



## Registration Form

First Name		Last Name	
Street Address			
City	Province	Postal Code	
Home Phone	Work Phone	Cell Phone	
Email			

Submit to:

**Enrolment Services Office**  
 St. Mary's University  
 14500 Bannister Rd SE  
 Calgary, Alberta T2X 1Z4

[admissions@stmu.ca](mailto:admissions@stmu.ca)

Tel: 403.531.9130  
 Fax: 403.531.9136

### Course Selection

Add	Drop	Term <small>(e.g. Fall 2014)</small>	Course Code <small>(e.g. CHEM 351)</small>	Course Name <small>(e.g. Organic Chemistry I)</small>	Lecture Section <small>(e.g. 1)</small>	Lab Section <small>(e.g. 1)</small>	Tutorial Section <small>(e.g. 1)</small>	Audit <small>(No Credit)</small>	Office Use
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
Add	Drop	Term <small>(e.g. Winter 2015)</small>	Course Code <small>(e.g. CHEM 353)</small>	Course Name <small>(e.g. Organic Chemistry II)</small>	Lecture Section <small>(e.g. 1)</small>	Lab Section <small>(e.g. 1)</small>	Tutorial Section <small>(e.g. 1)</small>	Audit <small>(No Credit)</small>	Office Use
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	
<input type="radio"/>	<input type="radio"/>							<input type="radio"/>	

## Declaration

### Registration

I understand that by the act of registering:

1. I am bound by all St. Mary's University policies and procedures as outlined in the University Calendar.
2. It is my responsibility to select courses that ensure program requirements are fulfilled.
3. I have or will meet the prerequisite requirements; or, am supplying a *Prerequisite Waiver* signed by the instructor.
4. My course selection is subject to approval by St. Mary's University, as well as being subject to sufficient registration for courses selected.
5. The timetable is subject to change and it is my responsibility to check for updates and for conflicts in my schedule.
6. Non-attendance does not constitute notice of withdrawal. I must complete the appropriate form to change or cancel my registration.
7. All tuition and fees are payable on or before the fee deadlines outlined in the University Calendar. After these dates, students with unpaid fees will be de-registered and can only be reinstated into courses, space permitting, by registering at the Enrolment Services Office by paying a \$50 re-registration fee.

### Dropping

1. I understand the act of dropping from a course(s) prior to the change of registration deadline results in those courses being removed from my Academic record and that I will not owe tuition and fees for those courses. However, any non-refundable deposits will be retained.
2. I understand that if my enrolment status changes from "full-time" (min. 9 credit hours) any confirmation of enrolment given by St. Mary's University to an outside organization will result in notification being sent to that organization. If the organization is a funding body, you may be required to repay any funds granted by that organization per your funding arrangement.

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Signature

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Date

Office Use	Completed	Tran #	Staff Init
Received			

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Comments

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#### Privacy Statement:

The personal information collected on this form will be used for the purposes of providing services to students and ensuring campus security. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or [privacy@stmu.ca](mailto:privacy@stmu.ca)

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