UNIVERSITY of INDIANAPOLIS®

Registration Form

Term:
☐ Semester I
☐ Semester II
☐ Summer

Year: _____

Student Identification # _____ ☐ New Student ☐ Continuing Student Year Last Attended: _____
(New students must complete admission before registration.)

Please print the following information:

Name _____
(Last) (First) (Middle or Former)

Home Address _____
(Street) (City) (State) (Zip)

Local or Campus Address _____
(Street) (City) (State) (Zip)

Mobile/Cell Phone (_____) _____ Daytime or Work Phone (_____) _____

Emergency Phone (_____) _____ Ask for _____

1st Major_____ **2nd Major** _____ **1st Minor** _____ **2nd Minor**_____ **Preprofessional Program/Concentration**_____

Enrollment status: ☐ Day ☐ Extended Programs ☐ Accelerated ☐ Graduate

Requested Schedule (Complete each item carefully.) See published schedule.

CRN	Course ID Subject/Course #/Section	Credit Hours	Course Title	Days	Time	Are you repeating this course for a grade?	Instructor Approval	Override Code*
						No		
						No		
						No		
						No		
						No		
						No		
						No		
						No		
						No		

TOTAL NUMBER OF HOURS:_____

See reverse side to list alternate course selections and a list of override codes with descriptions.

***Override codes must be entered by your academic advisor prior to registration. Please be sure to take this form to the Center for Advising at least one week prior to registration to ensure that codes are appropriately applied to your record.**

Advisor signature _____ Date _____

Processed by _____ Date _____

I understand that I am responsible for providing accurate information and determining curriculum requirements and course prerequisites. Furthermore, I understand that I am responsible for tuition and fees incurred for each term in which I am enrolled in/registered for courses at the University of Indianapolis.

Student signature _____ Date _____

This program/major may require attendance in both day and evening or weekend classes.

Print Clear Form

Alternate Course Selections (as needed)

Courses may be ***closed*** or ***cancelled*** by the time you register for the semester. Please provide alternate course selections (not sections, but completely different courses) so your registration may be processed more effectively.

CRN	Course ID Subject/Course #/Section	Credit Hours	Course Title	Days	Time

Override Codes

Override codes are entered by academic advisors prior to online registration, providing students a seamless registration experience. Some registration errors are unforeseen, however, many registration errors may be prevented through advising discussions and providing the appropriate override information to the academic advisor prior to registration.

Please review the override codes below and enter the appropriate code, if needed, in the space provided on the first page of the registration form. Instructor approval is required for some overrides (see below); instructors may give their approval by initialling in the space provided next to the course information on the first page of the registration form.

Override Code	Override Description	Requires Instructor Approval?
CLASS	Allows student to register for a class for which they do not meet the student class requirement (i.e. fresh., soph., etc.)	Yes
COREQ	Allows student to register for a class without requiring the corequisite for a course (i.e. the student wants to register for CHEM 150 without 151 because they have already received a passing grade for the class).	Yes
DUP	Allows student to register for the same course subject and number that is already on their registration. (This error may come up for a student who is taking two Special Topics courses in the same term.)	No
HONOR	Allows student to register for an Honor's College class, for which they require the Honor's College advisor's signature.	Yes
LEVEL	Allows student to register for a course that is at a different level than their current matriculation (i.e. undergrad, graduate, etc.)	Yes
MAJOR	Allows student to register for a class that has a field of study restriction on it. Student must have already received special permission from the department chair or dean to enroll.	Yes
PERMIT	Allows student to register for a class that requires "special approval" (i.e. Music Audition/contact department, Need Instructor's Signature, Departmental Permission Needed, etc.)	Yes
PREREQ	Allows student to register for a class that requires a prerequisite course. This error will appear for students most likely when they are allowed to take the prerequisite concurrently with the course in question.	Yes
REPEAT	Allows student to register for a class which they have already taken at least one time for which they have received a grade (error does not appear for courses from which a student previously withdrew).	No