

Office of the Registrar

Registration Form

Submitting Instructions: Send the completed and approved form, by SEMC email, to your Academic Advisor or email at advising@senmc.edu

General Information								
<p>Signature Limitations: All signatures must be dated. *Instructor signatures are valid for 2 business days, not counting the day on which the signature was given. Students who wish to withdraw completely from SEMC should complete the "Complete Withdrawal Form" available through their Academic Advisor or the Registrar's Office. Note: Students who completely withdraw from SEMC will need to re-apply for admissions if they choose to return.</p>								
Student Information								
Student ID Number:				Last Name, First Name, Middle Initial:				
<input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____						Program / Program Version:		Phone Number:
Course Add, Unregister, Drop (W) Information								
Add	Part of Term	Subject	Course Number	Section	Credit Hours	Audit	Instructor's Signature and Date (Only for necessary overrides)	Override Being Granted
Add								
Add								
Add								
Add								
Add								
Add								
Total hours					If over 18 hours get VPAA approval below			
Comments if needed:								

By signing this form, you acknowledge and agree that you are responsible for payment of any balance due, including required return of Federal student aid funds and are advised to consult with the Financial Aid Office upon adding and/or withdrawing from courses. For information about payment and account balances, contact the Business Office at (575) 234-9200 or businessoffice@senmc.edu. Students with questions about how a schedule change will impact their progress toward a degree should consult their academic advisor.

X _____ Date: _____
Student Signature:

X _____ Date: _____
Advisor Signature:

Max Credit Hour Overload Approval		
Please indicate exactly how many credit hours are over the maximum allowed per semester, as indicated in catalog, you are approving the student to register for.		
The student has permission to take ____ credit hour(s) over the maximum hours allowed in a semester. Fall/Spring 18 credits and Summer 12 credits.		Required for class overload override <div style="text-align: center;"> X <small>VPAA Signature</small> </div> Date: _____
Official Use Only		
Reviewed & processed by:	Date:	Comments