

## VISITING STUDENT REQUEST FORM

Student (print name): \_\_\_\_\_ Barry ID# \_\_\_\_\_

**Summer Visiting:** The Associate Dean of Academic Affairs may approve, in advance, the request for a student requesting visiting student status for a summer term at another law school approved by the ABA if the student's anticipated course load is no greater than that permitted by the School of Law in its summer session. ABA approval documentation and course descriptions must be included with this form for approval. **If you need a Letter of Good Standing and/or official Transcript, the request form must be completed and submitted with this petition.**

**Visiting During Academic Year:** The Associate Dean of Academic Affairs may approve, in advance, the request of a student seeking visiting status for one or more semester during the regular academic year at another law school approved by the ABA if the student has a special interest in taking a concentration of courses in a particular area of legal specialization not offered at the School of Law, or if the student shows that substantial hardship will result if the visiting status is not granted. (Ref: Student Handbook) Describe your special interest or hardship situation:

\_\_\_\_\_  
\_\_\_\_\_

Students are advised if their cumulative GPA falls below 2.00 before or during their visit at another law school, they may be subject to the probation and dismissal rules established in the current Student handbook, and that permission to visit at another law school may be rescinded retroactively. There may be financial penalties.

Only elective courses may be taken for credit as a visiting student at another law school and must be approved on an individual basis. A **Student must have a minimum cumulative GPA of 2.25 to visit at another school.**

Term you wish to attend another Law School: \_\_\_\_\_

Name/Address of Law School: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer Abroad Program/Location: \_\_\_\_\_

Please provide an attachment in which lists course titles, number of credits for each course, and course descriptions (usually found on school's website). **Your request will not be accepted without the course descriptions attached. Program and course descriptions must be included with this form for approval, along with the Registration form.**

*I hereby give Barry University the authorization to enroll me to the appropriate visiting student course (VISIT: visiting other school besides St. Thomas University). By signing below, I adhere to all rules and guidelines provided above and stated in the Student Handbook. I also understand if I opt not to visit approved school I will notify the Registrar's office and submit an appropriate add/drop form.*

\_\_\_\_\_  
Total Credits

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: The School of Law will only transfer credits for courses completed with a grade at C or above. In order to obtain credit for P/F courses, a letter from either the faculty member or registrar stating course work was of C or above quality must also be obtained. An official transcript from the school must be provided to Barry, regardless of grade.**

<b>OFFICIAL USE ONLY:</b>	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____ Associate Dean for Academic Affairs	_____ Date	

## REGISTRATION FORM

Semester \_\_\_\_\_

Year \_\_\_\_\_

Barry ID \_\_\_\_\_

Student's Name (Last, First, Middle/Maiden) \_\_\_\_\_

Division:  Full-Time  Full-Time Evening  Part-Time Class Level (term registering for):  2L  3L  4L  Last Term

Email Address: \_\_\_\_\_

Phone# \_\_\_\_\_

COURSE #	SECT.	CREDITS	COURSE NAME	CLASS TIME	CLASS DAYS	PROFESSOR
			VISIT AWAY			

**TERMS AND CONDITIONS OF REGISTRATION:** By signing below, you are confirming that your address is current in WebAdvisor or that you will update in the next 48 hours. To update, please submit written notice to the Law School Registrar. Students are reminded to notify Law School of any arrests, legal proceedings, bankruptcies, or other updates to their administrative files. Please submit written notice to the Registrar's office. By signing below, you are confirming that you are in compliance. According to the Student Handbook, "A student may not be employed for more than 20 hours per week in any week in which the student is enrolled in more than 12 class hours". By signing below, you are confirming that you are in compliance with this standard. It is a violation of the Honor Code of Conduct to misrepresent employment status or hours of employment.

By signing below, you are agreeing to remit all tuition costs due from any registration and or any fees to Barry University School of Law. Student Financial Responsibility Registration constitutes a financial agreement between you and the University. Tuition, fees and other charges you incur, including but not limited to health insurance charges and bookstore charges ("Charges") shall be added to your student account. Any charges that are not covered by financial aid shall be the responsibility of the student and shall be paid within the term in which the Charges incurred. Students assume responsibility for all costs incurred as a result of enrollment at Barry University. It is the student's responsibility to be aware of their account balance and financial aid information and maintain current valid postal address information at all times to ensure receipt of all University correspondence in a timely manner. Barry University recognizes the university e-mail system as the primary electronic communication between the student and the University. Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. You agree to reimburse to the University the fees of any collection agency, which may be based on a percentage at a minimum of 33 1/3 % of the debt, and all costs and expenses, including reasonable attorney's fees that the University incurs in such collection efforts. The University reserves the right to cancel registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.

Late Payment Fee: A monthly \$250.00 fee shall be charged to your Law School student account if a balance remains after the tuition payment deadline of the term. Each student must be aware of all payments due dates for each term they are registered.

Course Drop or Withdrawal: Students who drop courses from the Law School may be eligible for a credit of tuition charges according to the Law School's withdrawal policy outlined in the Law School Student Handbook. By executing this document, the undersigned student acknowledges that: I agree to register for the course sections selected in consultation with my academic advisor. Failure to register for the appropriate course sections may have adverse consequences relating to financial aid and degree completion, which is the sole responsibility of the student. I understand and agree to abide by the Terms and Conditions of Registration noted above.

Effective July 5, 2017 credit or debit card users will be assessed a separate convenience fee of 2.25% of the payment amount. This change was approved by the University's Administration. The convenience fee will be charged by our third party processor, not Barry University, to cover costs of processing credit and debit card payments and will not appear in your student account. Barry will not receive any of the convenience fees. Two line items will appear on your credit or debit card account or bank statement; one transaction is for the student account payment and the other transaction is for the convenience fee. You can continue to make payments via cash, check, e-check (ACH) or money order without a convenience fee. You can still choose to pay with a credit card however, the cost to pay in this manner will be assumed by the cardholder. If a third party such as a municipality or your company pays your University related charges, with a credit card, please ensure these organizations are aware the convenience fee will be assessed on credit card transactions starting on July 5, 2017.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Mentor's Approval:

Mentor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## TRANSCRIPT /LETTER OF GOOD STANDING REQUEST FORM

Office of the Registrar 6441 E Colonial Drive Orlando, FL 32807

Phone: 321-206-5600 Fax: 321-206-5640

**FEE: \$10 per official transcript:** The University WILL NOT provide an official transcript to any student or alumnus who has not met his or her financial obligations to Barry University. Payment must be submitted at the time of request. Requests submitted without payment will not be processed. Transcripts **not claimed** within 30 days of printing will be discarded and must be reordered with full payment. **Please allow 2 weeks.** Type or print all sections below legibly or transcript processing will be delayed.

Current Student       Graduate –graduation term \_\_\_\_\_       No longer enrolled

Date of Request: \_\_\_\_\_ Barry ID/SSN: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Previous Last Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Personal Email Address: \_\_\_\_\_

√	Qty	Description	Fee	Amount Due
		Official Transcript Only	\$10 Each	
		Unofficial Transcript	No Charge	N/A
		Letter of Academic Standing Only	No Charge	N/A
		Letter of Academic Standing with Class Rank*	No Charge	N/A
		Official Transcript, Letter of Academic Standing, & Class Rank* packet:	\$10 Each packet	
		<b>TOTAL DUE</b>		

Method of Payment:  Cash     Check     Credit Card\*\*

I request the transcript be:  Held for pick up     Mailed to the address below     Email to the address below

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

***If left uncheck, the documentation will be sent immediately.***

Send Immediately     Hold for Final Term Grades     Hold for Degree Posting (any state bar will require a transcript with the degree)

**\*If requested class rank:**  Hold for Final Term Grades     Use last semester's class rank (example: if made request during Spring 2013 semester, will use Fall 2012 Class Rank).

**\*\* Effective July 5, 2017 credit or debit card users will be assessed a separate convenience fee of 2.25% of the payment amount. This change was approved by the University's Administration. The convenience fee will be charged by our third party processor, not Barry University, to cover costs of processing credit and debit card payments and will not appear in your student account. Barry will not receive any of the convenience fees. Two line items will appear on your credit or debit card account or bank statement; one transaction is for the student account payment and the other transaction is for the convenience fee. You can continue to make payments via cash, check, e-check (ACH) or money order without a convenience fee. You can still choose to pay with a credit card however, the cost to pay in this manner will be assumed by the cardholder. If a third party such as a municipality or your company pays your University related charges, with a credit card, please ensure these organizations are aware the convenience fee will be assessed on credit card transactions starting on July 5, 2017.**

I understand that my official transcript will be delivered via the method selected and that any holds currently on my record will prevent release of my transcript.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Privacy Act: To protect your right to privacy, transcripts will not be released without your signature**

**OFFICIAL USE ONLY:**

Date Processed: \_\_\_\_\_ Student Account Check: \_\_\_\_\_

Payment received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

Credit Card Information:      Type of card:  Visa     Master Card     AMEX

Credit Card#: \_\_\_\_\_ Name on card: \_\_\_\_\_

Expiration: \_\_\_\_\_ Security Code: \_\_\_\_\_ Signature: \_\_\_\_\_

Card Holder's Billing Address: \_\_\_\_\_