

# Internship Form

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

The above-named student has permission to register for the following Internship:

Department Name and Number:	<input type="checkbox"/> ____ 270	<input type="checkbox"/> ____ 370	<input type="checkbox"/> ____ 470	<input type="checkbox"/> ____
Semester & Year:	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	YEAR: 20____
Course title exactly as you wish it to appear in your transcript:				
Will the Internship require an ENGAGE shell?	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
# Credits:		Part of term:		

***Courses MUST be approved and added before the end of the drop/add period.***

**Student acceptance of charges and responsibilities:**

- The Registrar’s Office will notify me at my Utica University e-mail address of any problems with this registration:
  - If I have a hold on my account, I will not be registered for the internship.
  - If adding this internship will exceed my maximum hours, I will need to request an increase of my maximum hours or drop a course.
- I accept responsibility for ensuring that this course is appropriate to my degree program.
- I accept responsibility for all charges incurred as a result of my registration.
- I understand that charges and registration are available for viewing on Banner Web.
- I am responsible for the accuracy of all information I submit to the University.
- I agree to notify the Registrar’s Office in writing of any withdrawal, or other change that affects my enrollment status in this class or be subject to all charges.
- If charges are incurred while attending and it should be necessary for Utica University to use a collection agency, which is subject to the Fair Debt Collection Practices Act, I agree to pay all collection costs and attorney’s fees.
- In the event I qualify for Title IV federal funds, I authorize the University to use these funds to pay for all allowable charges beyond tuition, fees, room and board. I understand that due to federal regulations, my financial aid package is based upon a minimum registration requirement after drop/add period. If minimum requirements are not met, I will not be eligible for certain aid programs and will be responsible to pay any balance in full prior to participating in future registration periods or the release of transcripts.
- Traditional campus students who do not pay the balance in full will be automatically enrolled in a payment plan and charged a deferred payment fee.
- If I fail to meet payment arrangement deadlines, I will experience delays in finalizing my registration, I may be dropped from my course, and if applicable, may be removed from campus housing and have my meal plan canceled.
- Academic deadlines are posted on the University website. Links are available from the Registrar’s home page: [www.utica.edu/registrar](http://www.utica.edu/registrar)
- If I withdraw after the deadline, I will be given a grade of WF, which will calculate as an “F” in my GPA.

Student Signature (**REQUIRED**): \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor’s Name (PRINT): \_\_\_\_\_ Date: \_\_\_\_\_

UC Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Chair’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean’s Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Once all signatures are in place, please submit to the Registrar’s Office (122 White Hall) to process.***

Registration Completed: CRN: \_\_\_\_\_ Part of Term: \_\_\_\_\_ Date Registered: \_\_\_\_\_ Initials: \_\_\_\_\_