room and board. I understand that due to federal regulations, my financial aid package is based upon a minimum registration requirement after drop/add period. If minimum requirements are not met, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts.
- Traditional campus students who do not pay the balance in full will be automatically enrolled in a payment plan and charged a deferred payment fee.
- If I fail to meet payment arrangement deadlines, I will experience delays in finalizing my registration, I may be dropped from my courses, and if applicable, may be removed from campus housing and have my meal plan canceled.
- If I withdraw after the deadline, I will be given a grade of WF, which will calculate as an "F" in my GPA.

Student Signature (*required*): _____

Faculty Approvals (signatures):

Supervisor: _____

Date: _____

Chair/Director: _____

Date: _____

Dean: _____

Date: _____

Registration Completed:

CRN: _____ Date Registered: _____ Signature: _____

NOTE: If this is for a summer tutorial, a copy of this form must be sent from the Registrar's Office to Student Financial Services.