

Student name: _____ Student ID: _____

Primary mentor: _____

Study/Course

Study/course start term. Select **one**: September November

Select **one**: Term Guide Catalog of Learning Opportunities Study/course created for student

Title: _____ Number of credits: _____

Center for Distance Learning course and section number (if applicable): _____

Instructor name: _____

Mode of instruction (select **one**):

Independent Study Study Group Online Study Group Residency Cross-registration Online (CDL only)

Select **one**: Liberal Non-liberal

Select **one**: Introductory Advanced Pre-college

Grading Option: Narrative Only

Office Use ONLY:

Instructor ID: _____ Notes: _____

Study/Course

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Grading Option: Narrative Only

Office Use ONLY:

Instructor ID: _____ Notes: _____

To the student, by signing this form:

- ✓ you acknowledge responsibility for payment of the studies/courses above
- ✓ you have read all relevant billing, withdrawal and financial aid policies on www.esc.edu/FinancialServices
- ✓ you have received one-on-one financial aid counseling regarding combined term registration

You agree to pay any outstanding balance per the published payment deadline schedule should any financial aid be less than the amount deferred. If you make payment by check, you are responsible for any charges resulting from your check being returned by the bank.

Student signature

Date

Center representative (please print)

Center representative signature

Date

Undergraduate Combined Term Registration Form Instructions

It is not possible to register online for a combined term. An Undergraduate Combined Term Registration Form must be completed for any student registering for a combined term.

A student should work with his/her primary mentor to plan studies for a combined term.

Complete all information on the form. If a student will be registering in more than two studies in a combined term, please complete multiple forms.

Student name: print the student's name as it appears on his/her record.

Student ID: enter the seven-digit student system ID number.

Primary mentor: print the name of the student's primary mentor.

Study/course start term: check the box for the start month of the study.

Check the box that describes the source of the study information.

Title: print the complete title as it appears in Term Guide or Catalog of Learning Opportunities. If the study has been individually created, enter the title as it should appear on the student record.

Number of credits: enter the number of credits for the study.

Center for Distance Learning course and section number: enter the course and section number if the study is a CDL study, if not leave blank.

Instructor name: print the name of the instructor for the study.

Mode of instruction: check the box for the instructional mode for the study.

Check the box that describes the study – liberal or nonliberal.

Check the box that indicates the level of the study.

Grading option: the default is narrative evaluation with letter grade, if the box is checked the grading option will be narrative only.

The student must sign and date the form after receiving Financial Aid Combined Term Registration counseling.

The center representative must print his/her name, sign and date the form after reviewing it for completeness and fax it to the Office of the Registrar at 518 580-0105.

Before the Office of the Registrar can process an Undergraduate Combined Term Registration Form the student must complete Financial Aid Combined Term Registration counseling. (Office contact information)

If any of the requested studies are not available because they have been filled or cancelled, the Office of the Registrar will contact the center for assistance.

Once the registration has been processed the Office of the Registrar will send a registration confirmation e-mail to the student, primary mentor, center representative and financial aid.