

## 1. CONTACT INFORMATION

GGU ID Number: \_\_\_\_\_ Name: \_\_\_\_\_  
last name first name middle initial

Address: \_\_\_\_\_  
street city state zip country

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address (will be used for eLearning instruction if applicable): \_\_\_\_\_

## 2. REGISTRATION REQUEST

TERM	COURSE NUMBER	SECTION NUMBER	UNITS	REQUESTED STATUS (Check all that apply.)
Example: 15/FA	MGT 340	SF2	3	<input checked="" type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade
				<input type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade
				<input type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade
				<input type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade
				<input type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade
				<input type="checkbox"/> Register <input type="checkbox"/> Drop* <input type="checkbox"/> Audit* <input type="checkbox"/> Credit/No Credit Grade

\*If you are a financial aid recipient, consult with a Financial Aid advisor before dropping; if dropping, please complete a **Course Withdrawal Questionnaire**.

## 3. PAYMENT OPTION SELECTION (CHECK ONE)

- ☐ Payment in Full
 ☐ Employee Reimbursement Plan\*
 ☐ Financial Aid\*
 ☐ Installment Payment Plan\*
 ☐ Corporate Direct Billing Plan\*
 ☐ Tuition Remission (GGU Employees Only) #

#Additional forms are required.

## 4. APPROVAL

ADMISSIONS OR ACADEMIC ADVISING  _____ <b>Advisor Signature</b>		Required if you: <input checked="" type="checkbox"/> Are an <b>undergraduate student</b> <input checked="" type="checkbox"/> Are graduate students in the <b>first or final term</b> of your program <input checked="" type="checkbox"/> Are an <b>Open Enrollment student</b> (Open Enrollment form also required) <input checked="" type="checkbox"/> Have yet to satisfy the terms of your conditional admission <input checked="" type="checkbox"/> Are on academic probation <input checked="" type="checkbox"/> Are declaring CR/NC (pass/fail) grading <input checked="" type="checkbox"/> Are registering for a directed study	
_____ <b>Course Instructor Signature</b>		_____ <b>Senior Administrator Signature</b>	
_____ <b>Date</b>		_____ <b>Date</b>	

LATE REGISTRATION: Approval is required from both the course instructor and a senior school administrator. A **\$100 late fee** will be charged when registering after the last day to register/add for the term according to the academic calendar.

**I UNDERSTAND THAT I AM LIABLE FOR ALL CHARGES INCURRED BY THIS REGISTRATION.** I also understand that if any grants, scholarships or loans applied directly to my account are, for any reason, denied or my employer or sponsor refuses, for any reason, to pay then I become responsible for payment. I understand that if I wish to drop or add a course, I must submit a request either 1) in writing directly to the Registrar's Office or to the administrative office of a teaching site either in person or via mail, fax, or email; or 2) via the university's online registration portal, GGU4YOU. I further agree that I will abide by all university policies published on the Golden Gate University Web site, and that I understand the Withdrawal and Refund Policies printed on the reverse of this form.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Registration Processor Signature

\_\_\_\_\_  
 Date

## **Tuition Refund Policy**

If you drop a course on or before the 21<sup>st</sup> day (end of the third week) following the course start date, you will receive a 100% reversal of the tuition charge. This date is approximated as the "Last Day to Drop without Tuition Charge" in the academic calendar. (Courses of less than eight-week's duration may have a shorter period in which a 100% reversal will be available.) If the reversal results in a tuition credit, this credit will remain on your GGU student account. If you wish the funds to be remitted to you, you must submit a request in writing by mail, fax, or email to:

Office of Student Accounting Services  
Golden Gate University  
536 Mission St.  
San Francisco, CA 94105

Phone: 415-442-7839  
Email: sas@ggu.edu  
Fax: 415-442-7819

If you paid by credit card, the refund will be credited back to the same card. Refunds will not be processed during the first 30 business days following the beginning of a trimester.

If you withdraw from a course after the 21<sup>st</sup> day following the course start date, you will receive no reversal of tuition charges, even if you add another course – including a different section of the dropped course.

All fees are non-refundable except in the event the university cancels a course. No refunds will be made by virtue of curtailment of services brought about as a result of strikes, acts of God, civil insurrection, riots or the threats thereof, or other causes beyond the control of the university.

If you are withdrawing from a course after "Last Day to Drop without Tuition Charge" and want the tuition charge reversed, you may submit a Student Financial Petition. In order for your petition to be approved, you must submit documentation substantiating a serious, unforeseen circumstance which prevented you from dropping the course before the refund deadline or that prevents you from paying for the course.

## **Withdrawal Policy**

You may withdraw from a sixteen-week trimester course through its fourteenth week of instruction and an eight-week term course through its seventh week of instruction, as specified in the academic calendar. Non-standard course sections will vary from these deadlines.

## **"W" Grade Drop Policy**

Following the "Last Day to Drop without Tuition Charge," courses from which students withdraw are assigned "W" grades, which appear on students' official transcripts; the only exceptions are when courses are canceled by the university or when students are moved from one section to another section of the same course by the administration.

## **Financial Aid Recipients**

Courses from which students withdraw after the "Last Day to Drop without Tuition Charge" are included in the attempted units for evaluating financial aid recipients for Satisfactory Academic Progress (SAP). Consequently, financial aid recipients should consult with their Financial Aid Advisors before adding or dropping courses to understand the ramifications.

## **Credit/No Credit (Pass/Fail) Grading Election Policies**

Students may take courses on a credit/no credit (pass/fail) grading basis under limited circumstances, as described in the "Credit/No Credit Grade Option" section of the Golden Gate University Catalog. Prior to making the credit/no credit grading declaration, students must obtain the permission of their student services advisor. Students must declare credit/no credit status no later than the end of the fourteenth week for a trimester course and the end of the seventh week for an eight-week term course, as specified in the Academic Calendar.

## **Contact Information**

If you have questions about registration issues or the Withdrawal Policy, please contact:

Registrar's Office  
Golden Gate University  
536 Mission St.  
San Francisco, CA 94105

Phone: 415-442-7222  
Email: registration@ggu.edu  
Fax: 415-442-7223