



\*\* Note: This form has two pages. \*\*

Student Name: LAST FIRST MIDDLE

Student ID: Semester: Fall Winter Spring Summer Year:

Complete the following if you are a new student:

Address: Home Phone: City: State: ZIP: Cell Phone: Email: Gender: Date of Birth: High School Currently Attending: Grade: 9 10 11 12

Parent or Guardian Emergency Contact Information:

First Name: Home Phone: Cell Phone: Last Name: Email:

High School students ready for college work may earn credit for certain introductory Manhattanville courses. To apply and register, submit this registration form and the parent consent form on page 2. Seating for high school students is on a space-available basis per course. Attending Manhattanville College as a high school student does not constitute acceptance to the College. A high school student may request to have an official college transcript sent to another institution (fee applies). Acceptance of Manhattanville credits is subject to the receiving institution's transfer evaluation policies. Please include a current high school transcript and letter of recommendation from a teacher or guidance counselor with this registration form.

Table with 6 columns: Course/Section (i.e. HIS-1011-02), Course Title, Instructor, Days, Times, # Credits

Registration Deadline:

High school registrations must be completed by the Add/Drop deadline for a given term as listed in the Manhattanville College Academic Calendar.

Parent/Guardian: I understand that I must pay all charges for this registration. If I fail to do so, I must pay additional fees to cover collection costs, including but not limited to third party fees, attorney's fees, and interest. I also understand that my child's academic record is protected by FERPA, which requires my child's consent to access it. All course drop requests must be made in writing.

Parent/Guardian Signature: Date:

Student Signature: Date:

Division Chair Signature: Date:

\* if course requires prerequisites or permission to register

Payment must be made online at https://www.mville.edu/myaccount. The Registration Fee is waived for High School students. For any questions regarding fees or payment, please contact the Office of Student Accounts at 914-323-5266.

RETURN COMPLETED FORM TO:

Manhattanville College Registrar's Office • Reid 3rd Floor • 914-323-5337 • registrar@mville.edu

OFFICE USE ONLY

Discount Code: Approval Initials:

Student Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Student ID: \_\_\_\_\_ Semester:  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

**Consent Statement**

I am aware that my child is attending class at Manhattanville College, located at 2900 Purchase Street, Purchase, New York. My child is registering for one or more courses for the term indicated on the registration form and they may return to attend additional classes in future semesters. I will make myself aware of the days and hours the course(s) are meeting and I understand the following:

- My child may travel to the College by various forms of public and private transportation. There may be risks involved in this.
- My child’s departure from their home or school to the College may be made without adult supervision.
- My child will be expected to follow instructions and directions from College academic, administrative, and campus safety personnel at all times.
- Course instruction may involve mature subject matter and the presence of mature visual content delivered in all media formats.
- My child will be subject to the customary rules and policies set forth by the College in its annual catalogs, handbooks, email communications, and web site postings.
- Upon receiving a welcome email from the College (first time registrants), my child will establish access to their assigned Mville Office 365 email account and the Self-Service portal.

I assume the above risks and responsibilities on behalf of my child and myself.

**Registration Notice**

If for any reason my child decides not to attend classes or discontinue attendance, it is their responsibility to inform the Manhattanville College Registrar’s Office to either drop their registration by the term’s Add/Drop deadline (courses and grades will not appear on transcript) or withdraw from courses through the usual withdrawal procedure (courses and W grades will appear on transcript). Failure to do so will result in a permanent failing grade on their official transcript. Partial or full tuition and fee liabilities will apply per the [refund policy](#) set forth by the Student Accounts Office.

*I understand and accept all of the conditions outlined above.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

**RETURN COMPLETED FORM TO:**

Manhattanville College Registrar’s Office ♦ Reid 3rd Floor ♦ 914-323-5337 ♦ registrar@mville.edu