

ENROLLMENT FORM FOR ACADEMIC OUTREACH

Division of Academic Outreach
Office of Continuing Education, University of Illinois at Urbana-Champaign
901 West University Avenue, Urbana, IL 61801-2777
217-333-3060 or 800-252-1360 | Fax 217-333-8524
outreachinfo@illinois.edu | www.outreach.illinois.edu



I L L I N O I S
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

May 2009

Applicant MUST fill out this form completely. Please print all entries legibly in ink.

1. Semester _____ Year _____

2. Register for your course(s):

CRN*	Subject	Section	Title	Hours	Location	Instructor

* CRN (Course Reference Number) is the 5-digit number that identifies the course. (Example: 47723 = CI 499 CT.)

3. Full Legal Name _____
Last/Family Name First Name Middle Initial Maiden Name/Previous Last Name

4. University Identification Number (UIN) _____

* If you have attended or are currently attending the University of Illinois at Urbana-Champaign, please provide your UIN (9-digit purple number listed on your I-card as "Univ.ID").

5. Gender ___ Male ___ Female

6. Date of Birth _____
Month Day Year

7. Please enter your ethnicity code: _____

- 1 American Indian or Alaskan Native
 - 2 Asian or Pacific Islander
 - 3 Black / African American / Non-Hispanic
 - 4 Hispanic / Latino;
or **4C** Cuban, **4M** Mexican American, **4P** Puerto Rican (mainland), **4R** Puerto Rican (commonwealth), **4Y** Puerto Rican (other), **4Z** Other Hispanic or Latino
 - 5 White / Non-Hispanic
 - 6 Race / Ethnicity Unknown
- (Ethnic information is requested so that this institution may demonstrate its compliance with federal requirements. Failure to respond will not affect this application.)

8. Have you ever attended the University of Illinois? ___ Yes ___ No

If yes, list which campus and dates of attendance: _____

9. Have you completed a baccalaureate (bachelor's) degree? ___ Yes ___ No (A bachelor's degree is required for Community Credit courses.)

10. E-mail Address _____

In order to retrieve my NetId and password sooner, I grant permission for Academic Outreach to send my Unique Identification Number (UIN) to me via e-mail, using the e-mail address provided here. I understand that if I do not grant permission to send my UIN via e-mail, my UIN will be sent via postal mail and will delay my access to my course (if applicable) and other University services.

11. Current Mailing Address _____
Number and Street City/Town

State/Province Zip/Postal Code Country

Current Phone Number _____

Permanent Address (International applicants should list their permanent international address.)

Number and Street City/Town

State/Province Zip/Postal Code County/Township Country

12. Will you have resided in the State of Illinois for the twelve (12) months preceding this enrollment? ___ Yes ___ No

(Please continue on next page.)

13. Are you a U.S. Citizen? ___ Yes ___ No If no, please indicate country of citizenship _____

Are you a permanent resident immigrant in the U.S.? ___ Yes ___ No

If yes, provide alien registration number and date admitted to the U.S. _____
Number Month Day Year

Please include a copy of your current non-immigrant status documents, for example I-94 or other proof of status.

If you are currently in the U.S. on a non-immigrant status, please indicate type:

___ F-1 ___ F-2 ___ J-1 For J-1, please indicate Program Sponsor: _____
___ J-2 Other: _____

NOTE: If you currently hold an F-2 visa, you must contact the Office of International Student Affairs (OISA) at 217-333-1303 to determine whether you are eligible to take University of Illinois courses.

Date I-94 expires: _____
Month Day Year

If you need visa eligibility documents from the University of Illinois at Urbana-Champaign, please indicate type:

___ F-1 ___ J-1 For J-1, please indicate Program Sponsor: _____

If you do not need visa eligibility documents, indicate Program Sponsor that will issue them: _____

What is your position/occupation in your country? _____

Criminal Record Disclosure

The University of Illinois is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who are under current indictment or have been convicted of a crime (other than a routine traffic offense or in a juvenile proceeding) to disclose this information as a mandatory step in the application process. A previous conviction or current indictment does not automatically bar admission to the University, but does require review. Complete information must be sent by certified mail at the time of application for admission to: Review Committee, 300 Student Services Building, University of Illinois, 610 E. John St., Champaign, IL 61820.

Applicants are responsible for verifying receipt by the University and for maintaining a copy of the receipt certifying submission. Information to be submitted, in English, includes: a brief explanation, location (city, state, country) of conviction or current indictment, dates, and court disposition. This statement must also include a grant of permission to the University for complete access to criminal records, if any. For further information on this requirement, call 217-333-0050.

LIABILITY STATEMENTS: Before signing, please read all liability statements that apply to your student status.

GRADUATE STUDENTS: I understand that, with departmental approval, I may petition to transfer for degree credit up to, but no more than, 12 hours of non-degree course work. This course work must have earned grades of A or B and have been completed no more than five years prior to my admission to the Graduate College. I understand that admission into a graduate program is required in order to be eligible for a degree and that some programs require admission prior to registration for the first course. For more information, visit www.grad.uiuc.edu/gradhandbook/chapterIII/section02.asp.

UNDERGRADUATE STUDENTS: I understand that it is my responsibility to contact my college Academic Advisor and or Dean to verify that the non-degree course credits will be accepted for transfer credits to my desired program of study. I understand that if I have been dropped by the University of Illinois for academic reasons, I may enroll in course(s) only with permission of the dean or the committee responsible for my dismissal. I fully understand to be considered as a degree seeking student, I must apply for admission to the University of Illinois.

ALL STUDENTS: I understand that by completing this Academic Outreach course registration form I am submitting an official registration with the University of Illinois. I agree to abide by all UIUC registration, cancel, drop, and withdrawal policies and procedures. I also understand that by completing this official registration that I am legally responsible for all tuition and fees due to registration in these courses.

If I fail to pay my debt in full on the date specified on my E-bill, I understand I will be assessed late payment charges in accordance with University policy. In addition, failure to pay the costs of tuition and fees will result in a financial hold on my record which will prevent release of my academic transcript and future registration activity. I further understand that the University may refer my past due account for collection and may authorize legal action against me for the collection of this debt.

I fully understand that withholding pertinent information requested on this registration form or giving false information may make me ineligible for admissions to the University, subject to cancellation of registration if admission has occurred, or dismissal if already enrolled. I certify that the statements on this registration form are complete, including a report of all possible collegiate credit and criminal history as required. I give my permission to officials at all institutions I have attended to release information needed by the University of Illinois to substantiate statements I have made on this application. By providing my signature below, I certify that the above statements are correct and complete.

I have read and fully understand the policies and liability statements covered in this form and all Web sites referenced.

Signature _____
Signature of applicant Date

SUBMIT YOUR COMPLETED FORM IN ANY OF THE FOLLOWING WAYS:

FAX: 217-333-8524

MAIL: Division of Academic Outreach, Office of Continuing Education, 901 West University Avenue, Urbana, IL 61801-2777

ONLINE: Download a PDF form to submit by e-mail at: www.outreach.illinois.edu/forms.cfm

ADDITIONAL INFORMATION FOR ENROLLEES

Listed below are links to information regarding Academic Outreach services and resources provided to students in off-campus courses and programs.

Services and Starting Points

- Registration: <https://www-s.continuinged.uiuc.edu/ao/registration/index.cfm>
- Change of Status Form: www.continuinged.uiuc.edu/outreach/forms.cfm
- Library Services: www.continuinged.illinois.edu/outreach/library.cfm
- NetID and Enterprise ID: www.continuinged.illinois.edu/outreach/netid.cfm
- Photoless I-cards: <https://www-s.continuinged.uiuc.edu/ao/library/iCard.cfm>
- Toll-free Line: 800-252-1360
- Department of Rehabilitation Services: <http://www.disability.uiuc.edu/>

Note: *Students with disabilities who have not registered for services with the Division of Rehabilitation Education Services (1207 South Oak Street, Champaign) and who wish to request accommodations for any or all of the classes in which they are registering should contact the coordinator for Student Services with the Division at 333-4602 (voice) or 333-1970 (TTD).*

Information and Resources

- Courses: www.continuinged.illinois.edu/outreach/courses.cfm
- UIUC Homepage: www.illinois.edu/index.html
- Policies and Information: www.continuinged.illinois.edu/outreach
- Graduate College Admission: www.grad.uiuc.edu/admissions/apply
- Graduate College: www.grad.uiuc.edu
- Textbooks: www.uofibookstore.uiuc.edu
- Student Accounts: www.usfsco.uillinois.edu
- Financial Aid: www.osfa.uiuc.edu

UI Integrate Web Self-Service System

- URL: <https://apps.uillinois.edu/selfservice>
- Grades and transcripts
- Personal Information
- Holds
- Tuition and Fee Assessment
- Graduation Information

Cancel, Withdraw, Drop, Refund Policies

- Admitted U of I degree students may request changes through the UI-Integrate Web Self-Service system (with the exception noted below "After 10th day of classes") at: <https://apps.uillinois.edu/selfservice>
- Nondegree-seeking students must use a Change of Status Form to submit requests for dropping course sections. The form is available for download at www.continuinged.uiuc.edu/outreach/forms.cfm. Or contact us at 217-333-3061 or 800-252-1360.
- For admitted U of I degree students, dropping all course sections before classes begin, which results in a cancellation for that term, may be requested by selecting "Withdraw from Term/Cancel Registration" through the UI-Integrate Web Self-Service system at: <https://apps.uillinois.edu/selfservice>. *Please note: this must be completed by midnight (Central Standard Time) on the day before the 1st day of class.*
- For admitted U of I degree students, dropping all course sections on or after the day that classes begin, which results in a withdrawal for that term, may be requested by selecting "Withdraw from Term/Cancel Registration" through the UI-Integrate Web Self-Service system at <https://apps.uillinois.edu/selfservice>. *Please note: this becomes effective 12:01 am (Central Standard Time) on the first day of class. Refunds are calculated using the University's pro-rata refund schedule and is based on the withdrawal date and length of course.*
- After the 10th day of classes, ALL students must use a Change of Status Form to submit requests for dropping course sections. The form is available for download at www.continuinged.illinois.edu/outreach/forms.cfm. Or students may contact Academic Outreach at 217-333-3061 or 800-252-1360.
- Dual Enrollment Students enrolled in on-campus courses and Academic Outreach courses will receive tuition and fee assessments based on the credit range of on-campus courses AND tuition and fee assessment per credit hour for Academic Outreach courses. Non-degree students are typically not eligible for financial aid. On-campus undergraduate students enrolling in Academic Outreach courses must check with their dean or advisor to see if the courses fulfill degree requirements.