# Registration Form

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student ID</th>
<th>First name</th>
<th>Last name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
<th>Home phone</th>
<th>Work phone</th>
<th>Cell phone</th>
</tr>
</thead>
</table>

## Academic program

I am registering on this campus:  
- [ ] Old Westbury  
- [ ] Manhattan

## Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Class#</th>
<th>Subject and Course#</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 20XX</td>
<td>NYIT 101</td>
<td>NYIT 101</td>
<td>W01</td>
<td>MW</td>
<td>9:35 – 11 a.m.</td>
<td>3.0</td>
</tr>
</tbody>
</table>

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT’s online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT’s rules and regulations set forth in NYIT’s online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3 percent of the principal amount due if NYIT engages legal counsel to collect payment; any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay these additional fees and costs associated with collection of my delinquent account.

Student's signature: ___________________________ Date: ________________

**IMPORTANT INFORMATION FOR FACULTY ADVISORS**

To add a student to a closed class, waive a prerequisite, override class consent, or approve registration in a graduate course for an undergraduate student, the Authorization for Registration on the reverse side of this form must be completed and approved by the course chairperson.  
The chairperson will add the approval in NYIT Class Permissions.

Advisor's printed name: ___________________________ Date: ________________

Advisors must release student's advising hold on NYITConnect.

nyit.edu
COMPLETE ONLY IF YOUR MAILING OR BILLING ADDRESS IS DIFFERENT THAN
THE HOME ADDRESS ON THE REVERSE SIDE OF THIS FORM.

Mailing address (This is your address where you receive mail)

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home phone</td>
<td>Work phone</td>
<td>Cell phone</td>
<td></td>
</tr>
</tbody>
</table>

Billing address (Your bills or refunds will be sent to this address)

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing phone</td>
<td>Work phone</td>
<td>Cell phone</td>
<td></td>
</tr>
</tbody>
</table>

CHAIRPERSON'S AUTHORIZATION FOR REGISTRATION

<table>
<thead>
<tr>
<th>Course &amp; Section</th>
<th>Use A, B, C, or D</th>
<th>Explanation</th>
<th>Chairperson's/Dean's printed name, signature, and date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A, B, or C (Chairperson to add the approval in NYIT Class Permissions)

A. Add student to closed class.

B. Waive a prerequisite.

C. Override class consent.

D. Approve registration in a graduate course for an undergraduate student and apply this course to undergraduate degree requirements.

IMPORTANT: If the student is not enrolled in a NYSED registered combined program, i.e. B.S./D.O., a graduate course used to satisfy an undergraduate requirement cannot subsequently be used to satisfy a requirement in a graduate program at NYIT.

STUDENT TO CHECK AND SIGN IF APPLICABLE

☐ I acknowledge the graduate course(s) I am registering for will be applied to my undergraduate program only and can never be applied to a graduate program. Write Course(s) and Section(s):

☐ I understand the graduate course I am registering for will not be included in my full-time undergraduate course load and may affect my eligibility for financial aid. (Check with the Office of Financial Aid for more information.) Write Course(s) and Section(s):

Student's Signature  Date