



GRADUATE SCHEDULING FORM

Instructions:

1. Print this page and complete all items.
2. Return this form to your advisor as quickly as possible but no later than the day before the semester begins.
If you submit this form during the first week of the semester, there will be a \$10.00 late registration fee.
3. Your advisor/program coordinator will schedule your course(s) on FCINF.
4. Confirm your schedule using STINF at www.bloomu.edu/stinf.
5. Do not send payment with this form. Please refer to the sections in this booklet, "Scheduling" and "Pay Fees".

Semester Scheduling for:

- Spring 20 _____
- Summer 20 _____
- Fall 20 _____

Please Print

STUDENT ID: | _ | _ | _ | _ | _ | _ | _ |

STUDENT NAME: _____
First
Middle
Last

Daytime Phone (____) _____ - _____
(Where you can be reached if there are questions regarding your course selection.)

NOTE: The University will send your registration materials, billing statements and other mailings to your permanent home address. If you want us to use another address, you must complete Biographical Data Change form available on the forms rack in the atrium of the Student Services Center. Return the completed form to the Registrar's Office, 150 Student Services Center.

 E-Mail Address

Graduate Course Requests

Office Use Only	Two Digit Dept. #	Three Digit Course #			Two Digit *Section #		COURSE TITLE	CREDITS

*Section # refers to the meeting times and instructor

Total Credits _____

Advisor's Signature: _____ Date: _____
(Graduate students must have approval of advisor/program coordinator to schedule courses).

Non-degree & Adjunct graduate student's advisor is the Dean of Graduate Studies, 212 Centennial Hall, 400 E. Second Street, Bloomsburg, Pa 17815, (570) 389-4015.

NOTE: The University will send your registration materials, billing statements and other mailings to your permanent home address. If you want us to use another address, you must complete Biographical Data Change form available on the forms rack in the atrium of the Student Services Center. Return the completed form to the Registrar's Office, 150 Student Services Center.

Note: Withdrawing from graduate courses must be done using the Graduate Course Withdrawal Form. Failure to do so may result in a failing grade being recorded at the end of the semester. Refer to the section "Withdrawal", in the scheduling booklet.

Caution: Your fee payment must be received by the deadline printed on your billing statement. Otherwise, your class schedule may be dropped, your registration cancelled and you will not be allowed to continue attending classes. Refer to the section "Pay Fees", in the scheduling booklet.

If you schedule or make schedule changes the week before classes begin or during the first week of classes, check your schedule on STINF or contact your advisor/program coordinator for a revised schedule.