

City University of Seattle
 Continuing Education
 11900 NE First Street
 Bellevue, WA 98005
 800.426.5596

COURSE REGISTRATION FORM

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER TO CREATE A STUDENT RECORD AT CITY UNIVERSITY OF SEATTLE.

NAME _____ DAY PHONE () _____
Last First Middle

ADDRESS _____ EVENING PHONE () _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY No. _____ EMAIL ADDRESS _____ @ _____

TERM OF ATTENDANCE: SU FL WN SP YEAR: 20 _____

IS THIS YOUR FIRST COURSE WITH CITY U? Yes No DATE OF BIRTH _____
MM DD YYYY

IF NO, PLEASE PROVIDE YOUR STUDENT ID NUMBER: _____

If this is your first course with City University of Seattle a Student ID Number will be provided to you by mail upon receipt of your registration. Your Student ID Number will be used to access Library Services, the *my.cityu.edu* portal site, student accounts, and to register for other City University of Seattle courses.

ETHNIC ORIGIN (optional)

AMERICAN INDIAN BLACK NON-HISPANIC WHITE NON-HISPANIC ASIAN OR PACIFIC ISLANDER HISPANIC

I AM REGISTERING FOR THE FOLLOWING COURSES

COURSE NUMBER	COURSE TITLE	PASS/NO PASS OPTION	DATE COURSE BEGINS	NUMBER OF CREDITS	COST PER CREDIT	TOTAL
TOTAL PAYMENT				\$		

GRADES WILL BE SUBMITTED TO CITY UNIVERSITY OF SEATTLE FOR POSTING TO A TRANSCRIPT WITHIN 4 WEEKS OF COURSE COMPLETION.

REGISTRATION AND PAYMENT POLICIES

I have read and understand the registration and payment policies described on the reverse of this Course Registration Form.

Signature _____

Date _____

METHOD OF PAYMENT

CASH CK/MO (MAKE CHECKS PAYABLE TO CITY UNIVERSITY OF SEATTLE)

AMEX MC VISA DISCOVER

EXP. DATE: _____

CARD NUMBER: _____

SIGNATURE: _____

ADMISSION

Formal admission to City University of Seattle is not required for students who register for Continuing Education courses. However, students are required to provide the same personal information in order to create a formal student record (official name, date of birth, and social security number). Students who are interested in pursuing City University of Seattle degree or certificate programs must be formally admitted to the university and must remit the nonrefundable application fee. Please consult the City University of Seattle Catalog for further information.

UNDERGRADUATE/GRADUATE CREDIT OPTION

Some Continuing Education courses are offered for undergraduate (400 level) and/or graduate (500 level) credit.

Note: A course taken at the undergraduate level cannot be repeated at the graduate level for credit. Similarly, a course taken at the graduate level cannot be repeated for credit at the undergraduate level. Courses repeated at the same level (undergraduate or graduate) will only receive credit once unless the student failed or received no credit for the original course.

REPETITION OF COURSES

Graduate courses, in which a grade of less than 3.0 has been received, and undergraduate courses, in which a grade of less than 2.0 has been received, may be repeated. In the computation of the grade point average, only the newer grade will be counted.

PASS/NO PASS OPTION

Students registering in graded option courses at the undergraduate level may elect to register under the Pass/No Pass option. These students will, in all cases, be required to do the identical coursework of those registering for a decimal grade. Instructors are required to submit all grades in decimal form. The University Registrar will then process the decimal grade, or convert the decimal grade to either a Pass or No Pass in order to satisfy those students who have chosen this grading option. In order to receive a grade of Pass, a student's GPA must be at least 2.0 work in an undergraduate course. **No changes may be made to the grading option once a class is in session.**

CHANGE OF NAME, ADDRESS, TELEPHONE

The student is responsible for keeping the University informed of any changes in student address, name or phone. The mailing of notices, grades and other correspondence to the last address on record constitutes official notification.

STANDARD RELEASE AND LIABILITY WAIVER

Liability Waiver: City University of Seattle cannot accept responsibility for any problems or mishaps that might occur during any course.

COURSE CANCELLATION POLICY

Occasionally, Continuing Education courses may be cancelled for various reasons such as lack of sufficient enrollment, faculty illness, etc. The staff will make every effort to contact students in the event of a course cancellation. City University of Seattle cannot accept responsibility for any travel or other expenses that a student might incur in the event of a course cancellation. It is strongly recommended that students call the university to confirm that the course is being presented as scheduled.

TUITION

City University of Seattle reserves the right to change the tuition and fee schedule for any given term without prior notice. After the beginning of a term, no change in tuition or fees will be made which affect that term.

Note: Please be advised that tuition normally increases at the beginning of the Summer quarter.

ADDITIONAL FEES FOR NON-STANDARD/FIELD COURSE(S)

Additional instructor and/or materials fees are required for these courses. Please contact the individual provider/instructor about these fees.

TUITION AND PAYMENT POLICY

Tuition is due prior to the course start date. On-Site course instructors are not responsible for handling tuition transactions. Payment can be in the form of a personal check, money order, purchase order, business check, or credit card (Visa, Master Card, American Express and Discover). Please include your City University of Seattle ID on all correspondence. Upon request, students can receive receipts. Official transcripts will be withheld until all tuition and fees are paid.

Note: Refer all billing inquiries to the City University of Seattle Business Office and all transcript inquiries to the City University of Seattle Registrar's Office (800)426.5596.