



Course Registration Form

Student Information

Name: _____

Student number: _____

Semester

Circle One: Fall Spring Summer

Year: _____

Courses

- In order to be valid, form must be completely filled out for all courses desired.
- Include all block courses offered during the current semester.

Catalog #	Title	Credit Hour(s)	Date	Time	Status (check one)
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
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					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit
					<input type="checkbox"/> Credit <input type="checkbox"/> Audit

Total Credit Hours:
 (not including audit courses)

Internship (Fall & Spring only)

Select which internship module you will be taking. Required for all students enrolled in the One-Year and Four-Year programs. Consult your advisor if you are uncertain which module to select.

Current email address (necessary for internship announcements): _____

- | | |
|--|--|
| <input type="checkbox"/> Pr120 Church Internship 1 | <input type="checkbox"/> Pr320 Church Internship 5 |
| <input type="checkbox"/> Pr121 Church Internship 2 | <input type="checkbox"/> Pr321 Church Internship 6 |
| <input type="checkbox"/> Pr220 Church Internship 3 | <input type="checkbox"/> Pr420 Church Internship 7 |
| <input type="checkbox"/> Pr221 Church Internship 4 | <input type="checkbox"/> Pr421 Church Internship 8 |

Advisor signature

This form is invalid unless signed and dated by your academic advisor.

Advisor name: _____

Advisor signature: _____

Date: _____

Office use only:

- Complete
- Accepted by: _____
- Added to internship system
- Submitted to registrar
- Copy sent to student
- Filed in student file

Summary of Course Registration and Withdrawal Policies

Please be aware of the important policies below. Students should consult the Academic Calendar and Academic Policies section of the Student Handbook for exact dates and detailed policies regarding course withdrawal.

Drop/Add and Withdrawal

- **Drop/Add Period:** During the first two weeks of the semester, courses that are dropped will not appear on your transcript and you will be refunded 100% of your tuition for a dropped course.
- **Open Withdrawal Period:** During this period, approved withdrawal requests result in a grade of W (withdraw) for the withdrawn class, but there are no refunds.
- **Limited Withdrawal Period:** During this period, the student's current academic standing determines the outcome of the withdrawal request.
- **No withdrawals permitted:** For regular semester classes, withdrawals are not permitted during the last two weeks of the semester. For block classes, this period begins Saturday of the block class week.

Payment

- Your first payment is due on the first day of classes for the semester.
- Last payment is due before final exams are taken. Dates can be found in the Academic Calendar found in the Student Handbook.
- To pay by cheque, please make your **cheque payable to Foundation Baptist College** and submit it to the college office. The mailing address is 2215 17 Street, Edmonton, AB T6T 1J1.