This form is for registration functions that can’t be completed by the student in the Banner system. University policies related to these registration functions, though not listed in their entirety on this form can be found at http://catalog.usu.edu/.

### General Information

Registration Calendar can be found at: http://catalog.usu.edu/content.php?catoid=12&navoid=3320

- Waitlists cannot be overridden, even with the instructor’s signature. Students should put themselves on waitlists when available.
- This form does not register a student for courses. This form gives the Registrar’s office staff authorization to enter the corresponding override. The student is still responsible to complete registration by logging into the Banner registration system.

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**Registration Options Form**

This form gives the Registrar’s office staff authorization to enter the corresponding override. The student is still responsible to complete registration by logging into the Banner registration system.

### Semester and Student Information

<table>
<thead>
<tr>
<th>Semester and Year</th>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID (A-Number)</th>
</tr>
</thead>
</table>

### Course Information and Signatures

The instructor’s signature is required to add courses that are full or have an instructor’s signature restriction. This area must be signed by the course section instructor listed in Banner. Courses in Math/Stats, Engineering, Business, or English 1010/1010 must be taken to the department’s advising center. More information at: (Add) http://catalog.usu.edu/content.php?catoid=12&navoid=3851&ln=adding-courses&returnto=search, (Drop) https://www.usu.edu/register/registration/after/add-drop

**Special Approval**

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course # (4 digits)</th>
<th>Section (3 digits)</th>
<th>Credits</th>
<th>Instructor Printed Name</th>
<th>Instructor Signature</th>
<th>Date</th>
<th>7-week session course</th>
</tr>
</thead>
</table>

- During the registration process, courses needing prereq, major, degree, department and/or other related overrides need to be taken to the academic advisor over the course. Note to advisors: these authorizations can be put in the Banner screen SFASRPO. Students must then register themselves for the course.

### Auditing

Auditing is dependent on space, resource availability, and instructors approval. No credit or grade points will be awarded. The regular tuition and course fees will be assessed. The Audit option cannot be reversed. More information at: http://catalog.usu.edu/content.php?catoid=12&navoid=3852

**Auditing**

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Credits</th>
<th>Instructor Printed Name</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Time Conflict

Signatures are required when a student is trying to add courses that conflict on day and time. The instructor of EACH conflicting course must sign to indicate they are aware that the student could be missing a portion of one or both classes.

**Time Conflict**

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Credits</th>
<th>Instructor Printed Name</th>
<th>Instructor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Pass / Fail

To change courses from the standard grading mode to the Pass / Fail grading mode, the pass/fail section must be signed by the student’s academic advisor. A grade of C- or better will result in a final notation of ‘P’ on the student transcript which does not affect the student’s GPA. D+, D, and F grades will show on the transcript and will calculate into the GPA. A pass/fail cannot be reversed. Note: there may be a delay of up to two weeks after grades are submitted, before the notation of ‘P’ shows on the student transcript. More information at: http://catalog.usu.edu/content.php?catoid=12&navoid=3961

**Pass / Fail**

<table>
<thead>
<tr>
<th>CRN (5 digits)</th>
<th>Subject</th>
<th>Course #</th>
<th>Section</th>
<th>Credits</th>
<th>Advisor Printed Name</th>
<th>Advisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### + Credits

This section must be signed by the student’s academic advisor to increase the default credit limit of 18 for the semester. The academic advisor must also specify how many credits are being authorized.

**+ Credits**

<table>
<thead>
<tr>
<th>Credits Authorized</th>
<th>Advisor Printed Name</th>
<th>Advisor Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### Student Agreement and Signature

I certify, to the best of my knowledge, all information provided on this form is correct and no unauthorized changes have been made. I also certify that all signatures are authentic and free of forgery. I understand that forging a signature or knowingly providing false information can lead to disciplinary action. I acknowledge that I am financially responsible for any registration changes. By signing below, I certify that I have read the Student Financial Responsibility Disclosure and Agreement to Pay Tuition and Fees. I agree to abide by and be bound by the terms and conditions in the attached disclosure. I acknowledge that my consent is required to enroll at Utah State University.

- **Student Signature:**
  - **Date:**

### Office Use Only

**Processed by:**

- **Date:**

Last Update: October 2018

Completed forms and documentation should be returned to the Registrar’s Office. For more information, contact the Registrar’s Office at 435-797-1116 or Registrar@usu.edu.
Utah State University

Student Financial Responsibility Disclosure and Agreement to Pay Tuition and Fees

Financial Responsibility:
Registration constitutes a financial agreement between me, (student) and Utah State University, (USU). Tuition, student body fees, class fees and other charges I incur, including but not limited to, housing, meal plans, bookstore charges, etc., will be added to my student account and are considered a loan for an educational benefit. I understand that by registering for courses at USU, I am reserving a seat in those courses. It is my responsibility to drop courses I do not plan to attend and/or file a Leave of Absence with the Registrar’s Office before the 100% refund deadline. If I drop courses or withdraw from the University after the 100% refund period, I understand that I am obligated to pay for those courses. Dates and deadlines for adding and dropping courses can be viewed on the Registrar’s Office website www.usu.edu/registrar.

Billing Statement:
I understand that I will not receive a billing statement from USU. It is my responsibility to check my online student account for tuition and fee statements, balances, as well as deadlines, refund dates and fee information.

Communication:
I understand that the official method of communication from USU is via email. I agree to keep my contact information current with USU and further agree to allow USU and its agents to contact me at any address, home telephone or cell phone number that I provide now or in the future.

Financial Aid Repayment:
If I apply for and qualify for federal financial aid, I understand that my financial aid award is contingent upon my continued enrollment, attendance and receiving a passing grade in each course upon which my financial aid eligibility was calculated. If I drop any course before completion or do not pass any course, I understand that my financial aid eligibility may decrease. Furthermore, I understand that receiving scholarships, awards, waivers, stipends, prizes, third party credits or any other financial assistance may also reduce my eligibility for financial aid. If after receiving federal financial aid, and I later become ineligible for that aid because of any of the reasons described above, I agree to immediately return any financial aid to USU that USU is required to return to the Department of Education.

Late Fees / Payment Plans / Dropped Classes:
I understand that if my tuition and fees are not paid in full by the published fee payment deadline, I may be dropped from my classes for nonpayment. To prevent my classes from being dropped for nonpayment, I have the option to enroll in a payment plan and pay my tuition bill over a period of time. There are generally several payment plans to choose from each semester and they can be viewed in the TouchNet Payment System. I also understand that if I am not dropped from my classes for nonpayment and I have not enrolled in a payment plan, I will be assessed and agree to pay a $100.00 late fee each month.

Return Payments:
I agree to pay a return check fee of $20.00 to USU if my online web check payment is returned unpaid by my bank because of insufficient funds or a stop payment. I understand that USU will not try to process my online web check payment again and it is my responsibility to resubmit my payment. I agree to pay a return check fee of $10.00 if my online web check payment is returned by my bank because of any other reason such as an incorrect or invalid account number was entered, closed account, not authorized, non-transactional, etc.

I understand that paper checks returned by my bank for any reason are automatically referred to the check collection agency, Credit Service of Logan (CSL) for collection. Collection fees including treble damages are assessed by CSL and will be added to my student account.

Holds:
I understand the University will place a hold on my student records if I have an unpaid balance on my student account. This hold will prevent registration for future semesters, the release of a transcript and the release of a diploma. I also understand that the University will place a hold on my student ID card that will prevent me from entering facilities that require the student ID card to gain entrance. These facilities include athletic events, computer lab, recreation center, library, etc.

Electronic 1098-T
I understand and consent that if I am eligible to receive a 1098-T end-of-year tax document, it will be provided to me in an electronic form in my student Banner account. I may request a paper copy of my 1098-T by following the links under Tuition and Payment on the Registrar’s Office website www.usu.edu/registrar/1098t.

Agreement to Pay Tuition and Fees:
In consideration of the University allowing me to register for courses, I promise to pay USU, Logan, Utah the tuition and fees (principal) assessed to me for those courses. In addition, I agree to pay for any additional charges assessed to my student account such as student body fees, class fees, housing charges, meal plans, bookstore charges, interest, late fees, collection fees, etc. I agree to pay Interest charges on any past due balances at the rate of 12.00% per annum. In the event I default on this agreement and it becomes necessary to place this account with an outside collection agency, I agree to reimburse USU the fees of any collection agency, which may be based on a percentage at a maximum of 50% of the debt, and all cost and expenses, including reasonable attorney fees we incur in such collection efforts. Any collection costs stated above are in addition to the principal, fees and interest due on my account. I agree that USU may repay my account balance from any TITLE IV funds (financial aid) due to me. I agree to allow USU to report delinquent and defaulted loans to credit reporting agencies. I understand and agree that USU or anyone working on its behalf may contact me by any electronic means such as text messaging, pre-recorded voice, email, etc., and at the phone number, I have provided to USU by manually dialing the number or by using automated dialing technology. I understand that all outstanding tuition and fees account balances are qualified educational loans under the I.R.C. §221 and are extended with the express understanding that future repayment shall be made to the University. I further understand that my acceptance of these terms represents my acknowledgement and acceptance that my tuition account balance qualifies as a qualified education loan under I.R.C §221 and as such, is exempt from discharge under federal bankruptcy code 11 U.S.C. §523(a)(8).

Governing Law and Place of Disputes:
I understand and agree that the terms of this Student Financial Responsibility Disclosure and Agreement to Pay Tuition and Fees to USU will be governed by and enforced in accordance with the laws of the State of Utah. I agree that I will not commence any legal action against USU for any reason arising out of or relating to these terms or any matter covered hereby in any court other than such courts located in Cache County Utah. I waive any objection I might have to bring any legal action or suit in any such court not located in Cache County Utah on the basis that it is not the right or convenient place.

Written Signature:
By signing below, I certify that I have read the Student Financial Responsibility Disclosure and Agreement to Pay Tuition and Fees. I agree to abide by and be bound by the above terms and conditions. I acknowledge that my consent is required to enroll at Utah State University.

Signature:_________________________________________________________________ Date:_______________________________