

Process for Completing & Signing Forms for Windows

1. Go to www.augsburg.edu/registrar/forms
2. Choose form (i.e. Registration Form, Petition, etc.)
3. Download and save form onto computer
4. Open document with Adobe Acrobat Reader, or another PDF reader
5. Fill out entire form by typing in all the information needed (name, ID number, semester, course, etc.)
6. Select fill & sign
7. Select "Add signature or Add initials"
8. Select "Draw"
9. Draw signature on line
10. Press "Apply"
11. Place signature on signature line
12. Save file
13. Attach file to email and send to registra@augsbu.edu

Process for Signing Forms for Mac

1. Go to www.augsburg.edu/registrar/forms
2. Choose form (i.e. Registration Form, Petition, etc.)
3. Download and save form onto computer
4. Open document in PDF Preview
5. Fill out entire form by typing in all the information needed (name, ID number, semester, course, etc.)
6. Select "show markup tool bar"
7. Select pencil icon
8. Draw signature on signature line
9. Save file
10. Attach file to email and send to registra@augsbu.edu

See images on next page

Images for Windows

www.augsburg.edu/registrar/

Admissions | About | Academics | Campus Life | Alumni and Donors

AUGSBURG UNIVERSITY REGISTRAR'S OFFICE
612-330-1036 | registrar@augsborg.edu

Home

- Academic Calendar
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 - Final Examination Schedule
- Registration Information
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 - Fall & Summer Semester 2019
 - Summer Guest Registration
 - Crossover Registration
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- Enrollment & Degree Verification
- Faculty Resources
 - Non-Attendance/Non-Participation Reporting
- Family Education Rights & Privacy Act (FERPA)
 - FERPA Training
- Forms**
- General Education Requirements
- Grading
- Graduation
 - Achievements
 - Honors Program Distinction
 - Determination Checklist
 - Latin Honors
 - Major Checklists
 - Minor Checklists
 - Replacement Diplomas
 - Transcript Orders

REGISTRAR'S OFFICE

HOURS
Monday – Friday
By phone: 9:00 a.m. to 4:00 p.m.
In person: 9:00 a.m. to 4:30 p.m.
Closed Daily for Chapel:
M, W, F 10:30 a.m. to 11:00 a.m.
T, H 11:20 a.m. to 11:50 a.m.

CONTACT US
registrar@augsborg.edu
Phone: 612-330-1036
Fax: 612-330-1425

Location
Enrollment Center – First Floor, Sverdrup Hall

Mailing Address
2211 Riverside Avenue, Campus Box 71
Minneapolis, MN 55454

ACADEMIC CALENDARS
ACADEMIC CATALOG
COURSE SEARCH

www.augsburg.edu/registrar/forms/

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FORMS

If you are having difficulty accessing our forms and would like assistance, please contact us at registrar@augsborg.edu or 612-330-1036. Please note that these forms work best when downloaded and opened in Adobe Reader. You can also [download a free copy of Adobe Reader](#) to better access these forms.

REGISTRATION

[Online Records & Registration](#)

- [Registration Form](#)
- [ACTC Registration Form](#)
- [Summer Guest Registration Form](#)
- [Directed/Independent Study Registration Form](#)
- [Internship Registration Form](#)
- [Augsburg Experience Form](#)
- [Final Project Course Registration Form](#)
- [Assessment of Prior Learning \(APL\) Portfolio Application](#)

PETITIONS

- [Academic/Financial Petition](#)
- [Application for Incomplete Grade](#)

RECORDS MAINTENANCE

- [Address Change](#)
- [Name/Gender Change](#)
- [Immunization](#)
- [Change of Major](#)
- [ACTC Major/Minor Declaration](#)

GRADUATION

- [Intent to Graduate Cover Page](#)

Graduate students: See your Program Coordinator for graduation information.

REQUEST ACADEMIC RECORDS

www.augsburg.edu/registrar/forms/registration.pdf

Download button

Registration Form

Who needs to use this form?
Students who are unable to add, drop, or withdraw from courses through AugNet Services Records & Registration for some unexpected reason.

Important Notes

- Registration is subject to course availability. Be aware that course may fill before this form is received and processed.
- Students must adhere to the add/drop/withdraw deadlines posted in the Academic Calendar.
- Registration changes may affect financial aid and/or international student status. Please consult these offices prior to submitting this form if you have questions.

How to Submit

In person:
Enrollment Center
Sweeping Hall 101

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

By email or fax:
registrar@augspurg.edu
Fax: 612-330-1425

Student Information

Student Name: _____
 Augburg ID: _____ Phone: _____ Augburg Email: _____

Add Courses

Semester / Year	Course Program	Dept / Course #	Section	Credits	*Grade Option	Title

Drop/Withdraw Courses

Semester / Year	Course Program	Dept / Course #	Section	Credits	Title

Student Signature

By signing below I accept all financial and academic obligations incurred as a result of this transaction.

Student Signature: _____ Date: MM/DD/YYYY

Faculty Approval

I waive the prerequisites for the following course(s): This student may join my full course

Faculty Printed Name: _____
 Faculty Signature: _____ Date: MM/DD/YYYY

Registration Form

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Drop/Withdraw Courses

Semester / Year	Course Program	Dept / Course #	Section	Credits	Title

Student Signature

By signing below I accept all financial and academic obligations incurred as a result of this transaction.

Student Signature: _____ Date: MM/DD/YYYY

Signature Pad

Save signature

Apply

Images for Mac (same download process as Windows)

