

# Continuing Studies Registration Form

218.477.5862 • FAX: 218.477.5030

e-mail: contstddy@mnstate.edu



Complete both sides of this form and mail or deliver to: Continuing Studies, MSUM Box 82, 1104 7th Avenue South, Moorhead, MN 56563. Follow the daytime class schedule registration instructions for any daytime classes.

Last Name	First Name	Middle or Other Name	Dragon ID #	Term	Year

Subject	Number	Course Title	Course ID #	Credits	Instructor	Type of Course (see below)

**Types of Courses:**

- Online – Online, web-based courses. **Semester-long course or year-long course.** Provide e-mail address below.
- **Self-paced**, individualized, instructional course; no face-to-face class meetings. May include some online components. Also called "packaged courses."
- ITV – **Interactive Television** course.

**This form will not be processed until pre-registration. Registration priority will be based on total credits earned.**

**Provide all personal and academic information requested below. (See "Student Data" on back of form.)**

Mailing Address \_\_\_\_\_  
Street and Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

e-mail: \_\_\_\_\_  
(print clearly)

Home/Cell Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Sex:  M  F  
 U.S. Citizen:  Yes  No

Place of Birth \_\_\_\_\_ Month/Day/Year \_\_\_\_\_

High School Graduated From \_\_\_\_\_ H.S. Graduation Year \_\_\_\_\_

Most Recent College Attended (Not MSUM) \_\_\_\_\_

If College Graduate, List College \_\_\_\_\_ Degree \_\_\_\_\_ Year \_\_\_\_\_

**Will you audit this course?**  Yes  No  
 (Full tuition required, you will earn no credit, but course will be entered on your record with "V" notation. **DO NOT check "Yes" if you want to receive credit.** List the section you wish to audit \_\_\_\_\_)

Have you ever taken a previous Minnesota State University Moorhead course?  Yes  No  
 A one-time \$20.00 application fee is charged to those who have never attended MSUM. (**Tri-College enrollment not applicable.**)

Are you currently suspended from any other institution?  Yes  No

Any other last name(s) you have previously used: \_\_\_\_\_

Are you taking any other MSUM courses this semester?  Yes  No

Will you seek a degree at MSUM?  Yes  No  
 If Yes, check one choice below:  
 Teaching (BS)  Non-Teaching (BA/BS)  Masters

**To confirm your MN residency or reciprocity eligibility for North Dakota, South Dakota or Wisconsin, check one of the following and provide requested information:**

- |   |   |
|---|---|
| <p><input type="checkbox"/> 1. My permanent home is in Minnesota and has been in this state since _____ (year), during which time I have been employed full time for at least one continuous year as a resident income taxpayer while not enrolled as a fulltime college student.</p> <p><input type="checkbox"/> 2. My next of kin (parent, guardian, or spouse) has been a permanent resident of Minnesota as defined in No. 1 above since _____ (year), and I have no other permanent residence.</p> | <p><input type="checkbox"/> 3. I have been a resident of North Dakota, South Dakota or Wisconsin since _____ (mo/yr), and I filed a reciprocity application with my home state on or about _____ (date) for the current academic year. (See "Tuition Reciprocity" on back of this form.)</p> <p><input type="checkbox"/> 4. I am NOT a resident of Minnesota, North Dakota, South Dakota or Wisconsin, but I qualify for resident tuition. (see note below)</p> |
|---|---|

**NOTE:** Previous Minnesota residents must file reciprocity applications if they are now qualified residents of North Dakota, South Dakota, or Wisconsin.  
 Check here if you formerly lived in Minnesota and moved to another state less than one year ago.

I want to pay my tuition/fees using a credit card (see back of form).

(10-06)

*I hereby certify that I have provided all information as completely and accurately as possible.*

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

**Predominant ethnic or racial background (requested for State and Federal Reporting—**

**Check one if this is your first registration):**

1. Asian/Pacific Islander                       3. Native American                                       5. White/non-Hispanic Origin  
 2. Black/African-American                       4. Hispanic/Mexican-American                                       6. International Student

MSUM accepts the following charge cards. If you wish to pay by credit card, please provide the following information:

**CHOOSE ONE:**                                      Credit Card Number                                      Expiration Date                                      Amount Authorized for payment

Discover     Mastercard     Visa    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Card Holder Zip Code \_\_\_\_\_    Card Holder Signature \_\_\_\_\_

**READ ALL INSTRUCTIONS ON THIS FORM.**

**SPECIAL INSTRUCTIONS**

**Payment Procedure:** Term bills will NOT be mailed. Students can view their account on line at [www.mnstate.edu/busoff](http://www.mnstate.edu/busoff). Click on Tuition and Fees, then View/Print. Student ID number and PIN are required. Credit card (Visa, Mastercard, Discover) payments can be made on-line. After the first week of classes, students may call the MSUM Business Office, 218.477.2221 and ask for the amount of their bill and then mail a check.

**Tuition:** The tuition rates will be available on our website at [www.mnstate.edu/busoff/tuitionfees.htm](http://www.mnstate.edu/busoff/tuitionfees.htm) or call 218.477.2221 .

**Student Fees:** Student Fees for on-campus courses and courses in the Fargo-Moorhead area will be charged on a per credit basis. Students enrolled in off-campus classes or interactive television courses at sites outside a 30-mile radius from the FM area will be charged the off-campus tuition rate plus the MSUSA fee. Students attending interactive television courses on campus will be assessed full fees.

**Tuition Reciprocity:** Non-residents who have been approved for the current year under a reciprocity program may pay reduced tuition rates if they have received official notification from their state Board of Higher Education. Those without prior approval will pay non-resident tuition but may request refund of the difference by presenting evidence to the University Business Office that their applications were officially approved for the current term. **DO NOT SEND RECIPROCITY FORMS TO MSUM.** (Note that North Dakota, South Dakota or Wisconsin students approved for reciprocity in the previous year at MSUM are not required to submit new applications if they earned credits at MSUM during that year.)

**Addressing Checks:** Make all checks and money orders payable to MINNESOTA STATE UNIVERSITY MOORHEAD.

**Tuition Refund Policy:** Fall and Spring Term tuition is refundable through the first seven instructional days of the term. This policy applies to all classes. After the first seven days, students may NOT apply tuition from classes dropped toward classes added. Neither will tuition/fee charges be reduced.

**Graduate Credit:** You must list your previous degree on the reverse side to be eligible for graduate credit as a special student. Not more than 8 credits as a special student may be applied to a Master's degree. Applications for Master's admission are available from the Graduate Office or [www.mnstate.edu/graduate](http://www.mnstate.edu/graduate) .

**Withdrawal or Change of Credit:** No withdrawal from a course or change of undergraduate/graduate credit may be made except by notifying the Registrar in writing **by the 55th day of the current term.**

**Student Data:** Specific data items requested on this form are needed to process your registration, to maintain your permanent academic record, and/or to comply with requirements for periodic summary reports by state, federal, or accrediting agencies. Information from your individual record may be released to individuals or agencies other than college officials only with your permission or with specific legal authorization. Failure to provide requested data may result in the delay of registration or record processing until such time as needed information is supplied.

**You may choose to withhold the following information from public use by initializing one or both of the following categories. However, such information will be withheld in all circumstances, and students are cautioned to consider possible inconveniences. Once a category has been withheld, it will remain withheld until such time as the student decides to make available either or both categories of information.**

**Category I \_\_\_\_\_ the student's name, local and permanent addresses, telephone number, e-mail.**

**Category II \_\_\_\_\_ major and minor fields of study, class level, dates of enrollment, full-time/part time status, awards, honors(including Dean's list), degree(s), conferred (including date) previous educational institution(s) and dates attended, photographs taken and maintained by the University, for various purposes, past and present participation in officially recognized activities and sports, height and weight of athletes.**