



# Professional and Continuing Education Registration Form

This form is to be used only for off-campus credit courses administered via PCE and are restricted from online registration through Joe'SS. Registration and payment will be process for you by PCE.

Registration Deadline \_\_\_\_\_

Cancellation Deadline \_\_\_\_\_

### Office Use Only

Semester \_\_\_\_\_

Course ID \_\_\_\_\_

Location \_\_\_\_\_

## Personal Information

(Note: Please list and spell your name as it appears on your passport.)

Legal Name: \_\_\_\_\_  
Last First Middle

Permanent \_\_\_\_\_

U.S. Address \_\_\_\_\_  
Street Address  
 \_\_\_\_\_  
City State Zip Code

MS&T Student ID Number: \_\_\_\_\_ MS&T Email: \_\_\_\_\_ Other Email: \_\_\_\_\_

Phone - Day: \_\_\_\_\_ Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Note: Include area code on all phone numbers.

## Course Information

Dept./Course# \_\_\_\_\_ Course Title \_\_\_\_\_ Class Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

Dept./Course# \_\_\_\_\_ Course Title \_\_\_\_\_ Class Number \_\_\_\_\_ Credit Hours \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

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

### Registration Approved:

By: \_\_\_\_\_  
Instructor/Academic Department Date

\_\_\_\_\_  
Instructor/Academic Department Date

By: \_\_\_\_\_  
Professional & Continuing Education Date

### Summary of Payment Schedule (revised 1/07/19):

Course Fee (deposit) - 02/04/19 \_\_\_\_\_

Course Fee (second payment) \_\_\_\_\_

Course Fee (final payment) 3/29/19: \_\_\_\_\_

Other: \_\_\_\_\_

**Total Course Fees:** \_\_\_\_\_

- COMPLETE AND SUBMIT DOCUMENTS** to PCE, 216 Centennial Hall (if electronic, please scan and send via email to [pce@mst.edu](mailto:pce@mst.edu)) by deadline provided
  - Registration Form
  - Passport - copy (if required)
  - Visa - copy (if required)

**Note:** If you do not yet have a passport, please submit to us a photo ID that includes your birth date and notify us of the exact name that will appear on your passport. It is critical we make your travel arrangements using the full name that will appear on your passport. Passport should be provided when received.

- PCE will obtain signatures** from appropriate department and process your registration; priority will be given by order received. Once this is done, you will see your class on your student account in Joe'SS.

- PAYMENT** – fee must be paid in full by deadline provided so travel or other arrangements can be made. Check (made payable to Missouri S&T) is preferred method. This allows payment to be applied specifically to this course.

**Credit Card** - can be processed, if necessary, and will incur a 3% convenience fee.

- CANCELLATION** – cancellations must be submitted by deadline provided. There are no refunds (partial or otherwise) for cancellations after this date.

- ORIENTATION** – a orientation session is required for all courses involving international travel. This will be scheduled and announced for all enrolled students. At this time you will receive additional documents required by our International Affairs office and will be able to discuss the upcoming experience in more detail with instructor(s).