



## Graduate Tutorial/Independent Study Application

The student and supervising professor should complete this form together and submit the form to the Program Director. The form is then routed for approval signatures in the order listed, ending in the Registrar's Office where the original is kept on file.

TO THE REGISTRAR:

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

The student listed above has permission to register for the following tutorial/independent study project:

Course Number (e.g., UCC 500): \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Print descriptive title of course/project: \_\_\_\_\_

The term/year in which this course will be taken: \_\_\_\_\_

Supervising Professor's Name (print clearly): \_\_\_\_\_

Supervising Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this form, the Student accepts the following conditions:**

- If I have a hold on my account, I will not be registered for the course. The Registrar's Office will notify me at my Utica College e-mail address of any problems with this registration.
- I accept responsibility for ensuring that all courses for which I register are appropriate to my degree program.
- I accept responsibility for all charges incurred as a result of my registration.
- I understand that charges and registration are available for viewing on Banner Web.
- I am responsible for the accuracy of all information I submit to the College.
- I agree to notify the Office of the Registrar in writing of any withdrawal or other change that affects my enrollment status in any class or be subject to all charges.
- If charges are incurred while attending and it should be necessary for Utica College to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney's fees.
- In the event I qualify for Title IV federal funds, I authorize the College to use these funds to pay for all allowable charges beyond tuition, fees, room and board. I understand that due to federal regulations, my financial aid package is based upon a minimum registration requirement after drop/add period. If minimum requirements are not met, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts.
- Traditional campus students who do not pay the balance in full will be automatically enrolled in a payment plan and charged a deferred payment fee.
- If I fail to meet payment arrangement deadlines, I will experience delays in finalizing my registration, I may be dropped from my courses, and if applicable, may be removed from campus housing and have my meal plan canceled.
- If I withdraw after the deadline, I will be given a grade of WF, which will calculate as an "F" in my GPA. (Add/drop and withdraw deadlines are posted on the College website. Links are available from the Registrar's home page: [www.utica.edu/registrar](http://www.utica.edu/registrar))

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Program Director: \_\_\_\_\_ Date: \_\_\_\_\_

School Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Date Processed by Registrar: \_\_\_\_\_ Initials: \_\_\_\_\_