

ACADEMIC OUTREACH NONCREDIT ENROLLMENT FORM

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



ILLINOIS
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

May 2009

Applicants MUST fill out BOTH pages this form completely. Please print all entries legibly in ink.

Personal Information

- Full Legal Name _____
Last/Family Name First Name Middle Initial Maiden Name/Previous Last Name
- Gender Male Female
- Date of Birth _____
Month Day Year
- Have you completed a baccalaureate (bachelor's) degree? Yes No (A bachelor's degree is required for Community Credit courses.)
- E-mail Address _____
- Current Phone Number _____ - _____ - _____
- Current Mailing Address _____
Number and Street City/Town
State/Province Zip/Postal Code Country

Register for your course(s):

Semester _____ Year _____

CRN*	Course	Title	Amount	Location/Online
Ex. 99923	ARTH 460 PH	Museum Management	\$500	Washington, DC

* CRN (Course Reference Number) is the 5-digit number that identifies the course.

Payment Information

- Do you have a Phillips Collection membership discount? Yes No
- Payment Type:
 Check Money Order (Check or Money Order made payable to the "University of Illinois") Amount Due \$ _____
 Credit Card Payment: VISA MasterCard Discover Amount Due \$ _____
Name as shown on credit card _____
Credit card number _____
Expiration Date _____ Card Verification Number _____
(Month/Year) (Last 3 digits located on the back of your credit card)
Card Holder Signature _____
 Company/Employer Payment:
Company/Employer Name _____
Contact Person _____
Phone Number _____ - _____ - _____ E-mail _____

In order for Academic Outreach to invoice your employer for the cost of tuition and fees, we must receive a letter from the company on official letterhead authorizing Academic Outreach to bill the company/employer for the cost of your tuition and fees. The letter must include the company/employer FEIN number and billing address. Please forward a copy of your company purchase order or tuition voucher to the following address or fax number: Academic Outreach Noncredit Registration, 901 West University Avenue, Urbana, IL 61801-2777; or fax 217-333-8524.

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.

Registration Agreement

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

View noncredit course information and refund policies and procedure at the Academic Outreach Web site: www.outreach.illinois.edu/policies-noncredit.cfm

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. 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.

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

Services

- Registration: <https://www-s.continuinged.uiuc.edu/ao/ncregistration/student/index.cfm>
- Noncredit Change of Status Form: <http://www.outreach.uiuc.edu/forms.cfm>
- Toll-free line: 800-252-1360

Information and Resources

- Noncredit Courses: <http://www.continuinged.uiuc.edu/oce-sites/outreach/courses.cfm>
- Noncredit Policies and Information: <http://www.outreach.uiuc.edu/policies-noncredit.cfm>

Noncredit Cancel, Drop, and Refund Policies

- Noncredit students must use a Noncredit Change of Status form to drop a noncredit course registration. The form is available for download at <http://www.outreach.uiuc.edu/forms.cfm>; or contact us at 217-333-3061 or toll-free 800-252-1360.

Noncredit Change of Status Form Deadlines

- Noncredit Change of Status form(s) must be received in the Division of Academic Outreach no later than 5:00 PM (Central Standard Time) on the day before the first day of instruction to warrant a refund of course fees.
- Noncredit students whose drop request is received prior to the first day of instruction will receive an 80% refund of course charges.
- Noncredit students whose drop request is received after the first day of instruction will not receive any refund .
- In online courses that are not semester-based and may start any time, a student who submits a Change of Status form within two weeks of the enrollment confirmation e-mail from Academic Outreach receives an 80% refund of course costs; there is no refund for dropping a course after that point.
- All registered noncredit students will receive a full (100%) refund if an academic unit or Academic Outreach cancels a noncredit course.