



Student ID Number _____

Please go to the following offices and obtain signatures as indicated to insure that all necessary arrangements have been made for you to leave campus next semester.

Housing Coordinator/Campus Life (Lyn Hughes in Heggblade):

This student has filled out a housing preference form for next semester and has paid out all outstanding dorm damage charges. He/she does not have any disciplinary charges pending. I understand that if I withdraw from study abroad, on-campus housing is not guaranteed.

Signature of Housing Coordinator

Date

Student Accounts (Bauer North #211):

This student is in good financial standing (no outstanding charges).

Signature of Student Accounts Manager

Date

Financial Aid (Kravis Center #LC40):

This student has contacted the financial aid office and is aware that his/her financial aid award package will be available at a later date. (If you are not on financial aid, simply indicate "not applicable".)

Signature of Director/Assistant Director of Financial Aid

Date

Student Acknowledgment and Pre-Registration Information:

I understand that if I decide to withdraw from study abroad, I must notify the Director of Off-Campus Study, the Registrar, and my program sponsor *in writing* that I am withdrawing.

I understand I will register for CMC courses via the portal; pre-registration for fall takes place in April; pre-registration for spring takes place in November.

- I will receive all registration information and materials via email; I will stay connected to my CMC email while abroad.
- I will be assigned a pre-registration appointment day/time; I will take into account the time difference since my appointment will be in the Pacific time zone.
- I can contact the registrar by email, phone or skype-to-land-line if I do not have reliable internet access or the registration time is wildly inconvenient for my location. The Registrar's Office will then register me for classes at the appointed time.
- I will contact my academic advisor early in my semester abroad as he/she will need to clear my registration via the portal.
- I understand I will be registered in a 3-credit "placeholder" course; this course confirms I am enrolled as a full-time CMC student while I am off-campus. My transcript will be updated once the Registrar's Office receives my official transcript from my program. My actual grades and credit will be recorded as appropriate on my CMC transcript.

Signature of student

Date

Print your name