STUDENT REGISTRATION FORM

Black Hawk College

Name: _____ ID # : **900 -** ___ ___ - ___ ___ ___ ___

Home Address: _____ Phone: _____

City, State, ZIP: _____ Major: _____

STOP	You must notify Enrollment Services immediately if your major or address has changed by filling out appropriate form available in Enrollment Services or you may send an email from your myBlackHawk account to: registrar@bhc.edu.

REGISTER OR ADD CLASSES

Subject Code/ Course No.	Course Reference #	Section No.	Cr. Hrs.	Advisor / Instructor Signature (when needed) * Signature is good for 24 hours unless noted.	*Office Use Only* Prereq OK	*Office Use Only* +Max Seats OK
Example: ENG 101	*11505*	*001*	*3*			
_____	_____	_____	___		_____	_____
_____	_____	_____	___		_____	_____
_____	_____	_____	___		_____	_____
_____	_____	_____	___		_____	_____
_____	_____	_____	___		_____	_____

DROP CLASSES

Subject Code/ Course No.	Course Reference #	Section No.	Cr. Hrs.	Instructor Signature (when needed)* Signature is good for 24 hours unless noted.
Example: ENG 101	*11505*	*001*	*3*	
_____	_____	_____	___	
_____	_____	_____	___	
_____	_____	_____	___	
_____	_____	_____	___	
_____	_____	_____	___	

By signing this form, student agrees to pay any charges by payment due dates whether or not financial aid is awarded and whether or not a bill is received. Student further agrees that if the account is sent to a collection agency, the student is responsible for payment of all associated collection fees. *A 100% refund is only given for classes that are dropped by the student prior to the first day of the term.* The complete refund policy is published in the current Class Schedule, the current College Catalog and at www.bhc.edu/refund. The BHC Refund Policy is subject to change.

Student Signature *(required)* _____ Date_____ BHC Staff _____ Date_____

Parent Signature *(if student is under 18 years old)* _____ Date_____

FINANCIAL AID RECIPIENTS: Financial aid is based on attendance for the entire semester. Dropping will affect your completion rate and may result in an overpayment of aid. You must talk with Financial Aid to withdraw from class after the semester has begun.

Financial Aid Official Signature: *(if Financial Aid recipient)* _____ Date_____

*Advisor signature needed:	*Instructor signature needed:
●if adding after term has started, but class has not yet met	●if adding after start of class ●if dropping after 75% of class has been completed