GUENTHER ENROLLMENT SERVICES CENTER
OFFICE REFERRAL FORM

Hudson Valley Community College, 80 Vandenburgh Avenue, Troy, NY 12180 www.hvcc.edu

Student Name ______________________________ ID #: H00 __________ Date ________

Referred to:

☐ Admissions—2nd floor, 629-7309
  ☐ Application status
  ☐ Cancellation of acceptance
  ☐ Curriculum change
  ☐ Re-matriculation
  ☐ Other ____________________________

☐ Enrollment Information Center—lobby, 629-7700
  ☐ Total withdrawal
  ☐ VA Montgomery GI Bill
  ☐ WIReD assistance
  ☐ Other ______________________________

☐ Advisor’s Office __________________________
  ☐ Advisement
  ☐ Course Withdrawal
  ☐ Other ____________________________

☐ Financial Aid—1st floor, 629-7150
  ☐ FAFSA questions
  ☐ Financial aid deferral
  ☐ Status of aid
  ☐ Other ______________________________

☐ Cashier—1st floor, 629-4504
  ☐ Certificate of residence
  ☐ Check disbursement information
  ☐ Parking sticker
  ☐ Past due balance
  ☐ Payment
  ☐ Refund amount information
  ☐ VA tuition assistance
  ☐ Other ______________________________

☐ Registrar—1st floor, 629-4574
  ☐ FERPA form
  ☐ Personal data change
  ☐ Refund exception request
  ☐ TAP
    ☐ Decline award
    ☐ Effect of WD/accrual
    ☐ 12 degree credit check
  ☐ Transcript
  ☐ Waiver results
  ☐ Other ______________________________

☐ Community Education—2nd floor, 629-7339
  ☐ Credit-free registration
  ☐ Other ______________________________

☐ Testing—2nd floor, 629-7255
  ☐ Testing information
  ☐ Other ______________________________

☐ Continuing Education—2nd floor, 629-7338
  ☐ Life experience
  ☐ Non-credit course information
  ☐ Non-matriculated advisement
  ☐ Other ______________________________

☐ Other Office ____________________________
  Reason ________________________________

Referred by:  ☐ Admissions  ☐ Cashier  ☐ Enrollment Info Ctr  ☐ Testing
  ☐ Advisor’s Office  ☐ Community Education  ☐ Financial Aid  ☐ Registrar
  ☐ Testing Information  ☐ Continuing Education  ☐ Other Office  Initials __________