

**Non-Degree Information
Spring 2008**

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 2008 **Spring** Semester, the dates of open registration are November 5, 2007 through January 14, 2008 from 8:30 a.m. until 4:30 p.m. Late registration is January 14 through January 25, 2008. The first day of classes for the semester is January 14, 2008. Tuition is \$1,242 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 form can be waived on-line at <http://studentaffairs.case.edu/medicalplan/student/waiver.html>. A \$213.00/semester technology fee is being charged to students registered for 4 or more credit hours. A \$100.00/semester technology fee is being charged to students registered for 3 or less credit hours. Employees registering for classes will not be charged this fee.

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 Permit Required listed in the course catalog or the searchable schedule of classes, a permit must be obtained from the instructor or department. The permit can be done on-line or on the purple permit form (supplied by instructor or department). This must be done before registering on-line or at the Registrar's office.

Steps for registering for classes:

1. Complete the following forms which are available in the School of Graduate Studies:
 - a. Non-degree Application (complete only if you are a **new** non-degree student, registering for the first time)
 - b. Permit Required Courses: Obtain permit from instructor or department - online or paper
 - c. Course Selection Form
 - d. Medical Coverage Waiver (complete only if you are waiving the Case Student Medical Plan)
 - e. Please note, it is the student's responsibility to meet any prerequisites for courses
2. Obtain the Associate Dean's signature on the Course Selection Form.
3. Submit a copy of your transcripts or diploma.
4. Proceed to the Registrar's Office, Yost Hall #110 to complete the registration process.

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5. If you have a prior tuition balance from the previous semester, or you are registering after January 15, 2008 you must go to Student Accounts Receivable, Yost Hall # 115 to present your tuition waiver or to pay half of the tuition due. You may then proceed to the Registrar's Office, Yost Hall # 110 to complete your registration.
6. 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 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 January 2, 2008 through February 28, 2008. 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.

**YOU ARE NOT OFFICIALLY REGISTERED FOR YOUR CLASS(ES) UNTIL YOU RECEIVE A
PRINT OUT OF YOUR SCHEDULE FROM THE REGISTRAR'S OFFICE**

LAST DAY TO REGISTER & DROP/ADD

The last day to register and/or drop/add courses is Friday, January 25, 2008. Students registering after January 15, 2008 must pay a late registration fee of \$25.00.

DROP/ADD

Drop/add forms may be obtained in the School of Graduate Studies. 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".

**A STUDENT WHO DROPS A COURSE(S) AFTER JANUARY 25, 2008 BUT DOES NOT FULLY
WITHDRAW FROM ALL REGISTERED COURSES WILL NOT RECEIVE A TUITION REFUND**

WITHDRAWAL FROM THE UNIVERSITY

Students who wish to withdraw from all courses during the semester (including one course) must contact the School of Graduate Studies to initiate a complete withdrawal for the semester. 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.**

HUMAN RESOURCES POLICY
**CASE EMPLOYEES WHO WITHDRAW FROM ALL CLASSES AFTER JANUARY 18, 2008 WILL
BE UNABLE TO REGISTER FOR CLASSES FOR THE 2008 SUMMER SEMESTER**

*****REMEMBER THIS DATE*****

March 28, 2008

**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:

| | |
|---------------------------|----------------------------------|
| January 14 – January 18 | No Tuition Charge or 100% Refund |
| January 22 - February 1 | 12% Tuition Charge (88% Refund) |
| February 4 – February 15 | 25% Tuition Charge (75% Refund) |
| February 18 – February 29 | 37% Tuition Charge (63% Refund) |
| March 3 – March 28 | 50% Tuition Charge (50% Refund) |
| March 29 and after | 100% Tuition Charge (0% Refund) |

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