



Course Registration Form

(Summer Course Registration or Non-Matriculating Students Only)

REGISTRAR'S OFFICE • Jackman Hall #328
158 Harmon Drive, Northfield, VT 05663
Phone: (802) 485-2035 • Fax: (802) 485-2042
registrar@norwich.edu • www.norwich.edu/registrar

NEW students must complete all sections – returning students skip section two

SECTION I – Student Information Check if you are: an employee employee's dependent

Student Name: _____ Student A#: _____
(Print Full Name) *(Include the A00)*

Have you previously taken classes here? Yes No Are you degree seeking? Yes No

If Yes:

Full name while previously in attendance: _____

Email: _____ Advisor: _____ Phone: (____) _____ - _____

***Once active the Registrar's Office sends correspondence to Norwich University student email accounts not personal accounts.**

SECTION II – New Student Information Student SS#: _____
(If Applicable)

Permanent Address: _____

The following responses are voluntary, kept confidential and are not used for admissions purposes. This information is necessary to provide data for federal regulations.

Date of Birth (mo/dy/yr): _____ Gender: M F

Race/Ethnicity: African American Asian Multiracial
 Native Hawaiian/Other Pacific Islander White-Non-Hispanic Non-Resident
 American Indian/Alaskan Hispanic or Latino

Citizenship: U.S. Citizen International Student Asylee
 Resident Alien (US Permanent Resident) Undocumented Refugee

SECTION III – Course Information Year: _____ Semester: Fall Spring Summer

Use one form per summer session. Indicate session here: Early Session I Session II Session III

If a deposit is required please see the Bursar's office. Registration for courses requiring a deposit are not processed without the Bursar's signature: _____

CRN#	Subject	Number	Section	Course Title	Credits
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

SECTION IV – Signature (required) I agree to abide by all [University Policies and Regulations](#):

Student Name (Print) Student Signature Date

Processed By:
Date:

Form: Students must use a separate registration form for each semester and each summer session. Dual Enrollment students use one form to register for courses even if using two vouchers in a semester. Non-Degree Seeking students use this form to register for any semester. Students seeking a degree use Banner Web, **not this form**, to register for spring and fall classes. **ALL students must use this form to register for summer semester classes.** If a deposit is required it must be paid prior to registration.

New Student or Returning: Students with an A number (student ID) do not need to complete Section II of this form as they are returning students but they must enter it as requested on the form. Students without an A number must enter a social security number where requested on the form so a student record can be created and an ID generated. Non-degree seeking students do not have an advisor and should leave that field blank.

Summer Credit Limitations: See the [Summer Program](http://academics.norwich.edu/summer-programs/) site (<http://academics.norwich.edu/summer-programs/>) for information regarding limitation of enrollment in summer credits.

Bursar's Worksheet: Students registering for summer session courses must complete and return the [Bursar's worksheet](http://academics.norwich.edu/wp-content/uploads/summerWorksheet.pdf) (<http://academics.norwich.edu/wp-content/uploads/summerWorksheet.pdf>) with any required payments to the Bursar's Office **no later than two weeks before the start of each summer session.** The Bursar's office is available Monday through Friday between 8:30am and 4pm at (802) 485-2055, or in person at Jackman Hall, room 204 or via email at nubursar@norwich.edu. Students can visit <http://www.norwich.edu/bursar/> for more information.

Financial Aid Applications: Students registering for summer session courses may be eligible for financial aid. To apply, complete and submit the application found here: <http://academics.norwich.edu/wp-content/uploads/summerAidApplication.pdf>. Student Financial Planning staff is available Monday through Friday between 8:30am and 4pm at (802) 485-2015, nufinaid@norwich.edu or in person, Jackman Hall, room 302. Students can visit <http://www.norwich.edu/undergraduate-admissions/financial/> for more information.

Administrative Removal from Courses: If students fail to pay the full tuition fees by the deadline, do not meet the prerequisites or have any required permissions or waivers and students who are not present for the first day of class may be administratively removed from classes without advanced notice.

Overrides: Overrides allow students permission to enroll in a course he or she is restricted from for any of the reasons listed below. The Registrar's office **does not** process overrides. Overrides are processed by the school/department offering the course.

- Capacity – Enroll in a course that is full
- Class Level – Course is restricted to a specific class level
- Course Link – Allows enrollment in one linked course without the other
- Major – Course is restricted to a specific major
- All Conditions – Global override for all conditions on a course
- Pre and Co Requisites – Pre or co-requisites not met
- Special Approval – Course requires approval from a dean or instructor
- Time Conflict – Course times overlap
- Duplicate Course – Some of the topic courses have the same numbers, for example, CJ 300 is a topic course that can be taken more than once, because the course content is different. An override allows the grade to appear twice on the transcript