



## Registration Form for Non-Matriculated Students

### APPLICANT INFORMATION

Quarter and Year of Registration: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Former Name (If applicable): \_\_\_\_\_

Birth Date (MM/DD/YY): \_\_\_\_\_ Social Security # or SPU ID #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street Address City State Zip

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Type:  Cell phone  Home phone  Work phone

### DEMOGRAPHIC INFORMATION

Citizenship (Check one):

United States  Resident Alien (Number: \_\_\_\_\_)  Non-Citizen (Country: \_\_\_\_\_)

*If English is not your first language, please include an official TOEFL, IELTS or ACE score document with this application.*

Optional Information:

Sex:  Male  Female

Race/Ethnicity:  African American/Black  Alaska Native  American Indian  Asian/Pacific Islander  
 Caucasian/White  Hispanic American

### ACADEMICS

Have you attended SPU before?  Yes  No If so, when? \_\_\_\_\_

Check all that apply:  Faculty/Staff Discount  Senior Citizen (must be 65 years or older)

*Official or unofficial transcripts are required for admittance into courses with pre-requisite requirements (not taken at SPU).*

### DISCIPLINARY HISTORY

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  Yes  No

*If you answered "yes", please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.*

**COURSE SELECTION**

Please refer to the online time schedule for a full list of the courses that SPU offers.

CRN	Subject Code	Course Number	Course Title	Credits /Units	Audit (check)	Instructor
Total						

**AUDITOR INFORMATION**

The University Catalog states in regards to auditing courses that a person who wishes to attend class but who does not desire credit is an auditor. *With approval from the instructor*, auditors may register to audit most undergraduate courses. Students may change from audit to credit or vice versa during the quarterly add period published in the University Calendar.

Auditors may neither participate in class discussions nor take examinations. If they do daily assignments, the instructor is under no obligation to read or correct them. Courses that are audited do not count toward financial aid. Students who are unable to remain at the University because of low grades, and new applicants who do not qualify for admission, may not register as auditors. A student may receive credit for an audited course only by enrolling in it as a regular student in a subsequent quarter. Tuition rates for auditors will be equal to the tuition credit rate.

**PAYMENTS AND BILLING**

SPU bills are electronic and notifications of your bill will be sent to your generated SPU email address. For questions about payments, please refer to Student Financial Services. If paying with a Purchase Order or check, please include with your application.

**SIGNATURE**

Seattle Pacific University has my approval to add courses as listed in the information above. I have read and agree to the contractual statement that is printed on the reverse of this form.

**REQUIRED SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 Electronic signatures not accepted

## REGISTRATION AND CONTRACT STATEMENTS

### I understand and agree that:

- When I register for courses using the Banner Information System, I have obligated myself to pay for the courses and all other charges related to the registration. If I do not provide proper and timely notification to the University, financial obligations will remain binding, regardless of whether classes were attended or whether or not any of the contracted services were utilized.
- If I have delinquent financial obligations, including any charges other than registration posted to my SPU account, or if any financial obligation is adjudged to be discharged in a bankruptcy or similar proceeding, I will not be permitted to register for or attend classes for subsequent quarters or order official transcripts until such obligations have been satisfied.
- If I default on any of my financial obligations owed to SPU, I will pay all late fees, costs and expenses incurred by SPU in the collection of any sums due to SPU, including but not limited to reasonable attorneys' fees, collection costs and fees, and court costs. A promissory note may be required if a payment plan is necessary to resolve delinquent financial obligations.
- If an outside collection agency or debt collector is engaged to collect amounts owed by me to SPU, then SPU may also charge me a collection fee of at least 30% and as much as 40% of the account balance and may disclose my default and other relevant information to credit bureau organizations. This Registration Contract shall be governed by the laws of the state of Washington.
- I hereby give express consent for SPU or anyone on behalf of SPU to call me on the number supplied to discuss my account and other institutional services now and in the future. If the number provided is my cell phone number and I default on my obligation, I hereby consent to being contacted on my cell phone by an automated dialing device.
- If I decide to cancel my registration, I must do so either in writing to Student Academic Services (on the appropriate form) or using the Banner Information System.
- If I withdraw from a course, the date I officially withdraw will determine the amount of refund, if any, I will receive, as described in the applicable academic catalog (i.e., the *Undergraduate Catalog* or *Graduate Catalog*, each of which can be accessed online at: <http://spu.edu/acad/catalog.asp>).

### In addition:

- I understand SPU's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of the course(s) for which I may register.
- I am aware of the standards for student conduct stated in the *Undergraduate Catalog* and *Graduate Catalog*, as applicable, under "*Student Life – Community Standards and Policies*," and I agree to abide by these standards. I am aware that the *Undergraduate Catalog* and *Graduate Catalog* contain additional policies not specifically mentioned in this Registration Contract and that I am also responsible for knowing and abiding by all applicable policies.
- I affirm that I am the authorized user of this Banner Information System account and I did not access this account using another person's Username and password.
- I affirm that I am responsible to review my SPU email for notification of statements and communication about my account.
- I affirm that I am responsible to ensure that my contact information provided to SPU is current.