



**Non-Degree Information
Summer 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 summer term, the dates of open registration are **April 13 through June 1, 2009**. Late registration is **June 2 through June 5, 2009***. The first day of classes for the term is **June 1, 2009**. Graduate level tuition is \$1292 per credit hour and undergraduate level tuition is \$698 per credit hour. ***Please refer to the Registrar's Office website at the following link: <http://www.case.edu/academics/summer/index.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 6th floor or on our website <http://www.case.edu/provost/gradstudies/nondegree.html>.

Steps for Registration:

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.

All Registrants:

1. REGISTER for your selected courses in SIS (go to Enrolling in Classes for detailed instructions). Overrides and Permissions: <http://www.cwr.edu/provost/registrar/overrides.html>.
 - Prerequisites: It is the student's responsibility to meet any prerequisites for courses **(OVER)**

- 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. Tuition waiver forms are available on the 2nd 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, 2009 through July 1, 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, June 5, 2009**. 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/sessiondates_sum.html for registration deadlines.

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) BUT DOES NOT FULLY WITHDRAW FROM ALL REGISTERED COURSES AFTER JUNE 5, 2009 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 JUNE 5, 2009 WILL BE UNABLE TO REGISTER FOR CLASSES FOR THE 2009 FALL SEMESTER
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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>

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