

SPRING 2011-12 Independent Study Registration Form

Last Name _____ First Name _____ Middle Initial _____

Student ID# _____

Address _____ Telephone # _____

City _____ State _____ Zip Code _____

Major _____ Concentration or Minor _____ Circle One: Associate or Bachelor

Dept. Prefix	Course No.	Section No.	Course Name	Credit Hours	ADD	Credit or Audit

By signing this form I understand and agree to the following:

- The full tuition/fees are due at the time of registration either through a check, credit card payment, financial aid or other approved assistance.
- Independent Study courses must be dropped within 10 business days of the registration date.
- I must confirm my participation/attendance in each Independent Study course within 10 business days or I may be dropped from the course(s).
- I agree to the terms and conditions on the back of this registration form.

Notice: All coursework for Independent Study courses must be complete, final grades posted, and GPAs must meet satisfactory academic progress before you will be eligible to receive financial aid for the following semester. Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.

Student's Signature

Date

Advisor's Signature

Date

SPRING Registration: December 16, 2011 – April 15, 2012

You may contact an academic advisor by calling 1-800-766-6067 ext 1347, 1651, 1415, 1447 or 1579. Students are responsible for the courses they choose.

TERMS & CONDITIONS

- I have read and understand the add, drop and withdrawal policies and timelines for this term.
- I understand that I must contact the Financial Aid office to determine what effect, if any, dropping or withdrawing from my course(s) will have on receiving/retaining financial aid award.
- I understand that I must complete the FAFSA and online interview within the first 10 days of my semester if I plan to pay with financial aid monies.
- I have read and understand the attendance policy.
- I understand that I may be dropped from my course(s) if I fail to comply with the university attendance policy and any financial aid monies received may need to be returned. I further understand that returning financial aid may result in an increase to any balance due on my student account.
- I understand that if I am enrolling in Independent Study classes in addition to in-seat or online classes, I will need to contact the Financial Aid office prior to registration to determine what effect, if any, it will have on my award monies. I understand that all coursework for Independent Study courses must be complete, final grades must be posted, and GPAs must meet satisfactory academic progress before I will be eligible to receive financial aid for the following semester. (Please see your financial aid counselor if you have questions about your term dates and how these courses can impact your financial aid.)
- If I decide that I do not want to participate in an Independent Study course for which I have enrolled, I understand that I must officially drop the course within 10 business days of the registration date. Further, I understand that I must verify my participation in each Independent Study course within 10 business days or I may be administratively dropped from the course.
- I understand that I should contact my academic advisor prior to the beginning of every semester to ensure I am meeting degree requirements.
- I hereby grant Mountain State University full authority to credit federal or state financial aid directly to my student account. These funds may be used for payment of any current tuition, room, board, books, supplies, fees, and/or insurance charges, or up to \$200.00 on prior balances.
- I agree to pay any balance remaining after payment from financial aid, employers or other outside agencies have been applied to my account. Any balance remaining will be due in full by the last day of the semester for which I am currently registering.
- I agree that I will be responsible for all charges to my account, including those not posted to my account at the time charges were made. I understand that my official transcript and/or diploma will not be released until my account is paid in full.
- I understand and agree that any legal action or proceeding relating to my use of Mountain State University's web site or any Mountain State University services shall be brought exclusively in federal or state court sitting in Beckley, Raleigh County, West Virginia and will be governed by and construed exclusively in accordance with the laws of the State of West Virginia, notwithstanding conflicts of laws principles.