

HUNTINGDON COLLEGE

Evening Studies Program

1500 East Fairview Avenue
 Montgomery, AL 36106-2148
sbpsregistrar@huntingdon.edu

Office of the Registrar
 (334) 833-4532
 (334) 833-4313 FAX

ES STUDENT ENROLLMENT REQUEST IN TRAD CLASS FORM

Student Name _____ System ID _____

ES Site Location _____

In requesting the following enrollment in TRAD Summer 2019 classes, I confirm I:

- _____ (initial) have read and understand the academic policies and procedures specific to Summer Traditional classes (available online at <http://hawk.huntingdon.edu/schedule/2019SummerBulletin.pdf>), including but not limited to a difference in withdrawal deadlines from a course.
- _____ (initial) understand that I will be charged the tuition rate applicable to the Summer Traditional classes (\$540 per credit hour), which is specified in the Summer 2019 Bulletin, and I am responsible for any related proctoring services fees required for an online class.
- _____ (initial) understand that to enroll in Summer traditional classes, in addition to ES classes, I must have the applicable GPA for an academic overload as defined in the catalog, and that I am limited to only one TRAD class per TRAD Summer Session, with a maximum of 18 credit hours of any combination (ES, TRAD and credit elsewhere) for the term.

For Use by Office of The Registrar Only	Summer Main Session	Prefix	Course Number	Meeting Day	Circle One:
(Example)	1	HIST	111	OL	<u>Add</u> Drop Withdraw
	1				Add Drop Withdraw
	2				Add Drop Withdraw

• Statement of Liability

Should I leave Huntingdon College owing money, I understand and agree to the collection policies, as stated in the catalog.

- _____ (initial) I agree (agreement is required for request to be processed).

• Return of Title IV Refund Calculation:

I understand that by dropping a course mid-semester Huntingdon College is required to process a Return of Title IV Refund Calculation (return of federal aid to the government) unless I notify the Financial Aid Office that I do plan to enroll in an additional class within 45 days or that I plan to complete the classes I am already enrolled in for the semester. More information on this matter can be found the College's Catalog.

- _____ (initial) I understand (agreement is required for request to be processed).

• Intent to Continue - To process your enrollment change, you must select ONE of the following options:

- _____ (initial) PARTIAL DROPPING/WITHDRAWING - I intend to continue enrollment in any other courses I am currently registered for or I will add another class this semester within 45 days.
- _____ (initial) DROPPING/WITHDRAWING ONLY - I do *NOT* intend to continue enrollment in any other courses I am currently registered for, nor do I intend to enroll in any additional courses.
- _____ (initial) ADDING ONLY - I am not processing a drop/withdraw from a course at this time.

 Student's Signature

 Date

Approval:

 Advisor's Signature

 Date

 ES Director of Operations Signature

 Date