

Office of the Registrar

E-mail: Registrars_Office@Rush.edu

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

Phone: (312) 942-5681

Student-at-Large Registration



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!

Check Quarter:

- Fall Winter
 Spring Summer
 Year _____

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 quarterly Course Schedule.

Course Number (example: NRS 501)	Sect #	*P/N	Course Title	Credit Hours	Required: Instructor's Written Approval** GC and CHS Only

TOTAL HOURS = _____

Student ID #

(if you already have one)

00 _____

- Mrs. Ms. Mr.

Legal LAST Name _____

Legal FIRST Name _____

Legal MIDDLE Name _____

Previous Names Used _____

Social Security # _____

Address _____

City _____ State _____

Zip Code _____ Primary 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 Information Check ONE

- Hispanic or Latino -Not Hispanic or Latino

Racial Information Check ONE or MORE

- African American Or Black -Chinese -Japanese
 -Native Hawaiian Or Other Pacific Islander -Indian -Thai
 -American Indian Or Alaskan Native -Korean -Other Asian
 -White -Filipino

*** 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)

Associate Dean's (or authorized) Signature _____ Date _____

(Required - without this signature registration will not be accepted) **ONLY for College of Nursing**

FOR OFFICE USE ONLY

Check # _____ Date Stamp _____

Credit Card _____
 & exp. date _____

Amount _____

Previous _____

Comments

How to register for
COURSES
as a Student-at-Large

STUDENT-AT-LARGE

Step #1 — Complete all the required information on the attached Student-at-Large Registration form. **Note: Rush Medical College courses are not available to students-at-large.**

Step #2 — Obtain the instructor's signature approval. **Graduate College and College of Health Sciences only.**

OR

(CON.SAL Only)

Obtain the approval of the Associate Dean in the College of Nursing, (312)942-7117, 1080 AAC (in person), or at 312-942-3043(Fax).

Note: The instructor's approval does NOT guarantee a seat in class, only that you are qualified to take the course.

Step #3 — After you have obtained the appropriate approval, Submit the completed registration form and any supporting documents to the **Office of the Registrar, Suite #440, Armour Academic Center.**

Step #4 — Registrar's Office will contact you to verify the course and **please contact the Office of Student Financial Affairs at (312) 942-6584 to pay the tuition.** (2011-2012 tuition rates are available at:

<http://www.rushu.rush.edu/catalog/tuition/aid/tuitionfees1112.html>

LEAP benefits, please check off box on registration form and see Human Resources office.

Note: Do not put your credit card number on the registration form.

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

IMPORTANT: Registration forms returned without appropriate signatures or attachments will not be 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 within two weeks after the registration period ends. Confirmation of your registration will also be mailed. 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 degree-seeking 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 on the Office of the Registrar's web site. Carmen in the Office of the Registrar serves as an advisor for the students-at-large.

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-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 Rush University Web site 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.

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.

