



SCHOOL OF GRADUATE & PROFESSIONAL STUDIES REGISTRATION FORM

*(Completion of this form does not guarantee Registration in any classes)

FAX: 301-891-4023

LEGAL NAME: _____
First Middle Last

STUDENT ID#: _____ DAYTIME TELEPHONE#: _____

EMAIL ADDRESS: _____

COMMUTER DORM RESIDENT **IF YOU ARE AN INTERNATIONAL STUDENT, CHECK THIS BOX**

PROFESSIONAL STUDIES:

- | | | |
|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> ASGEN ST | <input type="checkbox"/> BAECES. NC | <input type="checkbox"/> LCPC |
| <input type="checkbox"/> BSBA | <input type="checkbox"/> BSECEP | <input type="checkbox"/> BSGENST |
| <input type="checkbox"/> BSHCAD | <input type="checkbox"/> BAEDSP | <input type="checkbox"/> BSIT |
| <input type="checkbox"/> BSOM | <input type="checkbox"/> BSPSYC | |
| <input type="checkbox"/> RN-BSN | <input type="checkbox"/> BSRC | |

GRADUATE:

- | | | |
|---------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> MAR | <input type="checkbox"/> MPA | <input type="checkbox"/> RN-MSNBL |
| <input type="checkbox"/> MBA | <input type="checkbox"/> MSNBL | <input type="checkbox"/> RN-MSNED |
| <input type="checkbox"/> MCP | <input type="checkbox"/> MSNED | <input type="checkbox"/> RN-MSN |
| <input type="checkbox"/> CMHC | <input type="checkbox"/> MHCAD | <input type="checkbox"/> MSC |
| <input type="checkbox"/> MBA-OL | <input type="checkbox"/> MPA-OL | |

ADD COURSE *[Must complete all sections]* **SESSION 1** **SESSION 2**

Course ID [i.e. HIST 125]	Course Title	Start Date	End Date	Credits	Day	Campus/Online

DROP COURSE **SESSION 1** **SESSION 2**

Course ID [i.e. HIST 125]	Course Title	Start Date	End Date	Credits	Day	Campus/Online

METHOD OF PAYMENT *[Must be completed]*

- Cash/Check/Charge/Money Order*
- Financial Aid/ Student Loans
- Employer
- Certified by VA Benefits
- Other

**Registration will not be processed until payment is confirmed and/or received.*

Initial charges for SGPS registration fee, online fee, and graduation contract fees are non-refundable. Students who wish to withdraw from a course must complete this form and submit it to SGPS. Students may receive a W on their transcript.

Refunds will be given per the following:

100%	<i>courses dropped within first week of class</i>
65%	<i>courses dropped prior to second class session</i>
50%	<i>courses dropped prior to the third class session</i>
0%	<i>courses dropped after the third class session</i>

STUDENT DATE

PROGRAM COORDINATOR DATE

BUSINESS MANAGER DATE

DIRECTOR, INTERNATIONAL STUDENT OFFICE DATE

[FOR NON U.S. CITIZENS IF APPLICABLE]

PLEASE TURN OVER TO SIGN: →



RETURN OF TITLE IV FUNDS

STATEMENT OF UNDERSTANDING

I, _____, understand that withdrawal from this class may result in my falling below the Federal mandate of attendance for the required amount of calendar days during this 16-week academic period. I also understand that I may be at risk for financial aid overpayment and that Washington Adventist University is required to return the overpayment to the Title IV Program in the amount of federal funds I received in overpayment. Failure to confirm re-enrollment in a class within 45 days of withdrawing from the class(es) will result in the return of a portion of the Title IV Funds.

Student Signature

Date

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Attention Students:

You must complete a new FAFSA each year in order to receive aid (loans, *PELL grant, MD State grant, Senatorial and Delegate grants or scholarships). The priority** deadline for processing your FAFSA is **March 1**. Once you have completed the FAFSA, you will receive a confirmation e-mail from the Department of Education (within 2 -3 days) stating that your school has received your FAFSA information. Student Financial Services must download your FAFSA into our database. This may take up to two weeks depending upon when you completed the FAFSA. In addition, please go back to your FAFSA application and read your summary. The summary may reveal crucial information regarding your eligibility for aid (i.e., citizenship status, loan default status, verification documentation, etc.).

**If you completed your FAFSA after March 1, you may not be eligible for *MD State Grant, Senatorial or Delegate grants). In addition, the processing of your FAFSA may be delayed.