



Elizabethtown College

Registration & Records Office

Course Registration Form for Visiting Students

SECTION I: Biographic Information

Name: Last (Family): _____

First (Given): _____

First (Preferred): _____

Middle: _____

*Social Security Number: _____

Gender: Male Female Non-Binary/Other

Date of Birth (mm/dd/yy): _____

Permanent Residence:

Street 1: _____

Street 2: _____

Phone # (Home) _____ (Cell) _____

Email Address: _____

Have you previously taken courses at E-Town College? _____ If so, when? _____

If so, did you graduate from E-Town College? _____

Highest Level of Education (Circle one): Current H.S Student H.S Graduate Some College
Associates Degree Bachelor's Degree Master's Degree

SECTION II: Enrollment

Enrollment Request for: Spring Fall Summer

Academic Year: _____

<u>Course Code</u>	<u>Course Title</u>	<u>Credits</u>

I understand that I will be charged \$1,100 per credit hour for all courses taken during the 2017 fall semester. I further understand that if payment in full is not received by the first day of class, my class registration will be cancelled.

Student Signature (required) _____ Date: _____

SECTION III: Prior Institutional Enrollment

Have you ever been dismissed or suspended for disciplinary reasons from secondary school, Elizabethtown College, or any other institution, **OR** are you ineligible to return to a prior institution due to a disciplinary matter? No Yes

Is there an unresolved or pending disciplinary matter at a prior institution? No Yes

Have you ever pled guilty or no contest to, participated in a presentencing diversion program for, and/or been convicted of a criminal offense, **OR** are there criminal charges pending against you at this time?

No Yes

Have you ever been denied admission to Elizabethtown College? No Yes

SECTION IV: Ethnic Background

Federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of their students and employees. Your individual information will be kept strictly confidential. The law only requires institutions to report aggregate totals for each category.

Select the appropriate responses regarding your ethnicity and your race:

Is your ethnicity Hispanic/Latino (Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin)?

Yes, Hispanic/Latino No, Not Hispanic/Latino

What is your race (select one or more):

- White
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islanders
- American Indian or Alaska Native
- Unknown

**The social security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the college to verify your identity for official record keeping and reporting. Your SSN will be stored in a central system and only used for official reporting and record keeping. It will not be used a primary source to identify you within the Elizabethtown College system; the Elizabethtown College ID will be used as the primary identifier.*

Easy & Convenient Registration

1. Complete the Course Registration Form for Visiting Students.
2. Arrange for payment by completing the form to the right.

NOTE: Tuition is due no later than the Friday before the start of your first class meeting time

You may register in any one of the following ways:

- In Person during regular business hours in the Registration & Records Office
- By Fax: (717) 361-1427
- By Mail:
Registration & Records
Elizabethtown College
One Alpha Drive
Elizabethtown, PA 17022-2298
- Send Information as Email Attachment to Registration and Records (regandrec@etown.edu).

4. After your registration has been processed you will receive a confirmation class schedule by email.

Visiting Student Tuition Payment

Name _____

Address _____

Home Phone _____ Cell _____

Payment may be made with check or money order made payable to Elizabethtown College.

Check Enclosed

Check # _____ Check Amount _____

Payment may also be made online at www.etown.edu/businessoffice with electronic check or credit card (MasterCard, American Express, or Discover). Please note that a 2.9% transaction fee will be assessed for credit card payments.

If you have questions about your bill, please email Ben Goodhart in the Business Office at goodhartb@etown.edu or call (717) 361-1218.

If you have questions about registration or your class, please email Kelly Boutsikaris in Registration and Records at boutsikarisk@etown.edu or call (717) 361-1423.