# School of Education Summer Institute Registration Form

**YOUR REGISTRATION CANNOT BE PROCESSED WITHOUT A SOCIAL SECURITY NUMBER**

Please print clearly. This is how your name will appear on your transcript.

Mr.
Ms
Mrs._____

Last First MI Maiden

_____-_____-_____ _____ _____/_____/_____

Social Security Number Semester/Term Today's Date

**PERMANENT MAILING ADDRESS**

_____
Street/P.O. Box

_____
City/State/Zip

_____
Telephone No. (Include area code)

Gender: ☐ Male ☐ Female

Date of Birth: _____/_____/_____

Have you taken classes at PLU before? ☐ Yes ☐ No

If yes, when?_____

Are you a 4-year college graduate? ☐ Yes ☐ No

**Religious Preference (OPTIONAL)**

☐ Lutheran
Home Congregation _____ Synod _____

☐ Episcopal ☐ Methodist ☐ Presbyterian ☐ Baptist ☐ Jewish ☐ Choose not to report
☐ Roman Catholic ☐ Non-Denominational Christian ☐ None ☐ Other _____

**Ethnic Origin (OPTIONAL)**

☐ White Non-Hispanic ☐ Asian or Pacific Islander ☐ Black Non-Hispanic ☐ Hispanic ☐ American Indian or Native American
☐ Non-Resident Alien

| CRN # | Course Identifier | Course Title/ Location | Semester Hrs |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**NOTE: Please keep the bottom copy of the registration form for your records. You will need this information to request a transcript.**

**HOW TO REQUEST A TRANSCRIPT**

Pacific Lutheran University no longer automatically sends a grade report/unofficial transcript. Transcripts may be requested from the Student Services Office by calling 253.535.7161, or online at the Center for Partnerships and Professional Development's Continuing Education webpage at http://www.plu.edu/~profdev/conteduc.html. Download the form; be sure to provide all the required information.

Mail to:
Pacific Lutheran University
ATTENTION: TRANSCRIPTS
Student Services Center
Tacoma, WA 98447

or

Fax to: 253-535-8320
NOTE: Payment for faxed requests must be charged to a credit card [VISA, MasterCard]. Be sure to include the name just as it appears on the card plus the expiration date.

Unofficial transcripts are available at no charge; you must come in person to the Student Services Office in the Hauge Administration Building with your PLU ID Card; requests are filled while you wait.

The release of official transcripts can be blocked by outstanding financial obligations to the University. Financial holds of transcripts will remain in effect until such obligations have been cleared.

**PLEASE NOTE:**

**For most Continuing Education classes, particularly those being administered in off-campus locations, you will not be entered immediately into the University computer system. The Registration Forms are often completed while the class is underway. After the last day of class, the completed registration packets are mailed to the University. Once we have received them, we must process the payments, and input the information into our computer system. This process will take 2-3 weeks, depending on how quickly they are mailed.**

When you are making inquiries regarding your registration, transcripts, or grades, please be prepared to provide information regarding Course and CRN numbers, Course Title, and Semester/Term, along with your Social Security Number.