

Registration & Payment Form

- I have registered on-line (*complete sections I, III, and IV only*)
 I am registering using the paper method (*complete all sections*)

Student ID _____
 Email Address _____

Section I

Telephone(s): Home (_____) _____ Work (_____) _____ Cell (_____) _____

Name

Address

City, State ZIP

Check here if
 this is a change
 of address and/
 or telephone
 number(s)

Semester you are registering for:

Fall 20__

Spring 20__

Summer 20__

Section II

Priority	CRN	Course #	Section	Title	Credits	Wait List?
1						
2						
3						
4						
5						
6						

Alternate Course List: Please list any alternate courses below. Indicate the line number of the course to be replaced.

Replace #	CRN	Course #	Section	Title	Credits	Wait List?

Office use only: Initials _____ Units _____

Section III

In accordance with the terms specified in my Payment Agreement with Western State College of Law at Argosy University (formerly known as Western State University College of Law), I will pay tuition and fees for the semester indicated above by the option(s) selected hereon (**check all that apply**):

- | | |
|--|--|
| <input type="checkbox"/> Full payment on semester payment due date
<input type="checkbox"/> 2 payments
<input type="checkbox"/> 3 payments | <input type="checkbox"/> Scholarship
<input type="checkbox"/> Financial Aid
<input type="checkbox"/> Other (<i>specify and attach documentation</i>) _____ |
|--|--|

Section IV

My signature on this form indicates that I understand the information contained on the front and back of this form and in the Student Handbook. I have read the Registration Bulletin, the Registration Financial Information, and the emails sent to me regarding registration. I will comply with the rule related to employment during enrollment indicated on the back of this form.

Student Signature _____ Date _____

Please submit all copies of this form, your copy will be sent to you.

TO BE COMPLETED BY THE STUDENT FINANCE OFFICE			
Schedule of Charges		Schedule of Payments	
		Due Date	Amount
Tuition FT / PT / _____ <i>(circle one or enter # for per unit)</i>	\$		
Fees	\$		
Parking Fee			
Scholarship	(\$)		
Credit Balance / Deposit	(\$)		
Other	\$		
Other	\$		
Total	\$	Initials	Date

Office Use Only: Anticipated Aid			
SUB		GPL	
UNS		SCH	
PKL		OTH	
PLL		OTH	
NO AID			
<input type="checkbox"/> Not Applied <input type="checkbox"/> File Incomplete <input type="checkbox"/> Other			

Registration Form Instruction Sheet

When selecting your class schedule for the semester, it is important to know that the Student Handbook (§IV.B) states that “A full-time student shall not work in excess of twenty (20) hours per week during any semester.”

Instructions

Section I – please complete all information. Be sure to check the change box if any of your address and/or telephone information has changed.

Section II - List your courses in priority order. If you would like to be added to a wait list in case a class has closed, please place a “Y” in the “Wait List?” column. You must include the CRN number from the Schedule of Classes as well as the course number, section and title. Please remember to include the number of credits. The waitlist option is not available for all classes.

There is space on this form to indicate alternate classes. If a class in the priority section is closed and you have designated an alternate course, we will register you for the alternate course and place you on the waiting list if you so indicate. When completing the alternate course section, please indicate the line number of the course the alternate is replacing. For example, if Trial Practice is listed on line 3, and you would like to have Negotiations as the alternate course, you would place a 3 in the “Replace Line” column, and then provide the registration information for the Negotiations course.

Section III - place a check mark next to all appropriate payment options. For example, if you are using a combination of scholarships, loans and will have a balance you would like to pay in two installments, you would mark 2 payments, Scholarship and Financial Assistance. Generally, payment plan due dates are as follows:

Two (2) Payment Plan			Three (3) Payment Plan		
<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	<u>Fall</u>	<u>Spring</u>	<u>Summer</u>
1 st on due date*	1 st on due date*	1 st on due date*	1 st on due date*	1 st on due date*	1 st on due date*
2 nd on Oct. 1 st	2 nd on Mar. 1 st	2 nd on June 15 th	2 nd on Oct. 1 st	2 nd on Mar. 1 st	2 nd on June 15 th
			3 rd on Dec. 1 st	3 rd on May 1 st	3 rd on July 15 th

**The semester payment due date is found in the Registration Bulletin and/or the Registration Bulletin – Financial Information. Students who register on or after the due date are required to submit their payment with registration.*

Section IV – read the certification. Sign and date the form.

Online Access - We are pleased to inform you that you are able to access certain student information, including registration (continuing students only), on-line via the Argosy University website at <https://banner.argosy.edu>. Click on “**Enter Secure Area (WESTERN STATE UNIVERSITY ONLY)**”. Enter your student ID as your User ID, including the @ prefix and then your password. The very first time you login, your password is set as your date of birth (mmddyy). You will get a message to change your password and you will not be able to proceed into the system until you do so. New passwords must be six digits. Once you have completed the log -in process, you can select several options. Please follow the prompts on the screen to access your information. Remember to keep your data secure by logging out after you have finished.

Students who register on-line must also complete sections I, III, and IV of the Registration and Payment Form and submit it to the Student Services Office by the appropriate deadline in order to retain their registration.

Contacting Us - The general telephone number for Western State College of Law at Argosy University is (714) 738-1000. Student Services Office extension is 1120 or we may be reached directly by calling (714) 459-1120. The Student Services Office may also be reached by email at records@wsulaw.edu. The Student Finance email address is wsu406@wsulaw.edu.



WESTERN STATE COLLEGE OF LAW
 AT ARGOSY UNIVERSITY

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 1 Banting
 Irvine, CA 92618
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