

You must first email each department and schedule a time to speak to someone about this matter and to obtain the needed signatures. When you have completed the application, please take the form to the Registrar's Office. By signing in each of the sections below, you are acknowledging that you understand the information provided or stated to you by a representative of each department.

Office of the Registrar - registrar@bpc.edu

Student has been counseled as follows: _____

Registrar's Signature: _____ Student's Signature: _____

Advisor's Office:

Student has been counseled as follows: _____

Advisor's Signature: _____ Student's Signature: _____

Financial Aid Office - finaid@bpc.edu

Student has been counseled as follows: _____

Financial Aid Signature: _____ Student's Signature: _____

Business Office - accountsreceivable@bpc.edu

Student has been counseled as follows: _____

Business Office Signature: _____ Student's Signature: _____

Housing Department - bpchousing@bpc.edu

Student has been counseled as follows: _____

(** on campus students will receive a \$100 improper checkout fine and a \$50/key fine for not properly checking out and/or not returning dorm keys).

Housing Dept Signature: _____ Student's Signature: _____

For Office Use Only:

Office of Online Learning comments: _____

Date Approved: _____ by: _____