Preregistration Instructions for Graduate Institute Enrollment

Santa Fe

Complete and return the attached form as soon as possible.

Students are required to preregister for enrollment by completing and submitting the attached form. Then, upon our receipt of your advance deposit by the deposit deadline for each semester, your enrollment in that semester is guaranteed, pending timely payment of tuition and fees.

Assignment to a segment will be made with priority as follows: 1. *to continuing students in their final semester,* 2. *to full-time students whose options are restricted,* 3. *to part-time students,* 4. *to returning graduates. If* spaces remain in any semester after the deposit deadline has passed, they may be secured by late deposits on a first-come, first-served basis.

SEMESTER		*PLANNED SEGMENT OFFERINGS, Subject to change: *(Four segments required.)*		
FALL	*Even years:*	Politics & Society Philosophy & Theology Mathematics & Natural Science	*Odd Years:*	Politics & Society Philosophy & Theology History
SPRING	*Even years:*	Literature Mathematics & Natural Science	*Odd Years:*	Literature History
SUMMER **(subject to revision)**	*Even years:*	Literature Politics & Society Philosophy & Theology History	*Odd Years:*	Literature Politics & Society Philosophy & Theology Mathematics & Natural Science

$250.00 advance deposits are due in the G.I. Office by the following dates to reserve preregistered places in upcoming Graduate Institute semesters by:
October 15 for the spring semester
April 1 for the summer semester
July 1 for fall semester

Tuition and Fees are due in the Treasurers Office by:
December 1 for the spring semester
March 15 for the summer semester
July 1 for the fall semester

Financial Aid: Application for financial aid may be made on-line at www.fafsa.ed.gov. The federal code for Santa Fe is 002093; for Annapolis it is 002092. For additional information, refer to the Graduate Institute section of our website at www.stjohnscollege.edu.

Transfers to Annapolis: Students must be in good academic and financial standing to transfer. Students who plan to transfer should complete a transfer request form, and send a copy to each campus. If a student applies to transfer less than 60 days before the beginning of the semester on the campus from which they are transferring, $50 of the advance deposit will be forfeited. Please note that Annapolis may not have the same deposits deadlines as Santa Fe.

Part-time Enrollment: Part-time enrollment is possible only in special circumstances with approval from the Director. If you are approved for part-time enrollment, please indicate on the attached form which classes you desire (seminar, tutorial, or preceptorial) and when you wish to take them. Part-time enrollment generally disqualifies students for financial aid. *Students changing from full to part-time or who drop classes may jeopardize financial aid and health insurance coverage through the College*.

***Valid as of Spring 2012**

PRE-REGISTRATION FORM

The Graduate Institute at St. John's College
1160 Camino Cruz Blanca, Santa Fe, NM 87505-4599
Telephone: (505) 984-6082 Fax: (505) 984-6064 e-mail: mcversace@sjcsf.edu

Name:_____ **Date:** ____/_____/_____
Last **First** **Middle** **(Maiden)**

Student ID# _____

E-mail: _____ _____ **Work Phone**: _____

Home Phone: _____ **Cell Phone:** _____

Local Address:_____ **Permanent Address:** _____

(During enrollment) **(If *different* from local)**

_____ _____

Effective dates of local address: _____ through_____

<u>CROSS-OFF ANY SEGMENTS/CLASSES YOU HAVE COMPLETED</u> AND ANY CLASSES IN WHICH YOU ARE CURRENTLY ENROLLED; Please note the semester and year of completion.

Mathematics and Natural Science
Seminar/Tutorial/Preceptorial
Session/yr_____

Literature
Seminar/Tutorial/Preceptorial
Session/yr_____

Politics and Society
Seminar/Tutorial/Preceptorial
Session/yr_____

Philosophy and Theology
Seminar/Tutorial/Preceptorial
Session/yr_____

History
Seminar/Tutorial/Preceptorial
Session/yr_____

Optional Master's Essay
Essay/Oral Examination
Session/yr_____

<u>ENTER YOUR PREFERRED SEGMENT FOR EACH FUTURE SEMESTER</u> YOU PLAN TO ATTEND AND CHECK THE CAMPUS ON WHICH YOU PLAN TO BE ENROLLED:
Refer to the cover sheet for the timing of segment offerings and policy regarding segment assignments.

SEMESTER	SEGMENT *(e.g. Literature)*	CAMPUS	
Spring 2014	_____	☐ Santa Fe	☐ Annapolis
Summer 2014	_____	☐ Santa Fe	☐ Annapolis
Fall 2014	_____	☐ Santa Fe	☐ Annapolis
Spring 2015	_____	☐ Santa Fe	☐ Annapolis
Summer 2015	_____	☐ Santa Fe	☐ Annapolis
Fall 2015	_____	☐ Santa Fe	☐ Annapolis
Spring 2016	_____	☐ Santa Fe	☐ Annapolis
Summer 2016	_____	☐ Santa Fe	☐ Annapolis
Fall 2016	_____	☐ Santa Fe	☐ Annapolis
Spring 2017	_____	☐ Santa Fe	☐ Annapolis
Summer 2017	_____	☐ Santa Fe	☐ Annapolis
Fall 2017	_____	☐ Santa Fe	☐ Annapolis

HOUSING: Always offered summers; other terms per availability. For dorm reservations contact the Housing Office at (505) 984-6087.

I anticipate completing my degree requirements in May_____, August_____, December_____. (Students meeting their degree requirements in December will attend the commencement ceremony the following May.)
(year) (year) (year)

I will receive Veteran's Benefits. No__ Yes __

I have a disability for which I would like to request special accommodation. No___ Yes___
Please provide whatever relevant information you choose below. Feel free to use additional pages or to include documentation. To discuss your situation, contact the Assistant Dean at (505) 984-6925.

_____

_____

***OPTIONAL* MASTER'S ESSAY:** Information concerning the optional master's essay is available from the Graduate Institute Office upon request, or can be read on the college website (www.stjohnscollege.edu). If you currently plan to propose a master's essay *and* you have completed two segments, or if you already have approval to write a master's essay, please complete the following:

☐ I have permission to write a master's essay during the _____semester in ☐ Santa Fe / ☐ Annapolis.
semester/year

☐ I plan to seek permission to write a master's essay during the _____ semester in ☐ Santa Fe / ☐ Annapolis.
semester/year

The essay ☐ will / ☐ will not replace one of the preceptorials in my course of study in the Institute.

I acknowledge that it is my responsibility to read the college's Student Handbook, http://stjohnscollege.edu/resources/SF_StudentHandbook.pdf, to consult with the Director of Graduate Institute or Graduate Program Administrator concerning items I do not understand, and to abide by the provisions contained therein.

_____ _____
Student's Signature Date

Thank you for completing and returning this form to the address below. If you have questions concerning your enrollment plan, please call (505) 984-6082 or send an email to mcversace@sjcsf.edu.

Please return this form as soon as possible to:

The Graduate Institute
St. John's College
1160 Camino Cruz Blanca
Santa Fe, NM 87505-4599