

HOOD COLLEGE GRADUATE SCHOOL
PERMISSION TO ENROLL FORM

Name (PRINTED) _____

Term/Year (if summer, specify term I or II): _____ Student ID # _____

Submit completed form and approved proposal to the registrar's office at hoodgrad@hood.edu or Apple Resource Center, 2nd Floor

Selection	Class	Description	Credits
		MULTIPLE DEGREE CLASSES	
	575	Independent Study (1-3 credits); <i>Indicate Prefix</i> _____ Title:	
	675	Independent Study for DOL/ DBA (1-4 credits): <i>Indicate Prefix</i> _____ Title:	
	580A#	Master's Thesis Part I for ARTS, BIFX, BMS, CS, ENV, HUM, IT: <i>Indicate Prefix:</i> _____	3
	580B*	Master's Thesis Part II for ARTS, BIFX, BMS, CS, ENV, HUM, IT - only to be indicated if student wishes to be registered for all 6 credits (580A & 580B) within the same semester	3
	590	Teaching Assistantship (3 credits for all programs except ARTS & COUNS); ARTS (1-4) COUNS (1-3) FREN PSY SPAN; <i>Indicate Prefix:</i> _____	
		COMPUTER SCIENCE	
	585*+	Master's Fieldwork Project (CS or IT); <i>Indicate Program Prefix:</i> _____	6
	CS 595*+	Software Engineering Project	6
		ENVIRONMENTAL BIOLOGY	
	ENV 579*	Independent Research Project	3
	ENV 591*	Internship	3
		HEALTH INFORMATICS	
	HIFX 579*	Health Informatics Capstone	3
		HUMANITIES	
	ART 571	Archaeological Field Work (1-3 credits)	
	HUM 535	Teaching Assistantship	1
	HUM 550	Directed Readings	3
	HUM 594*#	Humanities Portfolio	3
		MATH EDUCATION	
	EDMA 579*	Capstone Project	3

***In Progress (IP) Enrollment:** The Registrar will continue to re-register students each semester for theses, capstones, fieldwork and research projects for a minimum of 1-credit as “IP” (In Progress) until a final grade is submitted. Students are responsible to pay the Graduate School comprehensive fee each fall and spring semester they are enrolled as “IP” until the project is completed. Students are responsible to pay the tuition amount associated with that IP credit and the graduate school comprehensive fee each semester of enrollment until the project is completed. Depending on the amount of work to be completed and/or student loan requirements to maintain at least half-time enrollment, students may request to be registered as IP for 1-3 credits.

#Students who enroll in a thesis or final research project must also submit a signed cover sheet with this form and the written proposal. The signed cover sheet may be used for approval signatures in lieu of physical signatures on this form.

Thesis Registrations: Students who enroll in the master’s thesis for Biomedical Science, Bioinformatics, Ceramic Arts, Computer Science, Environmental Biology, Humanities or Information Technology will enroll in the 580A section with this form for 3 credits, and will enroll themselves in the 580B section for 3 credits for a subsequent term. For students who would like to complete the thesis within one term, they can register for both 580A and 580B within the same term by indicating that on the form. See the In Progress Enrollment information above for additional information.

All registrations for the current semester must be completed and submitted before the end of the DROP/ADD period. Students may enroll for a subsequent semester during the regular open registration period.

Financial Responsibility

By registering for classes, a student acknowledges responsibility for payment of tuition and fees generated by the registration. Failure to make payment by the specified due date will result in late fees. For more information on Hood College’s late fee policy, visit the Accounting Services webpage. Dropping coursework before the start of a term will result in a 100% refund/credit on tuition and fees. Dropping coursework during the drop/add period as indicated in the Academic Calendar, will result in an 80% refund/credit on tuition. After the drop/add period, students may withdraw from coursework, but will be responsible for all tuition and fees associated with that coursework, unless the course has not met. Failure to attend classes or to pay a billing statement by the due date does not constitute an official withdrawal. This withdrawal policy applies to all students who have registered for classes, including financial aid applicants.

Transcripts, grades, and registration for future semesters will be held until all financial obligations have been paid in full. If the student fails to withdraw officially from these courses by completing a withdrawal form in the Registrar’s Office on or before the specified deadline dates, the student is responsible for all tuition and fees associated with the registration. Failure to attend classes or to pay by the due date does not constitute an official withdrawal. This withdrawal policy applies to all students who have registered for classes, including financial aid applicants.

Collection Costs

By registering for classes, the student agrees that in the event the student becomes delinquent or defaults in paying charges due to Hood College, the student agrees to reimburse Hood College the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and all cost and expenses, including reasonable attorney’s fees, that Hood College incurs in such collection efforts.

A WRITTEN COURSE STATEMENT, ABSTRACT, PROPOSAL OR SYLLABUS MUST ACCOMPANY THIS FORM.

Student’s Signature: _____

Date: _____

Instructor’s/Project Advisor’s Name (printed): _____

Instructor’s/Project Advisor’s Signature: _____

Date: _____

Program Director: _____

Date: _____

Registrar’s Office: _____

Date: _____