

Continuing Education Course Registration form *Denotes optional information

Mail to: Continuing Education, 101 Boone Hall, Eastern Michigan University, Ypsilanti, MI 48197 Fax to: 734.487.6695

Student ID number _____ Social Security number* _____ - _____ - _____

Were you ever issued an EMU student number? Yes No Birthdate* ____ / ____ / ____

How to register: 1) read, complete and sign this form below; 2) fill in course selection information below; 3) return completed registration form to the above address. Registration form will be returned if not complete or not signed; 4) if enrolling in a graduate course, you must send an official copy of your bachelor's degree-posted transcript, within 60 days of the date of this registration, to Office of Admissions, P.O. Box 970, Eastern Michigan University, Ypsilanti, MI 48197. If you are a graduate of EMU or have submitted a degree-posted transcript to EMU within the past five years, you do not need to send an additional copy. Registration in Continuing Education courses does not mean that you are admitted to the University or a specific degree program.

Name _____
Last First M.I. Former name

Address _____
Street City State/Province/Territory Country Zip/Postal code

Telephone _____ E-mail _____
Day Evening

Citizenship: U.S. Other country of citizenship _____ Are you a permanent U.S. resident? Yes No

Non-immigrant type _____ I-94 number _____

State of legal residence? _____ How long have you lived there? _____ years _____ months

Are you a Michigan resident? Yes No On what date did you begin living continuously in Michigan? _____

Do you hold credit from EMU? Yes No

Do you hold a bachelor's degree from any institution? Yes No Was your cumulative GPA 2.5 or higher? Yes No

Eastern Michigan University's application and registration form includes the following questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit and/or enroll the student to the University.

Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges pending against you at this time? Yes No

Have you ever been expelled, suspended, placed on probation or been subject to any other disciplinary action at any secondary school or college you have attended? Yes No If you answer yes to either of these questions, you must submit a full statement of explanation on a separate sheet of paper.

Responses to the following are optional - Are you a U.S. veteran? Yes No Gender Female Male

Are you Hispanic or Latino?* No, not Hispanic or Latino. Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race?* You may select one or more races. White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa. American Indian or Alaska Native: a person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment. Asian: a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Location selection - Please indicate your primary location for taking courses offered through Continuing Education: Brighton Detroit Flint Grand Rapids Jackson Livonia Monroe Online Northern Michigan Washtenaw County Corporate Programs International

Course selection - Read all course restrictions carefully before registering.

Fa	Wi	Sp	Su	CRN	Course no.	Course title	Credits	Day(s)	Location	Instructor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Please note: registration for Continuing Education courses does not grant you admission to Eastern Michigan University. Credit earned as a Continuing Education student may not necessarily apply to a degree or certificate program. If you decide to pursue a degree or certificate, contact the Office of Admissions.

Payment of tuition and fees is not required at the time of registration

Electronic bills are normally e-mailed to your my.emich account the first weekend of each month and are due approximately three weeks later. 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.

Withdrawal policy

Cancellation of Continuing Education courses can be completed in one of two ways. Students who initially register through the Web-based system can also use it to drop a course during the dates specified by the Office of Records and Registration **only** (schedule adjustment fees may apply). Students who are not eligible to use the Web-based system or those wishing to avoid fees, should submit their cancellation in writing no later than seven business days (no later than four business days for spring/summer) past the first day of the term for 100-percent tuition refund. After that time period, cancellation must be completed in writing; however, no tuition will be refunded. Courses of two weeks or fewer require written drop notification by the end of the first day of class to receive 100-percent tuition refund. Refer to the EMU class schedule for further details.

Admission/Re-enrollment requirements

- Students must allow four to six weeks for complete application for admission or re-enrollment to be processed before registration is possible.
- If you previously attended EMU but have not attended within the last eight semesters, you must re-enroll. Graduate students see the Office of Admissions in 400 Pierce Hall. Undergraduate students see the Office of Records and Registration in 303 Pierce Hall.

Signature required

My signature below indicates that I have read and understand the information printed on the back of this form, and that I have read and understand the Continuing Education, Independent Learning, EMU-Online and EMU-Traverse City cancellation policies, and that the information I have supplied here is true to the best of my knowledge and belief. I realize that falsification on this form may result in dismissal or disenrollment with no refund.

Signature _____ Date _____

By signing this form you are agreeing to be billed by EMU for all tuition and fees associated with the selected courses.

Eastern Michigan University adheres to the principle of equal education and employment without regard to race, sex, color, creed, national origin, sexual orientation or disabling condition. This policy extends to all programs and activities supported by the University.

Registration information for graduate students

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

Continuing Education

General information

The following information applies only to courses offered through Continuing Education.

For more detailed information regarding University rules and regulations, please refer to the EMU *Class Schedule*:

Address changes, auditing, class confirmation, complete cancellation of all your classes, course load, credit/no credit, fees for registration, financial hold, graduate courses for seniors, graduate students electing 400-level classes, graduation, honors program, ID cards, incomplete grade, independent study, instructors, late registration, off-campus classes, pass/fail, paying bills, public directory and student privacy, refunds, registration services and hours, repeat of courses, residency, special needs, tuition and fees, withdrawals and workshops.

To receive a copy of the University *Class Schedule*, students may stop by 303 Pierce Hall. Mailing requests may be made by calling the staff at 734.487.2300, 8 a.m. to 5 p.m., M–F. Allow 10 days for delivery.

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- Late payment fee: \$33 per month
- Returned check/charge card fee: \$20

Resident status for tuition assessment

Students are responsible for payment of tuition according to their resident or non-resident status at the time of their admission. If, after admission, a student feels his or her residence status has changed, an application, with documentation, for reclassification must be submitted to the Student Accounting Office no later than the end of the 100-percent tuition refund period. Failure to file such an application on time shall constitute a waiver of all claims to rebates or reclassification for the semester for which the student has registered. If an appeal is pending and a bill is received, the student should pay the minimum payment due on the bill. If the appeal is approved, any amount overpaid will be refunded.

Policy regarding Continuing Education admission

Completion of the mail-in registration form will not lead to regular University admission. Please contact the appropriate admissions office as soon as possible. For undergraduate or graduate admissions, contact the Office of Admissions at 800.GO-TO-EMU. Failure to complete the admission process may result in cancellation of registration.

Policy regarding cancellation of individual Continuing Education courses due to low enrollment

In an effort to give each Continuing Education course every opportunity to run, we often delay the decision to cancel a course due to low enrollment until after the first meeting of the class, taking advantage of the possibility of on-site registrations. The cost of this policy is shared by our office and our students in that we occasionally have additional paperwork, and our students are occasionally inconvenienced. This is the exception to the rule and we feel it is more than justified by the many courses we are able to offer to our students as a result. We do, however, apologize in advance for any inconvenience this policy may present to you.

Policy regarding student cancellation of individual Continuing Education courses

This cancellation policy does not apply to courses offered through Independent Learning.

Cancellation (or drop) of Continuing Education courses can be completed in one of two ways. Students who initially register through the Web-based system can also use it to drop a course during the dates specified by the Records and Registration Office only (schedule adjustment fees may apply). Students who are not eligible to use the Web-based system or those wishing to avoid schedule adjustment fees, should submit their cancellation in writing **within the first 10 percent of the semester to receive a full tuition refund.** After this time period, cancellations must be completed in writing; however, no tuition will be refunded. **Nonattendance in a class does not cause a drop. Nonpayment of your bill does not cause a drop. Mail, fax or deliver cancellations to:** Continuing Education, 101 Boone Hall, Ypsilanti, MI 48197, fax: 734.487.6695. Cancellations sent by mail must be postmarked on or before the specified cancellation period.

Policy for student cancellation of individual courses that meet two weeks or fewer

Cancellation for courses that meet two weeks or fewer must be submitted in writing by the end of the first day of class to receive a full tuition refund.

Complete student cancellation of all classes for the semester

If you decide not to attend a semester for which you have registered, you must cancel your entire class schedule or be subject to financial and/or academic penalties. If you neglect to notify the Office of Records and Registration, the University has no way to know that you do not plan to attend, and will continue to reserve your space in class.

Nonattendance and nonpayment of your bills will not result in any class being dropped. See EMU class schedule for more detailed information.

Withdrawals

After the 100-percent drop deadline, there is a period for withdrawal from classes. Withdrawal results in a **W** on your academic record. **Individual course withdrawal will produce no tuition credit or refund.** Undergraduates may automatically withdraw from individual classes at the Office of Records and Registration, 303 Pierce Hall, or through the Web-based registration system, through the 10th week of classes (fifth week of classes for spring/summer). After this time, individual late withdrawals are made by petition only. Undergraduates contact the Academic Advising Center, 301 Pierce Hall, 734.487.2171; graduate students contact the Graduate School, graduate_school@emich.edu, 734.487.0048; students must provide evidence of extenuating circumstances.

Course registration/adds

Courses generally fill rapidly. To ensure that you will be able to register for the courses of your choice, you should preregister as early as possible. **Please note the following regarding Continuing Education courses meeting two weeks or fewer:**

If you have not preregistered, you may attend the first class session, complete the Continuing Education Course Registration form (found in the CE *Course Bulletin* and available in the Continuing Education main office) and mail it postmarked no later than the first business day after the first class session. Completed registration forms will not be collected by the instructor or Continuing Education staff during the class session. It is the student's responsibility to complete and mail the form to Continuing Education, 101 Boone Hall.

All other Continuing Education courses

Although you may register late in writing (up to 10 days following the first class meeting with the instructor's permission and without a late registration fee), class sizes (enrollments) are limited by the academic departments involved. Students in excess of that number will **not** be allowed to enroll. Overrides will be issued **only** by the instructor/department head.

- Students may register using the Web-based system for **Continuing Education classes**. **Continuing Education registration forms** can also be mailed to Continuing Education, 101 Boone Hall.
- Courses numbered 100–499 are undergraduate courses. Courses numbered 500–799 are graduate courses. **Seniors may register** for 500-level courses with special permission from the Graduate School, 734.487.0048. **Undergraduate students are not permitted to enroll in 600-level courses**. Contact the Office of Admissions at 800.GO-TO-EMU, for the proper procedures to follow.
- **Courses commencing on dates other than the start of a semester:** Students may register by mail for workshops, special courses, minicourses, etc., through the first day of the class without a late registration fee.

Change of address

Each time you change your address you must notify the University by completing a change of address form and sending it to the Office of Records and Registration, 303 Pierce. Failure to provide the University with complete, accurate and timely address information will leave you liable for financial penalties on overdue bills, and you may not receive course confirmations and grades. Also, file a forwarding order at the post office.

Student IDs — The EagleOne Card

The EagleOne Card is required for the use of the library, the Rec/IM facility and for all residence hall meal plans. EagleOne Cards are produced in the EagleOne Card Office located in EMU Student Center, room 120. Bring your driver's license or other photo identification. Replacement ID cards cost \$25, billed to your student account.

For hours of operation or to report lost or stolen cards, call 734.487.3176 or 487.3078.

Auditing classes

Courses may be audited, subject to approval by the head of the department offering the course. No credit is awarded for a class audit. Tuition and fees for auditing are the same as for enrollment in courses where credit is elected. Check the University calendar for deadlines concerning audits.

Credit/Noncredit

A credit/noncredit option is utilized by departments in courses for which the standard letter grades do not seem appropriate. Such courses will be designated as CR/NC in the class schedule book. All students taking such courses will receive either CR or NC in place of the letter grade.

Incompletes

An **I** (incomplete) grade is never applied to poor work or nonattendance by the student. The student must inform the instructor of the reason for the requested incomplete and the instructor may, at his or her discretion, agree to the request and submit the **I** grade.

Instructor assignments

The University reserves the right to make necessary changes in instructor assignments as listed in this class schedule book.

Payments of bills

Bills are normally prepared the first weekend of each month and they are generally due three weeks later. Bills are electronically mailed the first week of each month to the student's my.emich e-mail account. The due date is the fourth Thursday of each month. It is the student's responsibility to maintain their e-mail account. The e-bill and e-payment website can be found at: <https://ebill.emich.edu>.

Payments are made to the Cashier's Office, 201 Pierce Hall.

Pay online: <https://ebill.emich.edu> via ACH, (e-check). To pay via credit card, a 2.75 percent fee is charged by a third party company.

To pay in person: pay via cash or check

To pay by mail: payments are made to the Cashier's Office, 201 Pierce Hall, Ypsilanti MI, 48197. Allow seven days for mail processing.

To use the night depository: drop envelope in slot provided at the College Place entrance of Pierce Hall. Do not deposit cash.

To service personal finance matters, ATMs are available in Mark Jefferson, Pray-Harrold and Pierce Hall.

Billing errors or payment policy questions

Questions concerning billing errors or payment policies should be directed to Student Business Services, 203 Pierce Hall. Requests for tuition/fee adjustments must be made no later than 15 business days after the semester ends. Required fees approved by the Board of Regents are not disputable.

Refunds

Refunds are issued when enrollments, assessments and financial aid records are substantially complete. For refund information, call 734.487.3335.

Special course fees and program costs

Some courses are assessed an additional fee. Continuing Education courses through special programs may require a program cost to cover additional costs beyond the tuition.

Inclement weather

In case of inclement weather, all Continuing Education courses, including Saturdays, will be held unless the University is closed by the president. To find out if the University has been closed, call the University switchboard at 734.487.1849 or the Department of Public Safety at 734.487.1222. This only applies to the EMU Ypsilanti campus, not to the off-campus locations. Note: on occasion, a class that meets in a public school may not be held if the school closes that day.

Transcripts

To order an official Eastern Michigan University transcript, complete a transcript request form at the Cashier's Office, 201 Pierce Hall. In-person orders may be placed at the Cashier's Office. To order by mail, send the request form to: Transcripts, Cashier's Office, 201 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197. Transcripts may also be ordered online at www.getmytranscript.com. A \$5 charge per transcript copy applies.

Computer access to library

Point your Web browser to: www.emich.edu/halle