

## Automatic Registration Form

*Please return the completed form via email to [nursing@loyno.edu](mailto:nursing@loyno.edu).*

As a service to our online graduate nursing students, we are excited to offer our Automatic Registration Service.

### The Automatic Registration Process

- For every semester after your first, you must log into your student account and complete your Registration Agreement
- Once you are registered for a course you incur a financial obligation for tuition. It will be your responsibility to contact your Advisor in writing or by email if you want to drop or add a course. Add/drop deadlines and processes are strictly enforced. Please refer to the academic calendar for the current term deadlines and policy information.
- If you wish to take a leave of absence or withdraw from the university you must contact your academic advisor, [Hayley Everitt](mailto:heeveritt@loyno.edu) at [heeveritt@loyno.edu](mailto:heeveritt@loyno.edu) for the correct forms and information.

It is your responsibility to ensure your schedule is accurate. If your program includes elective courses, or if you have any questions or concerns please contact your advisor, [Hayley Everitt](mailto:heeveritt@loyno.edu) prior to registration to discuss your options.

**I understand that by signing below I am authorizing Loyola University to automatically register me for all of my upcoming classes.**

**Name:**

**Signature:**

**CWID:**

**Date:**

*Initials*

***\*If you choose to not participate in the automatic registration service as outlined above, you may opt out by checking this box and initialing here. By initialing here, you indicate that you have read and understood this form and are opting out, that you will bear the responsibility for registering for every course in your program, and that course selection is subject to prerequisites, program requirements, and course availability at the time of your registration.***

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