

## Advanced Southern Credit Instructions for Registration

**\*\*\* Complete and submit your Registration Form online\*\*\***

**Payment (online, check, or cash) is due in our office by the due date listed in the chart below**

- Obtain course, CRN, and credit information from each of your participating instructors. That information is also available on the Course List at [sou.edu/youth/asc](http://sou.edu/youth/asc).
- Complete the registration form online at [sou.edu/youth/asc](http://sou.edu/youth/asc).
- You may print the form for **your** records before submitting online. SOU does NOT need a paper copy.
- Tuition will be assessed at \$41 per credit or \$164 for a typical 4 credit course. Classes that are not 4 credits will be noted as such on the website's Course List. Maximum 18 credits allowed.
- If a school or other organization has agreed to pay a part or all of the fees as a scholarship, please indicate that in the payment section and we will work with that organization to obtain payment in time to register you.
- Pay online with Visa or Mastercard at [sou.edu/youth/asc](http://sou.edu/youth/asc). Or, attach a note with student's name on the exact-amount cash or check payment, and deliver to:

**By Mail (checks only):**  
SOU Pre-College Youth Programs  
1250 Siskiyou Blvd  
Ashland, OR 97520

**By Hand (cash or checks):**  
SOU Div of Continuing Education  
1388 Siskiyou Blvd  
(next to Omar's Restaurant)  
Ashland

**By Hand (cash or checks):**  
SOU Higher Education Center  
101 S Bartlett St, Suite 102 (to right of  
Welcome Desk thru glass door)  
Medford

### Registration and drop information

- You will be registered for your class(es) soon after we receive your online form and full payment.
- If you need to drop a class, all drop requests **must** be made to our office in writing (regular mail or email) by the due date listed below. **Grades become part of your permanent college record and can affect future scholarship awards, so please make note of these dates in case you're struggling in the class.**

### Tax information

- SOU does not require the disclosure of the student's Social Security Number on the Registration Form. However, we must have the student's SSN for reporting qualified tuition through the 1098-T form as outlined in the Internal Revenue Code section 6050S. **If you want to claim tuition expenses on your tax return and haven't previously submitted a W-9S form to us, please complete Part I of the W-9S tax form (found at [www.irs.gov/pub/irs-pdf/fw9s.pdf](http://www.irs.gov/pub/irs-pdf/fw9s.pdf)) by entering the *student's* name and Social Security Number, and return it to SOU Business Services, Attn: Tina Cripe, 1250 Siskiyou Blvd, Ashland OR 97520.**

### \*\*\*DUE DATES\*\*\*

For students on a semester system →	Fall Semester	Spring Semester	
<b>SOU Term</b>	Fall 2016	Winter 2017	Spring 2017
<b>Payment and online form due to SOU</b>	October 3, 2016	February 13, 2017	April 17, 2017
<b>Latest drop date for full refund, no grade penalty. No refunds after this date.</b>	October 14, 2016	February 24, 2017	April 28, 2017
<b>Latest drop date for "W" on transcript ("Withdrawn"- no effect on GPA)</b>	October 28, 2016	March 10, 2017	May 12, 2017



Pre-College Youth Programs/Office of Outreach and Engagement  
541-552-6452 or 541-552-6899  
Email: [dce@sou.edu](mailto:dce@sou.edu) Website: [sou.edu/youth/asc](http://sou.edu/youth/asc)