

Spring 2016
Registration Checklist



Name:

Date:

_____ Confirm Financial Aid is set up for Spring 2016 if applicable (Crystal Aguirre's signature below or email print-out required)

_____ Pay \$275 registration fee at front desk and obtain a receipt.

-OR-

_____ Contact Wyly Wallace (wwallace@pihma.edu) or Deb Johnson (djohnson@pihma.edu) in the accounting office. Financial aid confirmation may be required.

_____ Complete the registration form

_____ Deliver the completed registration forms, along with the registration fee receipt –OR- this form signed below by Deb Johnson or Wyly Wallace, to Judy Drayer, PIHMA's registrar. The paperwork can be given to Judy directly, slipped under her office door, or placed in the in-box on the wall outside her office. Students are responsible for insuring the registrar receives registration paperwork.

****Important Notes****

Registration forms that are incomplete, not signed or dated, illegible, without the registration fee receipt or accounting approval, or submitted by any route other than the registrar will be placed in the student's mail box and not be processed until completed.

A \$100 late fee will be assessed for all student accounts if a payment arrangement has not been made by the first day of classes (January 4, 2016). Registration forms for students with outstanding balances from prior semesters will be returned to the student and not processed until appropriate arrangements are made with the accounting department or the account is paid in full.

Financial Aid Confirmed:

Deb Johnson or Wyly Wallace

Accounting Office Authorization:

Crystal Aguirre