



# Registrar's Office

UNIVERSITY OF CENTRAL FLORIDA

## Course Registration

- Complete all items on page 1 of the registration form.
- If this is your first term at UCF, complete the Residency Declaration (page 2). Where indicated, please note the original issue date (not the renewal date) of your Florida Driver's License. This is used to verify your eligibility for in-state tuition fees.
- Carefully read the instructions on page 3. If you are paying by mail, detach the fee invoice at the bottom of the page, and include with your payment to the Cashier's Office.
- **The fee payment deadlines can be found at <http://calendar.ucf.edu>**  
**You are responsible for knowing all deadlines**
- Scan and email your registration forms to the College of Community Innovation and Education, Department of Educational Leadership & Higher Education in care of Lisa.Martino@ucf.edu. Registration deadline: May 9, 2025.
- Students will receive an e-mail with detailed Web course access instructions.

**As a non-degree seeking student, there are university policies that you should be familiar with and several resources that are available to assist you:**

## Drop Policy

If you wish to drop a course and not be fee liable, you must notify the Department of Educational Leadership & Higher Education in writing ([Lisa.Martino@ucf.edu](mailto:Lisa.Martino@ucf.edu)) no later than Friday, May 16, 2025. After this date, students will be liable for the entire tuition amount.

## Withdrawal Policy

It is the student's responsibility to withdraw from courses. Students must not assume that their classes will be canceled if they do not pay for the courses or do not attend class meetings. Students must withdraw via <https://my.ucf.edu>. A course withdrawal procedure is described on page 3 of the registration form. Withdrawal does not relieve the student of financial responsibility. Students will still be liable for the entire tuition amount.

## Paying By Credit Card Online

Students may pay tuition and fees by credit card. In order to access this online option, students must have a NID (network identification number) and be enrolled in a course for the current term. Information on all payment options is available at <http://www.studentaccounts.ucf.edu>

## Late Payment Fee

A \$100 Late Payment Fee applies to students who do not pay fees or do not pay fees by the due date.

## Resources for Additional Assistance

For questions regarding course registration:  
**Dept. of Educational Leadership & Higher Education, 407-325-6293**

For questions regarding payment and student accounts:  
**Cashier's Office, 407-823-2614**

For technical support (e.g., logging into a Web course):  
**Webcourses@UCF Support, 407-823-3808**

For specific questions regarding your course (e.g., text requirements), please contact your instructor.



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Term: Summer 2025  
Limited Non-Degree Seeking Application and  
Registration Form  
For non-admitted students

Enrollment by this method is available only to U.S. citizens and permanent residents, and does not constitute admission to the university. This registration is for one term only. Health form required for classes that meet on a UCF campus. If you are interested in pursuing a degree-seeking track, you must submit an application for admission form. Graduate level admissions require a bachelor's degree from a regionally accredited college or University. See <http://www.ucf.edu/admissions/>

**IMPORTANT: Registration will be voided if: 1) you have been denied admission to UCF, or 2) you are not eligible to return to UCF (disqualified or excluded), or 3) you are not in good academic standing at the last school you attended, or 4) you have already enrolled for 15 undergraduate or 6 graduate credits as a non-admitted student.**

1. ☐ Yes ☐ No Are you admitted to UCF?
2. ☐ Yes ☐ No Do you plan to take more UCF courses?
3. ☐ Yes ☐ No I understand that enrollment by this method does not constitute admission to the University.
4. ☐ Yes ☐ No Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? *If yes, please list all actions/charges on a separate sheet of paper.*
5. ☐ Yes ☐ No Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)? *If yes, please list all violations on a separate sheet of paper.*
6. ☐ Yes ☐ No Have you been suspended from or are you ineligible to return to the last institution attended (including UCF)? *If yes, you cannot register for this course.*
7. ☐ Yes ☐ No Are you a U.S. Citizen? *If no, please attach a copy of your permanent resident alien identification card.*
8. Highest Degree Earned: ☐ High School ☐ Associates ☐ Bachelor's ☐ Grad Cert. ☐ Master's ☐ Specialist ☐ Doctorate
9. Last term or semester attended at UCF: Term \_\_\_\_\_ Year \_\_\_\_\_
10. \_\_\_\_\_  
Last Name First M.I. Maiden
11. Gender: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ mm dd yy Place of employment \_\_\_\_\_ Business phone \_\_\_\_\_ Ext. \_\_\_\_\_
12. \_\_\_\_\_  
Mailing Address (No. & Street) City County
13. \_\_\_\_\_  
State Nation Zip Code Home Telephone \_\_\_\_\_ Preferred E-mail \_\_\_\_\_
14. Ethnic Origin ☐ White (not of Hispanic origin) ☐ Black (not of Hispanic origin) ☐ Hispanic  
☐ Asian or Pacific Islander ☐ American Indian or Alaskan Native ☐ Other – Specify \_\_\_\_\_

**FOR OFFICE USE ONLY: Student may be registered through PS QuickAdmit.**

Key Code	Course Prefix	Course No.	Section No.	Sem. Hrs.	Title	Date of First Class
50694	BTE	4410	CW61	3	COURSE CONSTRUCTION IN BUS ED	5/12/2025

*I certify that the above is correct and complete and that falsifying or withholding information may result in disciplinary action and withdrawal from the University. I agree to abide by the policies of the Florida Board of Governors and rules and regulations of the University of Central Florida. I accept responsibility for payment of my term tuition and fees by the published deadline. I understand that if I fail to pay my tuition and fees by the deadline, I will be charged a \$100 Late Payment Fee, my records will be put on hold, my account will be referred to a collection agency, and I may incur other financial responsibilities.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CONTINUING UCF STUDENTS:** Have you attended UCF during the past year? If yes and you have established legal residency in Florida, please sign below, disregard the next page and continue to page 3. If no, please complete page 2.

Signature \_\_\_\_\_

UCF ID # \_\_\_\_\_



**NON-FLORIDA RESIDENTS ONLY:** I understand that I do not qualify as a Florida resident for tuition purposes for this course(s) and that if I should qualify for some future term it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency classification. I understand that I am fee liable for the non-Florida rate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**INFORMATION FOR RESIDENCY CLASSIFICATION**

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve months. Residence in Florida must be as a bonafide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education. To qualify as a Florida resident for tuition purposes you must be a U.S. Citizen, permanent resident alien, or legal alien granted indefinite stay by the Immigration and Naturalization Service. Other persons not meeting the twelve-month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature and Board of Governors. All other persons are ineligible for classification as a Florida "resident for tuition purposes." Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents.

**Florida Residents**

This section must be completed in full, including supporting documentation, if you are establishing Florida residency for tuition purposes at UCF. Failure to provide documentation will result in being charged non-Florida rates. Please **select one** from A-N.

- ☐ A. I am an independent person and have maintained legal residence in Florida for at least 12 months.
- ☐ B. I am a dependent person and my parent or legal guardian has maintained legal residence in Florida for at least 12 months. **(Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- ☐ C. I am a dependent person who has resided for five years with an adult relative other than my parent or legal guardian, and my relative has maintained legal residence in Florida for at least 12 months. **(Required:** Copy of most recent tax return on which you were claimed as a dependent or other proof of dependency.)
- ☐ D. I am married to a person who has maintained legal residence in Florida for at least 12 months. I have now established legal residence and intend to make Florida my permanent home. **(Required:** Copy of marriage certificate.)
- ☐ E. I was previously enrolled at a Florida state institution and classified as a Florida resident for tuition purposes. I abandoned my Florida domicile less than 12 months ago and am now re-establishing Florida legal residence. **(Required:** Proof that you paid in-state tuition while previously enrolled in a Florida institution.)
- ☐ F. According to the United States Immigration and Naturalization Service, I am a permanent resident alien or other legal alien granted indefinite stay and have maintained a domicile in Florida for at least 12 months. **(Required:** INS documentation and proof of Florida residency status.)
- ☐ G. I am a member of the armed services of the United States and I am stationed in Florida on active military duty pursuant to military orders, or whose home of record is Florida, or I am a member's spouse or dependent child. **(Required:** Copy of military orders or DD2058 showing home of record.)
- ☐ H. I am a full-time instructional or administrative employee employed by a Florida public school, community college or institution of higher education, or I am the employee's spouse or dependent child. **(Required:** Copy of employment verification.)
- ☐ I. I am part of the Latin American/Caribbean scholarship program. **(Required:** Copy of scholarship papers.)
- ☐ J. I am a qualified beneficiary under the terms of the Florida Pre-Paid Post-Secondary Expense Program, S.240.551, F.S. **(Required:** Copy of card.)
- ☐ K. I am living on the Isthmus of Panama and have completed 12 consecutive months of college work at the FSU Panama Canal Branch, or I am the student's spouse or dependent child. **(Required:** Copy of marriage certificate or proof of dependency.)
- ☐ L. I am a Southern Regional Education Board's Academic Common Market graduate student. **(Required:** Certification letter from State Coordinator.)
- ☐ M. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training. **(Required:** Copy of employment verification.)
- ☐ N. I am a McKnight Fellowship recipient. **(Required:** Verification from graduate studies.)

**Person claiming Florida residency at UCF must complete this section. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which a Florida resident classification is sought. All documentation is subject to verification. Please complete items 1-8 and 9, if applicable.**

**Please Print:**

1. Name of student: \_\_\_\_\_
2. Name of person claiming Florida residency: \_\_\_\_\_ 3. Claimant's relationship to student: \_\_\_\_\_
4. Claimant's permanent legal address: \_\_\_\_\_ 5. Claimant's telephone number: (\_\_\_\_\_) \_\_\_\_\_

Street/PO Number	City	State	Zip	Apartment Number
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6. Date claimant began establishing Florida residence and domicile: \_\_\_\_/\_\_\_\_/\_\_\_\_
7. Claimant's driver's license: State: \_\_\_\_\_ Number: \_\_\_\_\_ **Original** Issue date: \_\_\_\_/\_\_\_\_/\_\_\_\_
8. Non-U.S. Citizen only: Resident Alien Number: \_\_\_\_\_ Issue date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Copy of both sides of card required.)

*I do hereby swear or affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to 837.06, Florida Statutes, and to BOG Rule 6C-7.005 (6), F.A.C.*

Signature \_\_\_\_\_

Date \_\_\_\_\_



# Registrar's Office

UNIVERSITY OF CENTRAL FLORIDA

**\*Please read carefully and keep top portion for future reference\***

## Instructions for Fee Payment, Cancellation of Registration, and Withdrawal

1. Fill out the fee invoice at the bottom of this form and calculate the amount of tuition that you owe the university. **Send no cash.**
  2. Cut or tear carefully along the dotted line below; include only the lower section with your check.
  3. All fee calculations are subject to official verification and correction by UCF Student Accounts Services. Please contact Student Accounts Services if you have any questions regarding your invoice.
- **Fee Payment Deadlines** – Consult the Academic Calendar at <http://calendar.ucf.edu> for applicable term fee payment deadline.
  - **Late Payment Fee** – A late payment fee of \$100 will be assessed after fee payment deadline. A stop payment on a check does not cancel a registration nor does it release the financial obligation. There will be a service and/or a late payment fee for checks returned by the bank for any reason. Student Accounts 407-823-2433.
  - **Drop Procedure** – Courses which meet for the first time after the end of Late Registration & Add/Drop may be dropped the next business day in the advising office of the college offering the course. Non-attendance does not cancel the registration nor the fee liability!
  - **Withdrawal Procedures** – **Students are not automatically withdrawn if they do not attend class; instructors may not withdraw students.** Students must withdraw via <https://my.ucf.edu>; students may withdraw from a class and receive the notation of “W” until the end of the applicable withdrawal deadline on <http://calendar.ucf.edu>. No withdrawal is permitted after the above time except in extraordinary circumstances as determined by the Registrar's Office. If approved, a late withdrawal grade will be assigned as a WL. Upon request, the course instructor shall provide the student with an assessment of the student's performance prior to the last day for withdrawal. **Withdrawal does not relieve the student of financial responsibility.**
  - **Payment by Certification of Participation (COP)** – Each COP covers up to 6 credit hours of the matriculation fee portion of the tuition charges. **Other fees must be paid by the payment deadline or the \$100 late payment fee will apply.** Contact Student Accounts at 407-823-2433 for the exact matriculation charges presently assessed for Graduate and Undergraduate credits. *The COP should be signed and both pages sent to the Student Accounts office before the payment deadline. UCF Cashier's Office, P.O. Box 160115, Orlando, FL 32816-0115.*
  - **Tuition Payments by Employers** – Students must contact Student Accounts Services prior to the payment deadline to make the arrangement for tuition payments which are covered by an employer. Student Accounts Services telephone number is 407-823-2433.
  - **Financial Aid Students** – Degree-seeking students who have any type of waiver of deferment must insure that it is recorded with Student Accounts Services prior to the payment deadline. Students will receive a full tuition deferment if the total amount of their loan/grant award equals or exceeds their fees. If the loan/grant is less than the total fee assessment, a check for the remaining portion of the off-campus course tuition must accompany this form. Financial Aid 407-823-2827, or <http://finaid.ucf.edu/>.
  - **Veteran's Benefits** – Contact the Military Success Center at 407-823-2707 for confirmation of VA deferral prior to the payment deadline.
  - **Refunds** – Please consult the UCF Undergraduate Catalog and/or <https://studentaccounts.ucf.edu/tuition-and-fee-refunds/>. Student Accounts Services telephone number is 407-823-2433.

## FEE INVOICE

Detach carefully along the dotted line and remit only this lower portion of the form with your check. Please include your UCF ID (if you have one) on the check to the Cashier's Office, Millican Hall, Room 110 for the total amount due made payable to:

University of Central Florida  
 Cashier's Office  
 P.O. Box 160115  
 Orlando, FL 32816-0115

I am paying my fees by:  
☐ Check  
☐ Financial Aid Deferment  
☐ Certificate of Participation

**FEES ARE DUE ON:  
 FRIDAY May 23, 2025**

(Student information, please print)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Term: Summer 2025

Class start: 5/12/2025

Course	Credits	Rate	Due
BTE4410.CW61	3	230.28	690.84

TOTAL AMOUNT DUE: \$\_\_\_\_\_

Students are charged an annual \$10 ID Service and Access Fee. All fee calculations are subject to official verification and correction by UCF Student Accounts Services. If you have any questions concerning tuition and fees, please contact Student Accounts Services at 407-823-2433.

Signature \_\_\_\_\_

Date \_\_\_\_\_