Registration Form

NEW YORK INSTITUTE OF TECHNOLOGY

Student Information

Student ID	Last name	First name

Mailing address (where you receive your mail)

City	State	Zip	Country

Home phone	Work phone	Cell phone

Indicate if this is a new address/phone ☐

Academic program

Term	Class#	Subject and course#	Section	Days & time	Credits

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 Academic Advisors

1. Advisors must release registration holds on NYITConnect before the student can register.
2. The chairperson of the course must complete the reverse side of this form to add the student to a closed class, waive a prerequisite, or override class consent and add the approval in NYIT Class Permissions on NYITConnect.
3. The chairperson of the student's major must complete the reverse side of this form to approve a graduate student to register in an undergraduate course or an undergraduate student to register in a graduate course.

Advisor's printed name

Advisor's signature   Date

nyit.edu

Student Information

Student ID	Last name	First name

Chairperson's Approval for Registration Exceptions

Use the following letter codes to approve registration in a course (include all that apply).

A – Add student to closed class, waive a prerequisite, or override class consent. Closed online classes require a different form.

B – Approve a graduate student to register in an undergraduate course.

C – Approve an undergraduate student to register in a graduate course. Apply the graduate course to the undergraduate degree requirements.

I have discussed with the student that the graduate course will not be applied to a graduate program. ☐

Process the applicable course substitutions as follows:

Alternate course _____ in lieu of required course _____

Alternate course _____ in lieu of required course _____

D – Approve an undergraduate student to register in a graduate course. Apply the graduate course to the graduate degree requirements.

I have discussed with the student that the graduate course will not be included in the full-time undergraduate term load and may affect student's eligibility for financial aid. ☐

E – Approve a College of Engineering & Computing Sciences student in a combined BS/MS program to register in a graduate course. Apply the graduate course to the undergraduate degree requirements. This course will be used in a MS program later. Process the course substitutions as follows:

Graduate course _____ in lieu of undergraduate course _____

Graduate course _____ in lieu of undergraduate course _____

F – Approve the student to register in courses not applicable to the student's major. Process the course substitutions as follows:

Alternate course _____ in lieu of required course _____

Alternate course _____ in lieu of required course _____

Subject and course#	Section	Letter code	Explanation

Chairperson's printed name

Chairperson's signature   Date

Student's signature   Date