

Student ID #

First Name		Last Name	
Street Address			
City	Province	Postal Code	
Home Phone	Work Phone	Cell Phone	
Email			
Last Semester Enrolled		Program	

Submit to:

**Student Services Office**  
St. Mary's University  
College  
14500 Bannister Rd SE  
Calgary, Alberta  
T2X 1Z4

Fax: 403-531-9136

**Course Selection**

Term (e.g. Fall 2008)	Course Code (e.g. CHEM 351)	Course Name (e.g. Organic Chemistry I)	Lecture Section (e.g. 1)	Lab Section (e.g. 1)	Tutorial Section (e.g. 1)	Audit (No Credit)	Office Use
						○	
						○	
						○	
						○	
						○	
Term (e.g. Winter 2009)	Course Code (e.g. CHEM 353)	Course Name (e.g. Organic Chemistry II)	Lecture Section (e.g. 1)	Lab Section (e.g. 1)	Tutorial Section (e.g. 1)	Audit (No Credit)	Office Use
						○	
						○	
						○	
						○	
						○	

## Declaration

### Registration

I understand that by the act of registering:

1. I am bound by all St. Mary's University College policies and procedures as outlined in the Academic Calendar.
2. It is my responsibility to select courses that ensure program requirements are fulfilled.
3. I have or will meet the prerequisite requirements; or, am supplying a *Prerequisite Waiver* signed by the instructor.
4. My course selection is subject to approval by St. Mary's University College, as well as being subject to sufficient registration for courses selected.
5. The timetable is subject to change and it is my responsibility to check for updates and for conflicts in my schedule.
6. Non-attendance does not constitute notice of withdrawal. I must complete the appropriate form to change or cancel my registration.
7. All tuition and fees are payable on or before the fee deadlines outlined in the Academic Calendar.

### Alumni Membership

- I would prefer **not** to become an alumni member after graduating or completing 30 credits at St. Mary's University College. Members' contact information is used to send information about St. Mary's and alumni programs.

### Financial Release

- I authorize information pertaining to my financial record at St. Mary's University College be released to the following individuals during the academic year for which I am registering: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Registration Deposit

A non-refundable deposit of \$200 for new full-time students or \$100 for returning and part-time students is required when registering. This deposit is refundable *only* if St. Mary's University College cancels courses.

### Payment Method:

- Cheque       Cash (*do not mail*)       Debit       Visa       MasterCard       AMEX

The following information only needs to be provided only if you are faxing or mailing your registration form *AND* paying by credit card:

Credit Card Number	Expiry Date	Cardholder's Signature
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<b>Office Use</b> Received	Completed	Tran #	Staff Init
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Comments

### Privacy Statement:

The personal information collected on this form, and any other personal information collected and maintained as part of a student's record, will be used for the purposes of admission, registration, processing payments, issuing income tax receipts, scholarships and awards, convocating, sending educational information, and for university research and planning. Certain personal information will also be disclosed to Statistics Canada (as required by the Statistics Act [Canada]), Advanced Education to meet reporting requirements, and by agreement, to the Students' Union and Alumni Relations for the purposes of membership, fee collection, and contacting students. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University College's Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at (403) 531-9130 or [privacy@stmu.ab.ca](mailto:privacy@stmu.ab.ca)