

Office of the Registrar  
E-mail: Registrars\_Office@Rush.edu

600 S. Paulina St., Suite 440, Chicago, IL 60612  
Phone: (312) 942-5681

# Winter 2010 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!

**RUConnected ID# >>**

(if you already have one) \_\_\_\_\_

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

Legal FIRST 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

**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
<b>TOTAL HOURS =</b>				

**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**

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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).

**Step #3** -- 2009-2010 Student-at-Large tuition is \$648 per quarter hour. 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** -- Credit card payments: Please contact the Office of Student Financial Affairs at (312) 942-6584 AFTER you have obtained Associate Dean's approval. Do not put your credit card number on the attached form.

**Step #5** -- After obtaining the approval of the Associate Dean submit the completed registration form and any supporting documents to the **Office of the Registrar, Suite #440, Armour Academic Center**.

**Step #6** -- 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)

**IMPORTANT:** Registration forms returned without appropriate signatures or attachments will be sent back to the student without being 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 regular students are registered. 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. The Office of the Registrar will confirm your registration via telephone no later than the last working day before the first day of classes. 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 at 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 who chose credit card payment are not charged unless they are admitted to the course. 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](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 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.