



Fall _____ Spring _____ Summer _____
Year _____

**Professional Studies Enrollment Request**

**Instructions**

- Please complete and submit to the Registrar’s Office by mail, fax @434-395-2252 or email @ [registrar@longwood.edu](mailto:registrar@longwood.edu) .
- If you have not completed an In-state application in the last twelve months, please resubmit.
- All students are responsible for add/drop deadlines and resulting financial commitments.

**Personal Information**

Full Name \_\_\_\_\_ SS or LU# \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Street / City / State / Zip

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_ @ \_\_\_\_\_

Work Name/Address \_\_\_\_\_ Phone \_\_\_\_\_  
Name / Street / City / State / Zip

DOB \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_ Ethnic Heritage \_\_\_\_\_

Are you US citizen? Y N- If No, Country? \_\_\_\_\_ VISA Type \_\_\_\_\_

What is your highest degree earned? \_\_\_\_\_ Where? \_\_\_\_\_

Have you applied to Longwood’s Graduate program? Y N Outcome \_\_\_\_\_

Have you ever been subject to disciplinary action resulting in probation, suspension or dismissal from school? Y N

Have you ever been convicted or pending final action on any criminal charge other than a minor traffic offense? Y N

CRN	Course ID/Section	Course Title	Credit hours	Instructor	Office use
01234	PEDU 200-01	Research Methods ***EXAMPLE****	3	Smith	

**IN COMPLIANCE WITH STATE LAW, INFORMATION PROVIDED ON THIS REGISTRATION FORM WILL BE SENT TO THE VIRGINIA STATE POLICE AND OTHER STATE OR FEDERAL AGENCIES.**

The public is hereby placed upon notice that failure to pay account in full at the time services are rendered will result in the imposition of a 10% *Late Payment Fee* on the unpaid balance. Refer to the University Catalog for estimated E-bill notification and semester payment due dates. Any charges assessed after the original semester payment due date are due and payable at the time incurred. For course registrations requested after the semester payment due date, tuition-fee payments are due at the time of registration. Returned items will incur a handling fee of \$50.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for attorney’s fees or additional collection fees of up to 30% of the then unpaid balance. Requesting or accepting services will be deemed as acceptance of these terms.

During each summer session, Intersession, or regular (fall-spring) semester, students wishing to drop without financial penalty must do so through myLongwood (if accessible) or must submit a completed, signed *Schedule Change Form* to the Registrar’s Office prior to the drop deadline for each course. After course drop deadline, students wishing to withdraw (without academic penalty) must submit a completed, signed *Course Withdrawal Form* to the Registrar’s Office before deadline to withdraw with “W” grading. (Please refer to the following web-site for official academic policies and forms: [www.longwood.edu/registrar](http://www.longwood.edu/registrar).) Students withdrawing without academic penalty will be assessed full tuition and fee charges for course(s) graded “W”. **Students registered for contractual (off-campus or online) classes follow the policies as outlined in the contract with the applicable agency.**

**By my signature I agree to the provisions of the LONGWOOD UNIVERSITY HONOR CODE, the tuition and fees policy above, and to the Virginia State Police compliance statement above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please no electronic signatures)