



# WILLIAM & MARY

## Graduate Arts & Sciences

### Continuous Enrollment Form

Use this form to remain in good standing while not enrolled either full-time or part-time, through Continuous Enrollment registration status. Students are required to maintain continuous enrollment until all degree requirements have been met.

Continuous Enrollment provides students access (upon payment of the appropriate fees) to William & Mary resources, including W&M Libraries, email, laboratories, the Counseling Center, and the Recreation Center. The services of the Student Health Center are not available to students with Continuous Enrollment status. A student registered under Continuous Enrollment is not considered a full-time student, so any outstanding student loans can no longer be deferred.

The following students are not eligible for Continuous Enrollment Status and should register as a regularly enrolled full-time degree-seeking student or as a full-time Research Graduate Student (if the eligibility requirements for Research Graduate status are met):

- Students employed in a graduate student appointment (Graduate Assistant, Research Assistant, Teaching Assistant, Teaching Fellow, etc.);
- International students requiring visas;
- Students who need to be full-time for the purpose of deferring repayment of student loans;
- Students who wish to be eligible for the University's Student Health Insurance Plan (mandatory for full-time students) and be eligible for use of the Student Health Center upon payment of the appropriate fees;
- Students who wish to be eligible for hourly employment at William & Mary or for financial aid requiring full-time status.

#### Instructions

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Signatures required before returning the form:

- Student;
- Director of Graduate Studies or Chair/Program Director in the student's graduate program.

Note:

- You may use this form to request continuous enrollment for the full academic year by checking the boxes for both Fall and Spring. Or you may submit this form on a semester-by-semester basis.
- Incomplete forms will be returned.
- Check the Dynamic Schedule for the CRN of the advisor's section of GRAD 999. If a new section of GRAD 999 needs to be created for the relevant term, the Director of Graduate Studies should contact the Graduate Registrar in the OGS.

Deadline: On or before the first day of class.

Return form by email to the Office of Graduate Studies ([dean-gsr@wm.edu](mailto:dean-gsr@wm.edu)). Use your W&M email account when submitting forms to the OGS.



**WILLIAM & MARY**  
Graduate Arts & Sciences

OFFICE OF GRADUATE STUDIES  
Blow Memorial Hall (Suite 326), 262 Richmond Road  
757-221-1966 | dean-gsr@wm.edu

## Continuous Enrollment

Student's Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_

Dept/Program: \_\_\_\_\_ Degree:  M.A.  M.S.  Ph.D.

**Continuous enrollment requested for:**

Course: GRAD 999 Credits: 0

Year \_\_\_\_\_  Fall  Spring (Check both if enrolling for the full year.)

CRN: \_\_\_\_\_ (fall) CRN: \_\_\_\_\_ (spring)

(If enrolling for the full year, indicate the CRN for both fall and spring.)

Advisor Name: \_\_\_\_\_

*Please enroll me in the course listed above. I understand that I must pay the mandatory Continuous Enrollment fee on or before the first day of classes of each semester in which I'm enrolled, or I will have discontinued enrollment in my graduate degree program and I risk being withdrawn from William & Mary.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Graduate Studies or Dept. Chair/Program Director: Print Name | Signature

\_\_\_\_\_  
Date