



# Spring 2021 Non-Degree Seeking Students Registration Form

## INSTRUCTIONS:

1. Complete the form on both sides and print legibly in all sections.
2. Make sure that you have met the pre/co-requisites of each course for which you intend to register.
3. New NDS, return to Admissions (via DocuSign or email: [admissions@aimc.edu](mailto:admissions@aimc.edu)). Continuing NDS, submit to Academic Advisor by the deadline (via email: [advising@aimc.edu](mailto:advising@aimc.edu) or to mailbox).
4. If there are any issues with your course selection, the Registrar or Admissions will contact you.
5. The Registrar ([registrar@aimc.edu](mailto:registrar@aimc.edu)) will email you with information about the AIMC Student Portal. Log in to view your schedule, tuition summary and pay any Account balances. If you do not receive an email confirmation within one week before the start of the term, please contact the Registrar.
6. Please save these email addresses: [registrar@aimc.edu](mailto:registrar@aimc.edu), [accounting@aimc.edu](mailto:accounting@aimc.edu), & [faofficer@aimc.edu](mailto:faofficer@aimc.edu) in your email contacts. Flag aimc.edu as a safe address so that our emails are not routed to your spam folder.
7. By submitting this form, you are officially enrolling in AIMC for the Spring 2021 term.

## TUITION PAYMENT:

### Non-Degree Seeking Students:

**Tuition is due upon registration or no later than  
Monday, December 14, 2020 3:00pm**

**PLEASE NOTE:** If your payment is not received by the deadlines indicated above, you will be assessed a \$100.00 TUITION LATE FEE. All outstanding balances must be paid in full by the date indicated above, otherwise you will be withdrawn from all courses.

## NON-REFUNDABLE REGISTRATION FEE:

A \$40.00 Registration Fee per trimester will be assessed. Please visit our website for updated tuition and fee information.

## LATE REGISTRATION FEE:

In addition to the above Registration Fee, a \$100.00 late fee will be assessed for all forms submitted after the deadline.

## ACADEMIC ADVISING:

Please be sure to meet with your academic advisor before submitting your form to the Registrar's office. Your advisor will indicate approval of your registration by signing below.

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PLEASE SIGN—your signature is required to process this form:

STUDENT NAME (Please print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Spring 2021 Non-Degree Seeking Students Registration Form

Student Name (please print clearly): \_\_\_\_\_

**Non-Degree Seeking students can accumulate no more than 12 credits at AIMC. Please write “Yes” next to the appropriate box:**

- This is my first term as a Non-Degree Seeking Student at AIMC
- I am a returning Non-Degree Seeking Student. Total number of units taken in previous term(s) (do not include units from upcoming term): \_\_\_\_\_

**Write in the course/s you intend to take:**

Schedules can be accessed at: [www.aimc.edu/registrars-office](http://www.aimc.edu/registrars-office)

	COURSE # and TIME	COURSE TITLE	UNITS
Example:	OH 201-1: Wednesday 1:00- 4:00p	Herbal Prescription I	3.00

**ADMINISTRATIVE USE ONLY**

APP FEE CHARGED: \_\_\_\_\_ TRANSFER EVAL FEE CHARGED \_\_\_\_\_

Notes: \_\_\_\_\_

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_