

Office of the Registrar

E-mail: Registrars\_Office.RushU@rush.edu

600 S. Paulina St., Suite 440, Chicago, IL 60612

Phone: (312) 942-5681 Fax: (312) 942-2310

# FALL 2008 Registration

Student-at-Large - All Courses (except Nursing)



**The Office of the Registrar is on-line!**

Log on to our site at <http://www.rushu.rush.edu/registrar> to see course offerings, calendar, forms and more!

**Rush Student ID# >>** \_\_\_\_\_

(if you already have one)

Legal LAST Name \_\_\_\_\_

Legal FIRST Name \_\_\_\_\_

Previous Names Used \_\_\_\_\_

Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

**IMPORTANT: Daytime Phone** (or message) \_\_\_\_\_

Pager or E-mail \_\_\_\_\_

**Please supply the following:** Gender:  Male  Female

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Are you a Non-resident Alien?  Yes  No If yes, write in visa type: \_\_\_\_\_

Are you a Rush Univ. Medical Center employee?  Yes  No

Attended Rush Univ. before?  Yes  No If yes, when? \_\_\_\_\_

List all previous colleges attended: \_\_\_\_\_

**Ethnicity** check one)

Native American / Native Alaskan  Asian / Pacific Islander  White (Non-Latino)

African American / African (Non-Latino)  Latino (Non-African)

Other: \_\_\_\_\_

**COURSE REGISTRATION**

Note: The necessary background for a course is determined by instructor. Student-at-Large registration is not guaranteed. \*The Pass/No Pass option is available only if P/N is listed in the Timetable.

Course Number (example: NUR 500)	Sect #	*P/N	Course Title	Credit Hours	Required: Instructor's Written Approval**
<b>TOTAL HOURS =</b>					

\*\* It is required that students auditing a course must obtain the program director's written signature.

**Method of Payment:**  Personal Check Attached

LEAP\*\*\*

Credit Card - VISA & MasterCard accepted. Call Financial Affairs at (312) 942-6584 to use card.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
"I have read and understand the instructions concerning registration as a student-at-large."

Bursar's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required - if check is not attached to registration. \*\*\*Validation of LEAP benefits by Bursar)

*Without all required signatures, this registration form will not be processed.*

**FOR OFFICE USE ONLY**

Check # \_\_\_\_\_

Credit Card & exp. date \_\_\_\_\_

Amount \_\_\_\_\_

Previous \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Stamp

# STUDENT-AT-LARGE (Non-Nursing Courses)

## How to register for NON-NURSING COURSES as a Student-at-Large

**Step #1** -- Complete all the required information on the attached Student-at-Large Registration form.

**Step #2** -- Obtain the instructor's approval. The instructor's approval does NOT guarantee a seat in class, only that you are qualified to take the course.

*Note: Rush Medical College courses are not available to students-at-large.*

**Step #3** – **2008-2009 student-at-large tuition is charged at the per credit rates. See rates in the Timetable. If you do not pay by Visa or Master Card please attach your check to the registration form.** If no check is attached, the Bursar's signature is required as proof that tuition payment has been made. Registration will not be processed without payment.

**Step #4** -- Staple appropriate attachments and deposit registration form in **Slot #1** at the registration counter in the Office of the Registrar, Suite #440, Armour Academic Center.

**Step #5** -- If the course in which you are enrolling is a web course and you've received confirmation that you are registered, please review the following information for web courses:  
[www.rushu.rush.edu/registrar/web\\_course\\_instruct.html](http://www.rushu.rush.edu/registrar/web_course_instruct.html)

Registration forms returned without appropriate signatures or attachments will be sent back to the student without being processed.

## IMPORTANT INFORMATION! PLEASE READ CAREFULLY

**Registration Priority:** As a student-at-large, you will be enrolled only after all other students are registered. The Office of the Registrar will confirm your registration via telephone no later than the last working day before the first day of classes. A Student Data Sheet will also be mailed confirming your registration. Prior payment does not guarantee enrollment in a course. It does reserve your space for "stand-by priority" after all degree students have been registered. Please know that the University reserves the right to cancel your registration even after registering you for a course should a regular student need to enroll for a course. If this situation occurs, you will be notified via telephone.

**Add-Drop:** Should you need to modify your registration, please complete an Add-Drop form available in the Office of the Registrar or on-line at the Office of the Registrar's web site. Please know that as a student-at-large you are not assigned an advisor so there is no advisor signature to obtain.

**Payment & Refunds:** If you are notified by the Office of the Registrar that your registration cannot be accommodated because the class is filled to capacity, your voided check for tuition will be returned to you. Students who chose credit card payment are not charged unless they are admitted to the course. Students-at-large who paid by credit card and withdraw during the refund period will have their account automatically credited with the appropriate refund (see the Timetable for refund schedule). Students-at-large who pay by personal check should call the Office of Financial Affairs at (312) 942-6584 to arrange for a refund.

**Transferability of Courses:** Course credit earned while a student-at-large may not necessarily be applied toward a Rush degree if you are later admitted to a degree program.

**INCOMPLETE GRADES:** A student-at-large who receives an incomplete ("I") grade must complete the work required for a final grade by the end of the next academic quarter (no extensions beyond one quarter are allowed). "I" grades that are not replaced within one quarter will revert to a permanent "F". It is the *student's responsibility* to pursue the completion of an "I" grade.

**Course Hours Limit:** Students-at-large may complete no more than 12-quarter hours. Admission to a degree or certificate program is required to continue.

**University Policies:** Students-at-large are expected to conform to all University policies applicable to them. The *Rush University Catalog* containing these policies is available online at [www.rushu.rush.edu/catalog](http://www.rushu.rush.edu/catalog).

**Financial Aid:** Generally, students-at-large are not eligible for financial aid, however there are some exceptions. Please contact the Office of Student Financial Aid at (312) 942-6256 for information.

**Insurance:** Students-at-Large are not eligible for student insurance plans.

**Directory Restrictions:** Certain information classified by Rush University as directory information may be disclosed to the public including name, address, telephone number, etc. If you wish to restrict all or some of this information from being released, please fill out the "Directory Information Restrictions" form (available in the Office of the Registrar) by the first week of classes in each quarter.

**SPECIAL NOTE:** The University can make no provision to support or accommodate the special needs of students-at-large.