



Appendix A: AUDITING A COURSE REGISTRATION FORM

Office of the Registrar
Clarkson College
101 S 42nd Street
Omaha NE 68131-2739
registrar@clarksoncollege.edu

Sections 1 & 2 are to be completed by the student:

Submit to Registrar's Office **no later than the end of the 1st week of the semester**

SECTION 1: STUDENT INFORMATION

Student's Name: _____ Student ID: _____

Address: _____

(Street)

(City, State, Zip)

Program: _____

Year/Term for Course: _____

SECTION 2: REGISTRATION OF COURSE

Course Name: _____

Course Title & Course Number: _____ Credit Hours: _____

SECTION 3: REQUIRED SIGNATURE (to be obtained by Registrar's Office - space permitting)

Academic Director Signature: _____

Date: _____

Procedure:

Student

1. Student submits registration form to Registrar

Registrar

1. Obtains signature from Academic Director
2. Registrar will register the student for the course
3. Sends copy of the registration to Student Accounts

Student Accounts

1. Charges student for 50%tuition (no fees)