

REGISTRATION FORM



World Campus
The Pennsylvania State University
128 Outreach Building
University Park PA 16802

814-865-5403 or 800-252-3592
Fax: 814-865-3290
psuwd@psu.edu
www.worldcampus.psu.edu

Please print clearly

Penn State ID or SSN* _____

Street 1 _____

Last name _____ First _____ Middle _____

Street 2 _____

(circle) Mr. Mrs. Ms. Dr. Rev. ____ (circle) Jr. Sr. II III ____

City _____ State _____ Country _____ ZIP code _____

Gender Male Female Birth date (month, day, year) _____ / _____ / _____

Home phone _____ Cell phone _____ Work phone _____

E-mail _____

Permanent home address (if different from shipping) _____

City _____ State _____ Country _____ ZIP code _____

Are you a Penn State alumna/alumnus? Yes No

If you have special needs or require additional services under the Americans with Disabilities Act, contact the Penn State Office for Disability Services at 814-863-1807.

Last year of school completed (circle one)

High School College Graduate Technical
9 10 11 12 1 2 3 4 1 2 3+ 1 2 3+

If enrolling in CHEM 012, ENGL 015, or MATH 004, 021, 022, 110, or 140—
have you taken the Penn State placement exam? Yes No

Heritage (optional)

- African American Asian Hispanic
 Puerto Rican White Foreign or other
 American Indian Alaskan Native

Have you completed the prerequisite course? If yes and if the course was not taken at Penn State, please attach a transcript and a course description.
 Yes No N/A

Office Use Only Semester in which you wish to enroll: _____

Status

Major

Campus Stdt.

Course Abbrev. & Number	Course Title	Section no.	Schedule no.	No. of credits	Tuition
					\$
					\$
					\$

NOTE: If the section you requested is full, you will be placed in the next available section.

Enroll Date

End Date

Enroll Code

Employer ID

Office Use Only	Total Tuition	\$
	Info Tech Fee <i>(nonrefundable) See page 2 of this form for details.</i>	\$
	Total	\$

Order # _____ CAC expires _____
CAC ordered _____

Company No.

Registered by

Financial aid type _____
Check, money order, or credit card information must accompany this form.
Method of payment: Credit card Check Money order
Make check or money order payable to Penn State.
Charge to my (check one):
 American Express Discover MasterCard VISA

Card no.

Expiration date (month/year)

Print name as shown on card

Cardholder's signature as shown on card

My signature/enrollment indicates that I agree to abide by the procedures, rules, and regulations of the World Campus, including those on refunds.

Student signature Date

*Please see the disclosure statement on the following page.

Information Technology Fee and Access Account

Credit Courses

A nonrefundable information technology (IT) fee has been added to all World Campus credit courses.

The IT fee, which supports the development and maintenance of the technology infrastructure of the University, provides you with a Penn State Access Account (user ID and password), through which you can access:

- Penn State online courses, workshops, and other resources
- Penn State e-mail
- eLion
- Penn State University Libraries resources

Your year of IT access begins when you register for your first credit course. You will not be charged another IT fee for additional World Campus credit courses you take during your year of access.

If your course extends beyond your Access Account expiration date, you will be able to extend your IT access period.

To receive a Penn State Access Account, you must agree to use your account in accordance with University policies. Also, to comply with federal aid guidelines that require universities to have a signature on file for any charges that are not applied to all students, you must read, complete, and return an Access Account Acceptance Statement form (at the back of this guide and at www.worldcampus.psu.edu/wc/search/forms/access_form_01.pdf)

Your signed statement must be on file before your registration process can be completed. The information technology fee is nonrefundable.

Note: World Campus students taking Penn State resident instruction (on-campus) or continuing education courses will be charged an additional IT fee (which varies by specific circumstance). Penn State resident instruction students with an active Access Account are not required to pay an IT fee for World Campus courses.

In addition, not all World Campus credit courses have corresponding course Web sites; however, an Access Account is still required for any student enrolled in a Penn State credit course.

Noncredit Courses

Students enrolled in World Campus noncredit courses will be required to obtain a free Friends of Penn State Account, which will provide you with a user ID and access to any Web sites related to your course. It will not, however, provide you with a Penn State e-mail account or access to other University services such as the Libraries.

To obtain a Friends of Penn State Account, go to <https://fps.psu.edu/> and follow the instructions. You must have an active e-mail address with an Internet service provider (e.g., AOL, EarthLink) and access to the World Wide Web.

If you do not have an active e-mail address, please contact us to discuss alternative arrangements.

Deferring a Grade

If for reasons beyond your control you are prevented from completing a course within the prescribed time frame, your instructor may defer your grade.

1. You should have submitted between 50 and 75 percent of your lessons, as specified by your academic college. If you need additional information on lesson-percentage requirements for your academic college, please contact us.
2. Submit the reason for your deferred-grade request in writing via postal mail or e-mail to our office at least two weeks prior to your course end date. Once our office has determined that you have met the academic college's guidelines, we will submit the deferred grade request to the instructor for approval.
3. If your instructor approves your request, a DF (deferral) will be assigned as a temporary grade, and the Office of the University Registrar will be notified.
4. When you complete your course, your instructor will assign your grade. If, however, you don't complete your course and the final grade is not assigned within the sixty-day deferral period, the Office of the University Registrar will assign a grade of F to your academic record.

*The Social Security number (SSN) you provide for enrollment purposes, or when requesting specific services, will be used by the University to verify your identity for official record keeping and reporting. If you choose not to supply your SSN, certain services—such as transcripts, enrollment verification, tax reporting, and financial aid—may not be available to you, and Penn State cannot guarantee a complete academic record for you. Your SSN will be stored in a central system and used only as a primary source to identify you within the Penn State system; the Penn State ID will be used as the primary identifier.