



Seattle Pacific

UNIVERSITY
Engaging the culture, changing the world.

Student Academic Services
3307 Third Avenue West, Suite 113
Seattle, WA 98119-1922
(206) 281-2031 FAX (206) 281-2669

Registration Form for Admitted Students

Applicant Information:

Quarter and Year of Registration: _____

Last Name: _____ First: _____ Middle: _____ Former: _____

Birth Date (MM/DD/YY): _____ SPU ID#: _____

Current Address _____
Street Address City State Zip

Email Address: _____ Phone Number: Day/Cell () _____ - _____ Evening () _____ - _____

Demographic Information:

Citizenship (check one): United States Resident Alien (number) _____ Non-Citizen (country) _____

Optional Information:

Gender: Male
 Female

Ethnicity: Alaska Native Caucasian/White American Indian
 Asian/Pac. Isl. Hispanic American African American

Academics:

Check all that apply: Faculty/Staff Discount Senior Citizen (must be 65 years or older)

Course Selection (if you need assistance, please refer to our online [time schedule](#)):

CRN	Subject Code	Course Number	Course Title	Credits/Units	Audit (check)	Instructor
Total						

Payments and Billing

SPU bills are electronic and notifications of your bill will be sent to your generated SPU email address. For questions about payments, please refer to [Student Financial Services](#). If paying with a Purchase Order or check, please include with your application.

Signature (required):

Seattle Pacific University has my approval to add courses as listed in the information above. I have read and agree to the contractual statement that is printed on the reverse of this form.

Student signature _____ Date: _____

*****PLEASE KEEP THIS PAGE FOR YOUR RECORDS*****

CONTRACTUAL STATEMENT

I understand and agree that when my registration form is accepted by Registration, I have obligated myself to pay for the courses and all other charges related to this registration. I understand that if I have delinquent financial obligations or if any financial obligation is adjudged to be discharged, I will not be permitted to register or attend classes for subsequent quarters or order official transcripts until such obligations have been satisfied. If I default on my financial obligations, I agree to pay all costs and expenses incurred by the University in the collection of any sums due under this registration, including, but not limited to reasonable attorney's fees, collection costs and court costs. If these registration fees are sent out for collection by an outside collection agency or debt collector, the University may add a collection fee of at least one-third (1/3) and as much as double the principal and interest due on the note and may disclose my default and other relevant information to credit bureau organizations. This note shall be governed by the laws of the state of Washington.

PLEASE NOTE: There is an additional tuition charge for each additional credit hour over 18 (excluding Summer). (If you are enrolling in free 19th credits, this charge is waived).

If I decide to cancel my registration, I must do so through the options available (i.e. in writing to Student Academic Services or via the World Wide Web). As specified in the *Undergraduate Catalog or Graduate Catalog*, I understand that the date I officially withdraw will determine the amount of refund, if any, I will receive.

I understand SPU policy states that admitted undergraduate and post-baccalaureate students may take no more than 18 credits per quarter; admitted graduate students may take no more than 15 credits per quarter; and that non-admitted students may take no more than 20 credits per quarter. I also understand that these include all credits taken at other institutions, and that any credits taken in excess of these limits will be disallowed.

I understand SPU's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of the course(s) for which I may register.

Policies and other matters are covered in detail in the *Undergraduate Catalog or Graduate Catalog*, which is available online.

PURCHASE ORDER REQUIREMENTS

When your registration is being paid for at a later date by a third party (ie: your school district) your registration can be processed with the third party name and purchase order number documented on the face of the registration form. To transfer the billing from the student to the third party, a purchase order must be submitted to SPU with complete information.

Information required on each purchase order includes the following:

- Student Name(s)
- SSN/SPU ID Number
- Dollar amount per student
- Total dollar amount for purchase order
- Course information-CRN/SUBJ/CRSE Number

According to the contractual statement on this registration form, you the student are the responsible party and will receive monthly statements including finance charges if for any reason the purchase order is not paid or able to be processed due to lack of information.

FERPA

Family Educational Rights and Privacy Act (FERPA) of 1974

The University is committed to protecting the right of privacy of all individuals about whom it holds information. Access to educational records is restricted to the student concerned, to parents of a dependent student (defined by IRS), to others with the student's written consent, to University officials who have legitimate educational interest in the records, to officials of another school where the student seeks or intends to enroll, to certain authorized government representatives, to organizations conducting studies on behalf of the University, to accrediting organizations to carry out their accrediting function, to a court of competent legal jurisdiction, and to appropriate parties in a health or safety emergency.

In accordance with FERPA, the following information is considered public and can be given over the telephone: name, address, telephone number, dates of attendance, degrees and awards received, dates of degree(s) conferred, most recent previous educational institution attended, and class standing. Grades, class schedules, total number of credits, or any other transcript related information will not be given out over the telephone. Due to SPU's adherence to FERPA, all other information must be requested in writing. Students may inspect their records by coming to Student Academic Services. (Picture identification will be required before records may be viewed.)

The official FERPA policy can be found online at: <http://www.spu.edu/depts/sas/ferpa.html>