

**Non-Degree Information
Fall 2009**

Students who possess an undergraduate degree and would like to enroll in classes for personal enrichment or to satisfy prerequisite graduate course requirements for future admission may enroll as a non-degree student through the School of Graduate Studies. The Associate Dean is the advisor for all non-degree students and approves all registrations, drop/adds and withdrawals.

For the **2009 Fall** Semester, the dates of open registration are March 30th (degree seeking) & April 21, 2009 (non degree seeking). Late registration is August 25 through September 4, 2009. The first day of classes for the semester is August 24, 2009. Tuition is \$1,345 per credit hour. All students who register are automatically billed for the Student Medical Plan. If you have a coverage plan comparable to the Student Medical Plan (e.g., Blue Cross/Blue Shield, Kaiser) you are eligible to waive the Medical Plan fee. The Medical Plan Waiver can be waived when enrolling for classes in SIS. On-line at <http://studentaffairs.case.edu/medicalplan/student/waiver.html>

All non-degree applicants must submit a final transcript with the baccalaureate degree posted or a copy of the official diploma. Photocopies of transcripts and diplomas are acceptable. Case graduates do **not** need to submit degree verification.

For courses that have Permission Required listed in the course catalog or the searchable schedule of classes, permission must be completed online through the instructor or department. Permissions must be done before registering on-line. All permissions are to be requested through the Student Information System.

First Time Non-degree Registrants:

1. Complete the Non-degree Application (<http://www.case.edu/provost/gradstudies/docs/NondegreeApplication2009.pdf>)
2. Turn in the following to Graduate Studies, Nord Hall 6th floor:
 - Non-degree Application
 - Transcripts or diploma
3. Graduate Studies will process your application. You will receive an email with further instructions on how to activate your CWRU network ID (if applicable) and to register using the Student Information System (SIS) <http://www.case.edu/erp/sis>

Non First Time Registrants:

1. Email a request to non-degree advisor (Associate Dean of Graduate Studies, Denise Douglas: denise.douglas@case.edu) to release the advising hold on your registration, this will allow you to register.
2. Once the hold has been released, log into the Student Information System (SIS), <http://www.case.edu/erp/sis>, to register.

(OVER)

All Registrants:

1. REGISTER for your selected courses in SIS (go to Enrolling in Classes for detailed instructions). Overrides and Permissions:

<http://www.cwru.edu/provost/registrar/overrides.html> .

- Prerequisites: It is the student's responsibility to meet any prerequisites for courses
- From the Student Center, you can view your academic info, as well as view the Searchable Schedule of Classes to access semester schedules. The Searchable Schedule can also be viewed from the webpage:

<http://www.case.edu/provost/registrar/soc.html> .

If you are a Case employee, you need to complete the Certification for Tuition Waiver and submit a copy of the signed class schedule to Human Resources. Certification(s) for Tuition Waiver forms are available on the 2nd floor of Crawford Hall or the following site:

<http://www.cwru.edu/finadmin/humres/benefits/twinfo.html>. Tuition Waivers can be returned to Crawford Hall #224 beginning August 1, 2009 through September 30, 2009. Please pay particular attention to the Drop/Add deadline to avoid potential financial penalties. Please note that as a Case employee, it is your responsibility to inquire about your eligibility status for the Tuition Waiver. If financial penalties are incurred due to ineligibility of the waiver, it is the responsibility of the Case employee to pay such penalties.

LAST DAY TO REGISTER & DROP/ADD

The last day to register and/or drop/add courses is Friday, September 4, 2009. Students registering after September 4, 2009 must pay a late registration fee of \$25.00.

DROP/ADD

Courses which are dropped on or before the last day of registration will be deleted from the student's academic record. Courses dropped after this date will be retained on the student's academic record with a grade of "W".

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A STUDENT WHO DROPS A COURSE(S) AFTER SEPTEMBER 4, 2009 BUT DOES NOT FULLY WITHDRAW FROM ALL REGISTERED COURSES WILL NOT RECEIVE A TUITION REFUND

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WITHDRAWAL FROM THE UNIVERSITY

Students who wish to withdraw from all courses during the semester (including one course) **must withdraw through the Student Information System**. Complete withdrawal will result in a "WD" grade on the academic record. Tuition charges for the semester will be a percentage of the tuition cost depending on the date of withdrawal. **Non-attendance does not constitute official notification of a student's withdrawal. No one will be allowed complete withdrawal after the last day of classes.**

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HUMAN RESOURCES POLICY

CASE EMPLOYEES WHO WITHDRAW FROM ALL CLASSES AFTER SEPTEMBER 4, 2009 WILL BE UNABLE TO REGISTER FOR CLASSES FOR THE SPRING 2010 SEMESTER

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REMEMBER THIS DATE

NOVEMBER 6, 2009

DEADLINE TO CHANGE A GRADED COURSE TO AUDIT
(CASE EMPLOYEES CANNOT AUDIT)
DEADLINE TO CHANGE A GRADED COURSE TO PASS/FAIL
DEADLINE FOR COURSE WITHDRAWAL

REFUNDS AND TUITION CHARGES

The refund policy for a complete withdrawal is as follows:

FALL 2009	REFUND
August 24 – September 4	No Tuition Charge or 100% Refund
September 7 – September 11	75%
September 14 – September 18	50%
September 21 – September 25	25%
After September 25	0%