

This form is to be used for registration by proxy when a student is unable to register through their Columbia College student CougarTrack or in-person. The student will complete this form in full and provide it, along with any other required forms, to their proxy to bring to the Enrollment Service Center in Missouri Hall, Room 205.

- The proxy will need to bring a photo ID with them in order for the form to be processed.
- Columbia College staff members may only act as the proxy for their dependents and/or spouse. If the staff member is the proxy in this case, they are not allowed to register the student themselves.
- Do not fax or e-mail this form to any Columbia College office. **Forms not delivered in-person by the proxy will not be processed.**

Student's name (printed): _____

College ID#: _____

Proxy's name (printed): _____

8-Week Session: •Early Fall • Late Fall • Early Spring •Late Spring •Early Summer • Late Summer
 16-Week Semester •Fall •Spring

Classes to be registered for:

SESSION/SEMESTER	DEPT/COURSE #	SECTION	COURSE TITLE	CREDITS	DAY(S)	TIME

Alternates should the classes above not be available:

SESSION/SEMESTER	DEPT/COURSE #	SECTION	COURSE TITLE	CREDITS	DAY(S)	TIME

By signing below, I give permission to the individual indicated as my proxy to register me for the class(es) listed on this form. I understand that I will not be registered for any class(es) not listed on the form and I will not be registered for any classes for which I do not meet the pre-requisite requirements. I also understand that it is my responsibility to secure and provide to my proxy any forms required for enrollment in any classes listed and that I will not be registered into those classes without the required forms.

I understand that this form will give a one-time release of non-directory information to my proxy for the purpose of registering me for my chosen class(es). This information includes but is not limited to, academic or registration holds, account balance information, and financial aid information. I also understand that if I am not 100% fully funded by financial aid I will be required to abide by the Columbia College payment policies (50% down payment for Evening or Online classes, and 25% down payment for Day classes). I understand that it is my responsibility to be aware of any personal payment liability and work out the possible payment requirements with my proxy.

 STUDENT'S SIGNATURE DATE