



IMPORTANT INFORMATION: This form will be processed on the day all required information is received. Changes are effective the date the form is received. If required signatures are not present, and/or you have an obligation to the University, you will not be enrolled.

Email form to registrar@ndm.edu

NDMU Student ID number

Semester to register:

REGISTRATION FORM

Year

Last Name

First Name:

M.I.

Phone Number:

Date of Birth

Student completes this portion:

Staff use only:

ENROLL	Course ID	Section	Course Title	#credits	Auditing	<input type="checkbox"/> Closed/overload course (reached capacity) <hr/> Course name <input type="checkbox"/> Outside modality <input type="checkbox"/> Course overload (18+ credits) <input type="checkbox"/> International student approval <input type="checkbox"/> Academic Probation Approval <hr/> Advisor signature required <hr/> Dean/Designee/Chair approval
	<i>Sample: ENG 412</i>	<i>90</i>	<i>Topics in Literature</i>	<i>3</i>		
DROP /WITHDRAW	Course ID	Section	Course Title	#credits	Auditing	<p>Registrar office use only:</p> <p>100% REFUND enroll/drop period</p> <p>75% REFUND withdrawal period</p> <p>NO REFUND withdrawal period</p> <p>Processed by/Date:</p>
	<i>Sample: ENG 412</i>	<i>90</i>	<i>Topics in Literature</i>	<i>3</i>		

By my signature, I acknowledge my responsibility for payment of the tuition and fees generated by this registration. I have read and understand the University policies with respect to payment, payment options, withdrawal and refunds as posted on the Registration Course and Exam schedules page of the website.

Refund schedule: refund dates are noted on the academic calendar at <http://ndm.edu/academic-calendar>. Refund and withdrawal policies can be found at <http://ndm.edu/business-office/tuition-fees>. **REGISTRATION FEE IS NON-REFUNDABLE.**

Financial Aid - Your award may be reduced if you receive financial aid and withdraw from classes.

I understand and accept the responsibility these changes will have on achieving my educational goals.

Student Signature

Advisor Signature