



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 summer term, the dates of open registration are April 8 through June 2 from 7:00 a.m. until 5:00 p.m. Late registration is June 2 through June 6, 2008\*. The first day of classes for the term is June 2, 2008. Graduate level tuition is \$1242 per credit hour and undergraduate level tuition is \$665 per credit hour. **\*Please refer to the Registrar's Office website at the following link: <http://www.case.edu/provost/registrar/registrar.html> for deadlines and course scheduling during other sessions (4 wk, 6 wk, etc.).**

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.

Application and Registration forms are available in the Grad Studies office, Nord Hall 6<sup>th</sup> floor or on our website <http://www.case.edu/provost/gradstudies/nondegree.html>.

#### Steps for Registration:

1. **Complete a Non-degree Application** (first time Grad Studies non-degree registrants only).
2. **Submit a copy of your transcripts or diploma** (if applicable)
3. **Permit Required Courses Only:** Obtain permit from instructor or department - online or paper
4. **Course Prerequisites:** it is the student's responsibility to meet any prerequisites for courses
5. **Register:**
  - a. Paper Registration (all first time non-degree students must register in person, on paper):
    - Fill out Course Selection Form and obtain the Associate Dean's signature
    - Proceed to the Registrar's Office, Yost Hall #110, to complete the registration process
  - OR**
  - b. Online at: <http://www.case.edu/provost/registrar/registrar.html>
6. Once you have completed your registration, either online or in person, examine the final printout of your schedule carefully. It is your responsibility to check this for accuracy and to immediately initiate and complete any necessary changes.

7. 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. Tuition waiver forms are available on the 2<sup>nd</sup> floor of Crawford Hall or on the Human Resources web site at: <http://www.cwru.edu/finadmin/humres/benefits/twinfo.html>. Tuition waivers can be returned to Crawford Hall #224 beginning June 1, 2008 through July 1, 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 OR ONLINE**  
\* \* \*

### **LAST DAY TO REGISTER & DROP/ADD**

The last day to register and/or drop/add courses is Friday, **June 6, 2008**. For courses scheduled in sessions other than the 8 week session, please refer to the Registrar's Office website at <http://www.case.edu/provost/registrar/lastday.html> for registration deadlines.

### **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) BUT DOES NOT FULLY WITHDRAW FROM ALL  
REGISTERED COURSES AFTER JUNE 6, 2008 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 JUNE 6, 2008 WILL BE  
UNABLE TO REGISTER FOR CLASSES FOR THE 2008 FALL SEMESTER**  
\* \* \*

## **REFUNDS AND TUITION CHARGES**

For information on the refund policy for a complete withdrawal from courses scheduled in other sessions, please consult the Billing Schedule on the Bursar's Office webpage at: <http://www.case.edu/finadmin/controller/bursar.html>

**SCHOOL OF GRADUATE STUDIES**  
**10900 EUCLID AVENUE, NORD HALL 6<sup>TH</sup> FLOOR, CLEVELAND, OHIO 44106-7027**  
**Phone: 216-368-4390; Fax 216-368-4250**  
**<http://www.cwru.edu/provost/gradstudies>**