



# 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: \_\_\_\_\_

Citizenship: U.S. Citizen \_\_\_\_\_ Resident Alien \_\_\_\_\_ Foreign Student \_\_\_\_\_

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: \_\_\_\_\_

Course Code	Course Title	Credits

*I understand that I will be charged tuition for all courses taken during the semester above. 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 as 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 below.

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

3. **NEVER SUMIT THIS REQUEST FORM THROUGH EMAIL.** Protect your privacy. We require **Personal Identifiable Information** on this form. Please contact our office to request instructions on uploading the document via a secure account. You may also return this form in the following ways:

- By Mail:

Registration & Records  
Elizabethtown College  
One Alpha Drive  
Elizabethtown, PA 17022-2298

- In Person:

Zug Memorial Hall, Room 210.

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](http://www.etown.edu/businessoffice) with electronic check or credit card (MasterCard, American Express, or Discover). Please note a transaction fee will be assessed for credit card payments.

If you have questions about your bill, please contact the Business Office at [businessoffice@etown.edu](mailto:businessoffice@etown.edu) or call (717) 361-1417.

If you have questions about registration or your class, please email [regandrec@etown.edu](mailto:regandrec@etown.edu) or call (717) 361-1409.