

ACTC Registration Form

Important Notes

- You are required to print a course description and schedule from the ACTC school's web page to attach to the registration form.
- You must be a full-time Day student to register for an ACTC course. Students wishing to take more than one ACTC course in a term must have an approved ACTC major declaration on file with the Registrar's Office or submit an Academic Petition.
- The permission of the course instructor is required if you do not meet the course prerequisites or if you are attempting to register after the early registration period.
- For all business courses at St. Thomas (ACCT, BLAW, BUSN, ENTR, FINC, MGMT, and MKTG) please email cobundergrad@stthomas.edu with the subject line, "ATTN: course prerequisites." In the email explain what prerequisites you have taken and what you wish to take at UST (Dept/Crs #/Section) and the UST Business Dept. will respond. If they approve your request, print the email and attach to the form.
- Please note that students enrolled in ACTC courses are responsible for attending classes even when the ACTC institution's calendar differs from Augsburg's calendar.
- ACTC registration is not available during summer session.

How to Submit

In person:

Enrollment Center
Sverdrup Hall 101

By mail:

Augsburg University
Registrar's Office, CB 71
2211 Riverside Avenue
Minneapolis, MN 55454

By email or fax:

registrar@augsborg.edu
Fax: 612-330-1425

1. Student Information

Student Name: _____
Last *First* *Middle*

Student ID: _____ Email Address: _____@augsborg.edu

Social Security Number: _____ Date of Birth: _____ Phone #: _____

2. Course Information

Course offered at: Hamline Macalester St. Catherine St. Thomas Term & Year: _____ 20____ - 20____
(ex. Fall or Spring)

Course Title: _____ Prerequisites: _____

Dept / Course # <i>(ex. HIS 101)</i>	Section <i>(ex. A or 01)</i>	Credits <i>(ex. 0,1,2,3,4)</i>	Grade Option <i>(ex. T or P/N)</i>	Start Date <i>(MM/DD/YYYY)</i>	End Date <i>(MM/DD/YYYY)</i>	Days <i>(ex. M, T, W, TH, F)</i>	Time <i>(ex. 1:30 - 2:30)</i>

Please Note: You must complete a separate registration form for a lab section.

3. Required Signatures

Signature of course instructor (required after early registration)

Instructor Signature: _____ Date: _____
Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted. MM / DD / YYYY

By signing below you are accepting **all financial and academic obligations** incurred as a result of this transaction. Full policy details can be found online at www.augsburg.edu/studentfinancial/disclosure.

Student Signature: _____ Date: _____
Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted. MM / DD / YYYY

Registrar's Office Use Only

Received Date: _____ Processed by: _____ Processed Date: _____

Request sent to ACTC School: _____ Date: _____ Approved and Scheduled in Agresso: _____ Date: _____