



REGISTRATION FORM

Please Fill Out ENTIRE Form In Blue or Black Ink

Semester: _____

Year: _____

STUDENT ID: _____

NAME: _____
(Last) (First) (MI)

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: () _____ OCCC EMAIL: _____@my.occc.edu

CHECK HERE IF ANY OF THE ABOVE INFORMATION HAS CHANGED

EDUCATIONAL GOALS (Select One): I plan to earn a degree at OCCC I plan to earn a degree elsewhere

ADD SECTION ONLY

Category	Course Number	Section Number	Course Title	Credit	Time	M	T	W	R	F	S	Instructor Permission (If required)
SCL	1001		Success in College and Life	C								

AUDIT SECTION ONLY

Category	Course Number	Section Number	Course Title	Time	M	T	W	R	F	S	Check if currently enrolled for credit
											<input type="checkbox"/>
											<input type="checkbox"/>

DROP SECTION ONLY

Category	Course Number	Section Number	Course Title	Credit	Time	M	T	W	R	F	S	Instructor Permission (If required)

CHECK HERE IF REQUESTING A TOTAL SEMESTER WITHDRAWAL:

TERMS OF PAYMENT AND REFUND/WITHDRAWAL POLICY

- Students must pay their tuition and fees by the designated due date to avoid billing and finance charges.
- Students will NOT be dropped for non-payment of tuition and fees but will be billed on a monthly basis for all fees due.
- Students who adjust their schedule or withdraw during or prior to the first two weeks of a sixteen week course and during or prior to the first week of a four, six, or eight week course will be charged 100% of fees for any course added and receive 100% refund for any course dropped.
- Students who never attend the course(s) for which they are enrolled will be administratively withdrawn from the course(s) (Effective Fall 2013).

STUDENTS ADMINISTRATIVELY WITHDRAWN FROM COURSES DUE TO NEVER ATTENDANCE ARE STILL RESPONSIBLE FOR THE FULL AMOUNT OF TUITION AND FEES OWED (EFFECTIVE FALL 2013)

Signature: _____ Date: _____

STUDENT SIGNATURE INDICATES THAT YOU AGREE TO THE TERMS AND POLICIES LISTED ABOVE

OFFICE USE ONLY

Enrollment Authorization: _____ Registration: _____ Date: _____

Comments: