

Students registering for graduate courses offered through Continuing Education

1. A student will receive University credit upon successful completion of a credit course offered through Continuing Education. However, to apply that credit to a graduate degree or certificate program at EMU, the student must be admitted to the Graduate School and the specific program. It is the student's responsibility to submit an application for admission to the Office of Admissions, P.O. Box 970, Eastern Michigan University, Ypsilanti, MI 48197.
2. Admission to Continuing Education courses does not mean that you are admitted to the University or a specific degree program.
3. Enrollment in graduate courses offered through Continuing Education requires that you submit this completed registration form and an official copy of your degree-posted transcript. The transcript is due within 60 days of the date of your registration and must be sent to Office of Admissions, P.O. Box 970, Eastern Michigan University, Ypsilanti, MI 48197. If you have submitted a degree-posted transcript to EMU within the past five years, you do not need to send an additional copy. To register for any graduate-level College of Business course, you must first have approval from the COB Graduate Office.
4. Graduate students enrolling in approved 400-level courses for graduate credit must obtain approval from the Graduate School prior to registering. The approval form must accompany your registration materials.
5. Undergraduate students are not permitted to enroll in 600-level courses. Undergraduates, are, however, permitted to enroll in 500-level courses with approval from the Office of Records and Registration, after obtaining their adviser's approval and provided that they are EMU undergraduate seniors. They must document both a 2.5 GPA and 85 credit hours completed. An approved signed copy of the approval form must accompany the student's course registration form. **Only** courses numbered 500 through 599 may be elected. No graduate course may be elected under any conditions if the total academic credit load per semester is more than 15 hours for fall/winter or nine hours for spring/summer without prior permission from the Graduate School. If any course is taken for graduate credit, student load restrictions apply. Credit so earned may be used for only one of two purposes:
 - a. to meet the requirements of the baccalaureate, thus receiving undergraduate credit, or
 - b. to apply toward a master's degree, thus receiving graduate credit. Advanced undergraduate students who hold guest or special admission in the undergraduate school are not eligible to enroll in graduate courses or undergraduate courses for graduate credit.
6. Courses taken prior to degree admission do not necessarily apply toward a degree.
7. Students must meet minimal standards for admission. Misrepresentation of facts may be cause for refusal of admission, cancellation of admission or suspension or dismissal from the University.
8. Graduate-level courses taken through Continuing Education (CE) apply in computation of the graduate GPA. To remain in good academic standing (not subject to academic probation or dismissal), a 3.0 GPA must be maintained.

Advising

An advising system has been established to provide guidance for all students granted admission to a graduate degree program. Upon notification of admission to a degree program by the Office of Admissions, the student is given the name, office address and telephone number of the designated adviser. The advising program assists in the exploration of degree requirements, preparation of a plan of study and approval of program changes.

Each prospective degree student is therefore encouraged to make use of this service because a program of study is valid only when properly authorized by a designated adviser and when it conforms with the minimum requirements of the degree and Graduate School policies.

Course limitations

If courses in any of the categories listed below are used to satisfy the requirements of a graduate degree, no more than six hours in that category may be used:

- Special topics — course numbers 590, 591, 592, 679, 680, 681
- Independent study — course numbers 697, 698, 699
- Seminar — course numbers 693, 694, 695, 696
- Workshop — course numbers 594, 595, 596, 597, 682, 683, 684, 685
- Thesis/Final project — course numbers 690, 691, 692, 790, 791, 792

Students are urged to become familiar with policies governing graduate programs. Information may be found in the *Graduate Catalog*, which constitutes the official policy of the University. If you have any questions regarding graduate study at Eastern Michigan University, contact the Office of Admissions at 734.487.3400.

Office of Admissions, 400 Pierce Hall, is open Monday thru Friday from 8 a.m. to 5 p.m.

Tuition and fees

All tuition and fees are subject to change, without prior notice and at any time, by action of the Eastern Michigan University Board of Regents. Such changes may be retroactive to the date of original registration. Rates in effect for 2005–2006 (subject to change and published here for information purposes only) are as follows:

Tuition per credit hour

	MI/Ohio resident	Non-resident
Course levels 100–400	\$ 213	\$ 627.50
500–600	\$ 373	\$ 734.75
700–999	\$ 429	\$ 828.25

- Registration fee: \$40 per semester (nonrefundable)
- Late registration fee: \$110
- General fee: \$21 per credit hour
- Course drop fee: \$11
- Late add fee: \$110
- Record initiation fee: \$82 (one time fee)
- Student Union fee: variable
- Program support fees:
 - fees vary according to program
- Technology fee: \$10 per credit hour
- Online course fee: \$40 per credit hour
- CE program fees (visit www.ce.emich.edu for specific fee)
- Payment plan fee: \$27 (fall/winter)
- Late payment fee: \$33 per month
- Returned check/charge card fee: \$20