

**HOOD COLLEGE GRADUATE SCHOOL  
PERMISSION TO ENROLL FORM**

Name (PRINTED) \_\_\_\_\_

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

Selection	Class	Description	Credits
<b>MULTIPLE DEGREE CLASSES</b>			
	575	Independent Study (1-3 credits); <i>Indicate Program:</i> _____ <i>Title:</i> _____	
	675	Independent Study for DOL/ DBA: <i>Indicate Program:</i> _____ <i>Title:</i> _____	4
	580A*#	Master's Thesis Part I for ARTS, BIFX, BMS, CS, ENV, HUM, IT <i>Indicate Program:</i> _____	3
	590	Teaching Assistantship (3 credits for all programs except ARTS & COUNS); <b>ARTS (1-4) COUNS (1-3) FREN PSY SPAN</b> ; <i>Indicate Prefix:</i> _____	
<b>BIOINFORMATICS</b>			
	BIFX 579*#	Capstone Project	3
<b>BIOMEDICAL SCIENCE</b>			
	BMS 597	Internship (1-3 credits)	
<b>COMPUTER SCIENCE</b>			
	585*#	Master's Fieldwork Project (CS or IT); <i>Indicate Program:</i> _____	6
	CS 595*#	Software Engineering Project	6
	CSIT 597	CPT/Internship in CS or IT (1-3 credits)	
	CYBR 597	CPT/Internship in Cybersecurity (1-6 credits)	
	ITMG 597	CPT/Internship in MIS or IT (1-3 credits)	
<b>ENVIRONMENTAL BIOLOGY</b>			
	ENV 579*#	Independent Research Project	3
	ENV 591*	Internship	3
<b>HUMANITIES</b>			
	ART 571	Archaeological Field Work (1-3 credits)	
	HUM 535	Teaching Assistantship	1
	HUM 550	Directed Readings	3
	HUM594*#	Humanities Portfolio	3
	HUM 597	Humanities Internship (1-3 credits)	
<b>INTERDISCIPLINARY STUDIES IN HUMAN BEHAVIOR</b>			
	PSY 597	Internship in Human Behavior (1-6 credits)	
<b>MATH EDUCATION</b>			
	EDMA 579*#	Capstone Project	3
<b>MBA</b>			
	MGMT 597	Internship in Business Administration (1-6 credits)	

\*The Registrar will continue to re-register students each semester for theses, capstones, fieldwork and research projects 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 until the project is completed.

#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, Ceramic Arts, Environmental Biology and Humanities 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. Students must have successfully completed and earned a grade of "S" for 580A before enrolling in 580B. The Registrar will continue to re-register students each spring and fall semester for 580B as "IP" (In Progress) until the thesis is completed and a final grade is submitted. Students are responsible to pay the Graduate School comprehensive fee each fall and spring semester until the project is completed.

Students will be billed for all credits for which they are registered in one semester. Credits will not be split over the course of multiple semesters.

**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: \_\_\_\_\_