

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Mentor: \_\_\_\_\_

TERM:      September       January       May

**ADD COURSE**

Select *one*:      Term Guide       Course created for student

Title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course and section number (if available): \_\_\_\_\_

Instructor name: \_\_\_\_\_

Mode of instruction (select *one*):

Independent Study       Study Group       Online Course       Residency       Cross Registration

Office Use ONLY:

**ADD COURSE**

Select *one*:      Term Guide       Course created for student

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Mode of instruction (select *one*):

Independent Study       Study Group       Online Course       Residency       Cross Registration

Office Use ONLY:

**CANCEL COURSE (NO TUITION LIABILITY, THIS IS NOT A WITHDRAWAL)**

Title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course and section number: \_\_\_\_\_

Instructor name: \_\_\_\_\_

Office Use ONLY:

**CANCEL COURSE (NO TUITION LIABILITY, THIS IS NOT A WITHDRAWAL)**

Title: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course and section number: \_\_\_\_\_

Instructor name: \_\_\_\_\_

Office Use ONLY:

**AMOUNT DUE NOW** \_\_\_\_\_ The student must pay online or contact the Student Information Center at 800 847-3000 with payment. Contact Financial Aid with any questions regarding pending aid.

To the student, by signing this form:

- ✓ You are acknowledging liability for all charges on your account and payment is due immediately. You will not receive a paper bill for this enrollment, nor will the enrollment be cancelled for nonpayment.
- ✓ You have read all relevant billing, withdrawal and financial aid policies on [www.esc.edu/FinancialServices](http://www.esc.edu/FinancialServices).
- ✓ If you are cancelling courses, this may impact your financial aid eligibility. Contact Financial Aid at [FinancialAid@esc.edu](mailto:FinancialAid@esc.edu) for information.

You agree to pay any outstanding balance **immediately** should any financial aid be less than the amount deferred. If you make payment by check, you are responsible for any charges resulting from your check being returned by the bank.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Center representative (please print) \_\_\_\_\_ Center representative signature \_\_\_\_\_ Date \_\_\_\_\_

## Graduate Manual Registration Form Instructions

All registration information manually entered into Datatel by center staff must be accompanied by this form. This form will most often be used after the add/drop period for a term to change and/or add registration information for a student when online registration is no longer available.

- A student should work with his/her mentor regarding any change in plans for courses.
  - Designated center staff should complete the form. The student will sign and date the form as acknowledgement for payment responsibility for the course and/or canceled courses listed.
  - Adding or changing a student enrollment may impact student aid eligibility. Contact Financial Aid with any questions.
  - Complete all information on the form. If you need more than one form, please complete multiple forms.
  - Do not use this for student withdrawals. The student must complete a withdrawal form.
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**Student name:** print the student's name as it appears on his/her record.

**Student ID:** enter the seven-digit student system ID number.

**Mentor:** print the name of the student's mentor.

**Term:** check the box for the term of the manual registration change.

### ADD COURSE

- Check the box that describes the source of the course information. If the course has been individually created and it is after the **first week of the term**, you must contact the Office of the Registrar for assistance.
- **Title:** print the complete title as it appears in the Term Guide or the title of the totally individualized course that was created.
- **Number of credits:** enter the number of credits for the course.
- **Course and section number:** enter the course and section number if the course is from the term guide.
- **Instructor name:** print the name of the instructor for the course.
- **Mode of instruction:** check the box for the instructional mode for the course.

### CANCEL COURSE

This section should be completed when a student is being removed from a course with no liability. This is not a withdrawal. If the student is withdrawing from course, s/he should complete the withdrawal form.

- **Title:** print the complete title as it appears in the Term Guide. If the course has been individually created, enter the title as it appears on the student record.
- **Number of credits:** enter the number of credits for the course.
- **Course and section number:** enter the course and section number if the course is from the term guide.
- **Instructor name:** print the name of the instructor for the course.

**Amount Due Now:** after registration is entered, review XARI for the amount due. Contact Financial Aid with any questions about pending aid. The student must make payment immediately, either online or by contacting the Student Information Center.

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The student must sign and date the form. The required, dated student signature may be obtained from the student via fax.

The center representative must print his/her name, sign and date the form after reviewing it for completeness. After the registration has been entered, fax the completed, signed form to Student Accounting at 518 581-2782.

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If any of the requested courses are not available because they have been filled or cancelled, the center will contact the student.