

**ANTIOCH UNIVERSITY**  
*INTRA-UNIVERSITY REGISTRATION FORM*

**INSTRUCTIONS TO STUDENTS**

1. Read Student Eligibility Requirements and Responsibilities (below).
2. Complete Section A.
3. Obtain required home campus and host campus signatures (Sections B + C).
4. Submit agreement to host campus Registrar for verification and processing.

**STUDENT ELIGIBILITY REQUIREMENTS**

- You must be matriculated in a program offered by Antioch University.
- You must be in good academic and financial standing with the University.
- You must receive approval to participate in intra-university registration from your Academic Advisor and Academic Unit Head and the host campus Academic Unit Head.

**STUDENT RESPONSIBILITIES:**

- Submit a completed, signed, and approved Intra-university Registration Form to your Registrar's Office at least 3 weeks prior to the first day of the term on the host campus or in accordance with any posted deadlines.
- Maintain satisfactory academic progress as outlined by your Student Handbook.
- Notify your Financial Aid Administrator of waivers, scholarships, or other funding received at host campus.
- Maintain enrollment in the number of credit hours approved at the time of financial aid disbursement throughout the term.
- Notify your Registrar and Financial Aid Office when changes are made to the courses listed on the approved Intra-university Registration Form.
- Complete a new Intra-university Registration Form each academic term.

**SECTION A: To Be Completed By the Student**

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Last Name (Please. Print)	First Name	SSN
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Address	Phone Number
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Name of Home Campus	Registration Term (ex: Fall 2012)
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Do you receive Financial Aid?     Yes     No

Host Campus: (Please check the campus that is offering the course you would like to take)

- |   |   |
|---|---|
| <input type="checkbox"/> Antioch University Los Angeles | <input type="checkbox"/> Antioch University Santa Barbara |
| <input type="checkbox"/> Antioch University Midwest     | <input type="checkbox"/> Antioch University Seattle       |
| <input type="checkbox"/> Antioch University New England | <input type="checkbox"/> Antioch University Connected     |

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Course Number & Title at Host Campus                      Course Beginning & End Date      Credit Hours

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Student Acknowledgements

\_\_\_\_ I authorize Antioch University to register me in the above-listed courses.

\_\_\_\_ I understand and agree to the terms outlined above in Student Eligibility Requirements and Responsibilities.

\_\_\_\_ I understand that if my advisor does not approve these courses for fulfilling degree requirements, I will not be allowed to apply these credits retroactively to my degree or certificate.

\_\_\_\_ I authorize the host campus Registrar to send a copy of my transcript and applicable evaluation supplements for the above courses to my home campus Registrar at the end of each term.

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Student Signature

Date

**SECTION B: To Be Completed By the Student's Home Campus Academic Advisor**

I approve the student's registration in the above-listed courses.

Courses will be treated as:

\_\_\_\_ Elective Credit

\_\_\_\_ Substitution for required course(s)

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\_\_\_\_ Not applicable to degree or certificate, but appropriate for the student to take

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Name of Advisor

Signature

Date

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**To Be Completed By the Student's Home Campus Academic Unit Head**

I approve the student's registration in the above-listed courses.

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Name of Academic Unit Head	Signature	Date
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**SECTION C: To Be Completed By the Host Campus Academic Unit Head**

I approve the student's registration in the above-listed courses.

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Name of Academic Unit Head	Signature	Date
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***STUDENTS: Please submit this form with the required signatures above to your home campus Registrar at least three weeks prior to the first day of the term on the host campus or in accordance with any posted deadlines.***

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***For AU Administrative Purposes Only.***

**SECTION D: To Be Completed By Home Campus Registrar**

The above-listed student is currently matriculated in a degree program at this campus and is in good academic standing.

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Signature	Date
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*(Registrar: Please forward this form to the Home Campus Financial Aid Officer)*

**SECTION E: To Be Completed By Home Campus Financial Aid Officer**

This above-stated student is in good standing with the Financial Aid Office.

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Signature	Date
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*(Financial Aid Officer: Please forward this form to the Home Campus Student Accounts Officer)*

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**SECTION F: To Be Completed By Home Campus Student Accounts Officer**

This above-stated student is in good standing with the Student Accounts Office.

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Signature

Date

*(Student Accounts Officer: Please forward this form to the Home Campus Registrar)*

**STEPS TO COMPLETE THE INTRA-UNIVERSITY REGISTRATION PROCESS:**

Step 1: Home Campus Registrar

1. Verify that form is complete.
2. Send a copy of the form to the host campus registrar . Date sent: \_\_\_\_\_

Step 2: Host Campus Registrar

1. Build the appropriate sections.
2. Notify the home Registrar to register the student.

Step 1: Home Campus Registrar

1. Register the student.
2. Notify Student Accounts and Financial Aid.
3. Place the original in the student's official file.

NOTE: The student's registration should be completed within three weeks of the date that the student submitted the form to the home campus Registrar.