

Combined Program

Course Registration Form

School of Graduate Studies



**CHESTNUT
HILL
COLLEGE**

Students are responsible for completion of this form and for obtaining the necessary signatures prior to submission. **Please note that deadlines apply.** To verify that course registrations have been processed, students may check schedules via the My.CHC Portal.

Name: _____ ID Number: _____

Graduate Program: _____ Circle Term: Fall Spring Summer 20__

Graduate course(s) requested:

Course Code	Course Title	Credits

SUS/SCPS course schedule (minimum of twelve undergraduate credits):

Course Code	Course Title	Credits

Signatures (must be obtained in order):

Student *Date*

Faculty Advisor/Coordinator, SUS/SCPS *Date*

Department Chair/Coordinator, School of Graduate Studies (SGS) *Date*

SGS Representative, St. Joseph Hall, Third Floor, Room 378 *Date*

◇ Signature or electronic verification via email is required. If student is unable to obtain physical signatures, they may submit a request for email verification. Please copy the School of Graduate Studies (GradSchool@chc.edu) on this email. The resulting electronic verification will satisfy the signature requirement.

Circle Method of Payment: Cash | Check | VISA | Discover | MasterCard | AmEx | Financial Aid★ | Deferred Payment†

Credit Card #: _____ (_____ *) **Expiration Date:** _____

★ Undergraduate Financial Aid is not available for the summer term; see your FA Advisor for options prior to the fall or spring term.

* Security Code - last three digits found on the back of credit card. NOTE: \$50 charge each time credit card is denied.

† **Deferred Payment:** I agree to the following: one third total tuition plus \$65 fee upon registration with the 2nd and 3rd payments charged on the above credit card on the 15th day of the next two months. In addition, I am aware that if my credit card is denied, I will be charged \$50 each time. Yes _____ No _____

NOTE: All previous financial obligations must be satisfied before registering for graduate courses in any semester. The registrant is both academically and financially responsible for the above courses. All changes of registration must be submitted in writing to the registrar. Chestnut Hill College reserves the right to close classes when capacity is reached and to cancel classes due to insufficient enrollment. The frequently-revised graduate course guide is available on the website, CHC.edu/graduate.