

Registration Activity Request

For timeframes, please see Important Dates Chart below

Form applies for one course only; if there are multiple requests, please use another form

Cincinnati State Semester: D Fall D Spring D Summer Year: _____:

Student ID Number: _____ Date of Birth _____

Full Name: _____
Last First Middle

If you are working toward a certificate or degree, you should make schedule changes **only after meeting with your academic advisor** to determine the impact of any change on meeting graduation requirements.

If you are receiving financial aid, you should check with the Office of Financial Aid to determine the effect this schedule change will have on your financial aid award.

STUDENT FINANCIAL RESPONSIBILITY

- I accept responsibility for the timely payment (by semester’s end) of tuition and fees incurred while attending the college.
- If I become delinquent in the payment of tuition/fees, I agree to pay costs of collections assessed by the State of Ohio and its assigns.
- I understand that I will be charged the full cost of the class added below unless I officially drop the class during the refund period.
- I understand the refund of tuition/fees is calculated according to the date I officially drop the class added below. Refer to the College’s published refund schedule.
- If I decide not to attend a class and am reported as a “No Show”, I agree to pay all tuition/fee charges unless I officially drop the class during the refund period.
- I agree to retain my copy of this document to support any future claim I may have concerning this registration transaction.

COURSE TO BE ADDED:

SUBJECT: _____ **COURSE:** _____ **SECTION:** _____

PLEASE CIRCLE EACH THAT APPLY:

- COURSE IS FULL/CLOSED**
- SEMESTER HAS STARTED**
- REPEATED COURSE**

COURSE TO BE DROPPED:

SUBJECT: _____ **COURSE:** _____ **SECTION:** _____

STUDENT’S SIGNATURE: _____

Date: _____

INSTRUCTOR’S SIGNATURE: _____

Date: _____

DEAN SIGNATURE: _____

Date: _____

IMPORTANT DATES CHART: WWW.CINCINNATISTATE.EDU/ACADEMICCALENDAR