

UNIVERSITY OF ST. MARTIN  
REGISTRATION PROCESSING FORM

**Please note:** As usual, registration will not be processed without payment of the Registration fee. Please follow the guidelines under Registration Procedures in the Semester Information Booklet. New students must first process an application and required supporting documents through the Admissions Office before registering for courses.

Please complete and sign this form with the exception of the course section and pay your registration fee via the bank, either through bank deposit or transfer using online banking. Then schedule a virtual meeting with your Advisor/ Division Head to review and approve your courses. If you have not been assigned to an Advisor, have this form signed by the academic staff advising you at registration. Once processed, you will receive a statement of your total tuition and fees for the semester. Please make payment of the amount due by the deadline given on the bottom of the statement you receive.

PERSONAL DATA

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Last First MI

Residential Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail (pref.): \_\_\_\_\_ Fax: \_\_\_\_\_

REGISTRATION DATA

New Student

Continuing / Returning Student

**Degree Level:**  ASSOCIATE  BACHELOR  CERTIFICATE  None-degree (CEP/ CPP/ NONMAT/ PRE-USM)

**Major:**  Business  Education  General Liberal Arts  Hospitality & Tourism Management

**Concentration:**  Accounting & Finance  Elementary Education/  Secondary Teaching  
 General Studies  Management  Mathematics & Science

**Semester:**  Fall (Aug) \_\_\_\_\_  Spring (Jan) \_\_\_\_\_  Summer (June) \_\_\_\_\_

*Example: ENG 111 B English Comp I 3 M, W 3:30PM – 5:00PM*

Course Code	Section	Course Title	Credit(s)	Day(s)	Time
<b>TOTAL</b>					

Student's signature \_\_\_\_\_ Date (m/d/y) \_\_\_\_\_

Advisor's signature \_\_\_\_\_ Date (m/d/y) \_\_\_\_\_