

MANUAL REGISTRATION FORM
PLEASE PRINT CLEARLY

NAME _____ ID# _____ TERM _____ YEAR _____

EMAIL _____ TELEPHONE _____

Declared Major or Degree Intent: _____

The following types of classes must be manually added to a student's schedule by the Registrar. Please obtain the indicated approvals and return this form to the Registrar's Office. Refer to the following table for required signatures.

Check Course Type Adding	Type of Course	Signature Required
	Senior Capstone (497 and 498) courses	Program Chair or as noted* (see below)
	Graduate Field Project/Research courses	Program Chair*
	ID 133 Dynamics of Leadership	Dr. Ryan Alcantara, VP of Student Affairs**
	ID 192, 292, 392, 492	Dr. Ryan Alcantara, VP of Student Affairs**
	ID 299A, ID 299B Portfolio Review	Susie Martin, Assistant Dean of curriculum
	Courses requiring Faculty Approval	Instructor or Program Chair, as specified
	2 nd half semester courses	No signature required when registration closed.
	Intercollegiate athletics	Athletic Director
	Applied Music/Play Production after Add/Drop	Instructor and Advisor**

*Senior Capstone/Graduate Field Project/Research signatures:

Biology: Dr. John Alexander; **Business:** Tiffany Gutierrez; **Criminal Justice:** Dr. David Draper; **Liberal Arts:** Dr. Larry Dunlop; **Film & Media Production:** Blue Wade; **Psychology:** Dr. David Draper; **Graduate Field Project/Research:** Business/Leadership: Tiffany Gutierrez; Community Psychology: Dr. David Draper

Note: A copy of your Degree Audit and Ed Plan may be required to obtain approval to register for Capstone.

** Contact hour requirements must be verified for the requested units and/or for courses added after Add/Drop.

I am declaring my intent to enroll in the following course(s) during the following term:

Fall: _____ Spring: _____ Summer: _____

Dept.	Course #	Section #	# Units	Name of Course	Signature (as required)

I hereby request registration in the course(s) marked above. I have secured the appropriate signature(s) as required. It is my responsibility to ensure my progress towards degree completion through enrollment in appropriate coursework required for the declared degree.

Student Signature: _____

Date: _____