

# Traditional Undergraduate Student CPS Course Registration Form

**Student Information:**

Student ID Number: \_\_\_\_\_ Student GPA: \_\_\_\_\_

Student Name: \_\_\_\_\_  
*Last First MI*

**Course Information:**

CPS courses in Fall Session 1 and Session 4 will be billed separately at your current tuition rate and require prepayment. CPS courses in Spring Session 7 and Session 8 will be billed separately at your current tuition rate and require prepayment.

Please select type of course:                      Online Course                      Evening Course

Year	Term	Course Code	Course Title	Start Date	End Date	Pre - Req

Have you taken any CPS courses this academic year? If so, please list the courses codes and sessions below:

Reason for completing CPS course (this cannot be answers such as "I need to graduate"):

**Please Select a Text Book Option:**

Check here for **Book Shipping**

Check here for **Book Room Pickup**

**Signatures**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Class Standing:      Freshman                      Sophomore                      Junior                      Senior

\* If pre-req is missing, is an override approved?      Yes      No

\* If this course registration creates an overload, is this approved?      Yes      No

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(\*Your signature confirms that the boxes marked with asterisks have been reviewed)*

International Services: \_\_\_\_\_ Date: \_\_\_\_\_

*(International Students Only)*

Business Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*SACM sponsored students must obtain and submit a course specific Financial Guarantee from SACM prior to online course approval from Business Office. Without prior SACM approval your request will not be processed.**

**Registrar's Office Use Only**

Processed By (Initials): \_\_\_\_\_

Course Registration/Processed Date: \_\_\_\_\_

Book Room Notified: \_\_\_\_\_