



**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.

In consultation with your Program Division Head/Academic Advisor, please complete all information on this form, sign and have your Advisor sign. If you have not been assigned to an Advisor, have this form signed by the academic staff advising you at registration. Submit the completed form to the SSC to have your selected courses registered. 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 in order to be considered as enrolled for the semester.

PERSONAL DATA

Name: _____ Student ID #: _____
Last First MI

Residential Address: _____

Mailing Address (if different): _____

Telephone: (H) _____ (W) _____ Cell: _____

E-mail (pref.): _____ Fax: _____

REGISTRATION DATA New Student Continuing / Returning Student

Degree Level: ASSOCIATE BACHELOR CERTIFICATE None-degree (CEP/PPP/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
TOTAL					

Student's signature _____ Date (m/d/y) _____ Advisor's signature _____ Date (m/d/y) _____

- Registered at BTEC
- Includes UVI courses