UNIVERSITY OF HARTFORD

REGISTRATION/ADD/DROP FORM

Term and Year
20_____

☐ Fall ☐ Spring
☐ Summer ☐ Winter

Student ID#	Last Name (Please Print)	First (Please Print)	Middle or Maiden	Date of Birth (MM DD YYYY)

Within Which U. of H. College Are You Primarily Matriculated?	HAS 01	A&S 02	BSB 03	HLYR 04	ENHP 05	CETA 06	Hartt 07	Univ. Studies 11	Non-Matric 00	Consortium 30	UHSSE HS
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Have you ever registered with a different name?
If Yes? _____

	Street	City	State	Zip	Email Address
Permanent Address					
Local Address	**Street**	**City**	**State**	**Zip**	**Phone Number**

Citizenship ☐ U.S. Citizen ☐ Eligible Non-Citizen

Ethnicity ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: ☐ American Indian/Alaskan Native ☐ Asian ☐ White ☐ Native Hawaiian or Other Pacific Islander ☐ Black/African American

Are you applying for veterans benefits? ☐ Yes ☐ No

ADD — Override Reasons (if applicable) — DROP

Course Reference Number (CRN)	Course Information: Subject Code	Course Information: Number	Course Information: Credit Hours	Grade Option: Pass/ No Pass	Grade Option: Audit	Override Signature (under appropriate reason): Late Registration (After 1st wk of classes) (Instructor)	Closed/Time Conflict (Instructor)	Prerequisite (Instructor or Dept)	Requires Authorization (Department)	Date Signed	Course Reference Number (CRN)	Course Information: Subject Code	Course Information: Number	Course Information: Credit Hours	Grade Option: Pass/ No Pass	Grade Option: Audit
Ex. 12345	ABC	123	3	x												

Reason: _____

Credit Hour Load After Change

WITHDRAWAL

Registration fee is non-refundable. Tuition and fee credit for withdrawal is governed by university policy as published in the current edition of the University catalog.

Student's Signature _____ Date

Advisor's Signature _____ Date

Dean or Designee Signature (after 2nd wk of classes) _____ Date

Terms of Payment for all Charges and Fees: (1) Full-time student—in full prior to term in accordance to due date. (2) Part-time student—1/2 tuition plus fees prior to term, balance following month.

If payment is not made as set forth here and in accordance with the University's published policy, the student may be denied grades, transcripts, diplomas and the opportunity to register for subsequent classes. A late payment penalty of 1.5% of the unpaid balance will be assessed each month until paid in full. If the University considers it necessary to engage the services of a collection agency or attorney to obtain payment, then the signer herein agrees to pay an additional collection fee of 15% of the principal balance plus any attorney fees, reasonable expenses, and other costs incurred, to the maximum extent allowed under Connecticut law.

ALTERNATIVE EDUCATION AND SERVICE FORMAT: When necessary to protect the health and safety of students, faculty and staff, as determined by the University in its sole discretion, the University reserves the right to alter (a) the academic schedule, location and modality of instructional and learning activities, and academic terms and requirements (including content and grading) of undergraduate, graduate and doctoral programs and instruction; and (b) the schedule, location, availability and format of services, activities, and experiences offered to students. Students shall not be entitled to refunds or offsets of tuition, fees, or other costs of attendance where the University exercises such discretion, except to the extent permitted by the University's refund policies.

BURSAR USE ONLY