

**NEW STUDENT FORM**

1. Please review the Student Academic Responsibility Statement on this form.
2. Please return the completed form to the MBA Academic Services Office, RJC-316.

**PLEASE PRINT**

**MBA**

<i>Student Name</i>	<i>Student ID Number</i>
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In order to prepare your McMaster Student ID Card in advance of your first day of classes, please attach an ORIGINAL passport photo (scanned photos cannot be used) and sign in the box below in BLACK INK.

PLACE PHOTO IN CENTRE OF SQUARE	STUDENT INFORMATION
	<p><b>Student ID Number:</b> _____</p> <p><b>Surname:</b> _____</p> <p><b>Given Names:</b> _____</p> <p><b>Date of Birth:</b> _____</p>

<b>SIGNATURE (IN BLACK INK)</b>	
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*By signing and submitting this form I certify that I have read the Student Academic Responsibility Statement and further certify that all of the information supplied above is complete and correct.*

The information gathered on this form is collected under the authority of the *McMaster University Act, 1976*. The information is collected for the purpose of producing McMaster University Student ID cards or for verifying a student's identification when supplying a replacement student ID card. Additionally, for students residing in McMaster University on-campus residences, the information collected on this form is provided to the Residence Admissions Office. This information is protected and is being collected under section 39(2) and section 42 of the *Freedom of Information and Protection of Privacy Act* of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the, University Registrar, University Hall, Room 209, McMaster University.

## **Student Academic Responsibilities**

In its commitment to helping students achieve their academic goals, McMaster University makes available numerous tools and resources, including the MBA Calendar and academic advisors. However, students must assume certain responsibilities. These include:

- ❖ Meeting admission requirements for a program of study.
- ❖ Applying to that program by the stated deadline.
- ❖ Selecting courses that meet the program requirements.
- ❖ Completing courses in an order that meets prerequisite requirements.
- ❖ Becoming familiar with and respecting University sessional dates, the general academic regulations and the Faculty-, Program- or School-specific regulations as found in the appropriate section of the MBA Calendar.

Experience has shown that students who do not follow these guidelines may experience academic consequences such as cancellation of registration in courses.

In addition to the responsibilities listed above, students are expected to:

- ❖ Become familiar with and respect Senate Policy Statements.
- ❖ Pay, within the prescribed deadline, MBA fees.
- ❖ Be aware that changes to course load and program may affect eligibility for government financial aid (e.g., OSAP and out-of-province student loan programs), University financial aid (e.g., bursaries and work programs), and scholarships.
- ❖ Consult with the MASO Office/Centre for Student Development in a timely manner to make the necessary accommodations for special needs.