

Office of the Registrar

E-mail: Registrars_Office@Rush.edu

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

Phone: (312) 942-5681

Winter 2012 Registration

Student-at-Large - College of 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!

Student ID Number: 00 _____
(if you already have one)

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? _____

Are you a registered nurse (RN)? Yes No Currently practicing? Yes No

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

| COURSE REGISTRATION | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------|--------------|--------------|
| Note: The necessary background for a course is determined by instructor. Student-at-Large registration is <u>not</u> 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 |
| | | | | |
| | | | | |
| | | | | |
| TOTAL HOURS = | | | | |

Method of Payment: Personal Check Attached

LEAP**

Credit Card - VISA & MasterCard accepted. Call the Office of Student 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."

Associate Dean's (or authorized) Signature _____ Date _____
(Required - without this signature registration will not be accepted)

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

FOR OFFICE USE ONLY

| | |
|-------------------------------|------------------|
| Check # _____ | Date Stamp _____ |
| Credit Card & exp. date _____ | |
| Amount _____ | |
| Previous _____ | |

Comments

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

Step #1 -- Complete all the required information on the attached Student-at-Large (College of Nursing) Registration form.

Step #2 -- Obtain the approval of the Associate Dean, who can be reached at (312) 942-7117 (voice), 1080 Armour Academic Center (in person) or at (312) 942-3043 (fax). Submit the complete registration form and any supporting documents to the **Office of the Registrar, Suite #440, Armour Academic Center.**

Step #3 -- 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 #4 -- 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_instructions.html

IMPORTANT: Registration forms returned without appropriate signatures or attachments will not be processed.

IMPORTANT INFORMATION! PLEASE READ CAREFULLY

ATTENTION: If you have ever been dismissed from a College of Nursing degree or certificate program, the College of Nursing can deny this registration at its discretion. If you need to consult the College regarding your eligibility to take courses, please contact the Associate Dean in 1080 Armour Academic Center or call (312) 942-7117 **before** you submit this registration form.

Registration Priority: As a student-at-large, you will be enrolled only after all degree-seeking students are registered. Prior payment does not guarantee enrollment in a course. It does reserve your space for "stand-by priority" after all degree-seeking students have been registered. The Office of the Registrar will confirm your registration via telephone within two weeks after the registration period has ended. Confirmation of your registration will also be mailed. Please know that the University reserves the right to rescind your registration even after registering you for a course should an admitted/matriculated student need to enroll for the 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 pay by credit card and withdraw during the refund period will have their account automatically credited with the appropriate refund (see the Office of the Registrar Web site for refund schedule). Students-at-large who pay by personal check should call the Office of Student Financial Affairs at (312) 942-6584 to arrange for a refund.

LEAP: Rush employees taking courses as a student-at-large students must see the **Department of Human Resources** to complete paper work required to access tuition benefits **PRIOR** to registration. A copy of the authorization form issued by Human Resources to the employee must be presented with his/her registration.

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: Students-at-large receiving 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 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.