Registration and Enrollment 101

Admissions, Registration, & Enrollment Services

2021

Workshop Agenda

Registration Basics

Curriculum Change Requests

Re-Entry Requests

Registration Basics

Registration Basics

➢ Registration Policies (GC Handbook Chapter 2, p. 17): https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf#registration-options

➢ Registration Forms: https://grad.illinois.edu/forms

➢ Secure Form Drop-Off: https://go.grad.illinois.edu/Form-Drop-Off

➢ Students should register themselves via Student Self-Service prior to 10th day

➢ Full Time Registration = 12 Hours (8 with 25%+ assistantship)

➢ International Students = Required to be Full Time

   ➢ May be approved for a reduced course load by ISSS

   ➢ ESL courses count as 4 hours towards full time requirement

➢ Registration Maximums:

   ➢ Fall / Spring = 20 Hours, Summer = 12 Hours, Overloads = Petition

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Time Tickets

➤ Students are assigned a time ticket for each term

   ➤ 2nd week of November for Spring registration

   ➤ 2nd week of April for Summer/Fall registration

➤ Time ticket notice sent via email to current students (approx. 1 month prior)

➤ Time tickets and registration holds are viewable within Student Self-Service

   ➤ Transcript Holds

   ➤ McKinley Holds

   ➤ Student Accounts Holds

   ➤ Department Holds

   ➤ College Holds

Cancellations

➤ Cancellation = student requesting to cancel registration of all classes for an upcoming term

  ➤ Use student self-service through midnight the night before classes start

  ➤ If using Withdrawal/Cancellation form after classes begin, student must have initiated cancellation request prior to start of term

    ➤ Need department approval

    ➤ Need ISSS approval if international

➤ Note on Deferred Admissions - should be processed as cancellations if the student did not attend classes nor use University services.

Withdrawals

➢Withdrawal = student requesting to withdraw from all classes for a current term

 ➢Once a student has attended a class or used campus services, the student may not cancel their registration. A withdrawal from the University must be processed.

 ➢Use Withdrawal/Cancellation form through Reading Day

 ➢12th Week Deadline to withdraw without a "W" recorded on the student's record

 ➢Reading Day Deadline to withdraw with a "W" recorded on the student's record

 ➢Need department approval

 ➢Need ISSS approval if international

Refunds

➤ Cancellation requests must be received prior to the 1st day of the term to receive a 100% Refund

➤ Withdrawals requested on or after the 1st day will receive only a partial refund

  ➤ 10th Day = 90%

  ➤ Reduces by 10% each week until 10th week of classes

➤ Deadlines are set by Registrar's office

➤ Same deadlines apply for partial refunds for students who have reduced their assessment range by dropping credit hours after the 1st day of classes

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Audit / Visitor Requests

➢ Auditor's Permit Form Required

➢ What is an Auditor?

   ➢ A listener in classes attended, does not participate in any part of class exercises

   ➢ Current students, visiting scholars, members of the community

   ➢ International students can audit, but credit hours do not count towards full-time registration requirements

➢ Course Eligibility:

   ➢ Auditors not permitted in studio, laboratory, or activity courses

   ➢ Courses taken for audit cannot be repeated for credit

   ➢ **SP21 COVID IMPACT: Only online courses can be audited!**

➢ $15 fee for each course audited and grade of AU recorded on transcript

➢ 10th Day Deadline and Instructor approval required

GC 599 Registration

➢ GC 599 Request Form Required

➢ Why Register for GC 599?

    ➢ Zero credit hour registration option for advanced doctoral students who do not have financial assistance that would cover tuition and fees, but must maintain full-time enrollment to defer student loans

    ➢ Range IV tuition and the general fee is assessed and provides access to University e-mail and library services

    ➢ Students may opt to purchase student health insurance

➢ Student Eligibility:

    ➢ Financial: Must not have tuition waiver, must have prior student loans

    ➢ Academic: Passed prelim and completed all GC and departmental requirements for the degree except for completing the dissertation, defending, and depositing

➢ 10th Day Deadline, Advisor and Department Approval Required

Credit / No Credit Option

➢ Credit / No Credit Form Required

➢ Student Eligibility:

   ➢ Students cannot be on academic probation (or on limited status admission if in first term)

   ➢ 4 hour maximum of credit/no credit per term (except in cases of study abroad or enrolling in one 5-hour undergrad language course)

   ➢ In student's entire degree program, must earn at least 2 hours of graded coursework for each hour of credit/no credit coursework

      ➢ **COVID IMPACT: Semesters where these policies were relaxed override this policy.**

➢ Course Eligibility: Course Explorer shows if course is set up to be credit/no credit

➢ Grades: C- or better will be record as CR (Credit); D+ or lower will be recorded as NC (No Credit)

➢ 12th Week of Classes Deadline

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Late Registration Requests

➤ Late Registration Form Required

➤ Needed for All Requests: CRN, Course Subject, Number, Section, and Credit Hours

➤ Adding Classes / Changes in Credit Hours

  ➤ Approvals Needed: Student Dept, Instructor, Course Dept

  ➤ Reading Day Deadline

    ➤ 599 Courses: SGRF required if submitted after 1 week prior to Reading Day.

➤ Dropping Classes

  ➤ Approvals Needed AFTER 12th Week: Student Dept

  ➤ 12th Week Deadline, no "W" recorded

  ➤ Reading Day Deadline, "W" recorded

  ➤ Note: International Registration Requirements

Curriculum Change Requests

Curriculum Change Types

➢MS to PHD

➢PhD to MS (leaving with terminal master's)

➢Secondary Masters Curriculum (same department as PhD program)

➢Picking up a Masters in a different department

➢Joint Program Changes

➢Program Name / Program Code Changes

➢Finishing one program and moving to another department for a new program

Curriculum Change Petitions

➢ Student initiates request using Graduate College Portal

➢ Required Information: UIN, Student Name, Current Program Code, New Program Major and Degree Level, Effective Term for Change

➢ Deadline: End of 10th Week

➢ Academic Program Review:

  ➢ Required Approvals: 2 authorized signatures from both current program and new program

  ➢ Current department receives petition for review first, then can route to new department for review

  ➢ Both programs should enter in a contact's email address into the "Optional E-Mail" field of the petition in the portal

  ➢ Approvals via email or paper documents should be uploaded **as a PDF** within the portal

  ➢ After both programs review, then the 2nd program routes to the Graduate College for review

Transfer Credit Requests

➢ Students may request transfer of coursework between Graduate College programs at the time of curriculum change petition

➢ Courses to be transferred must be listed and approved by both programs

➢ Current program must confirm coursework will not be used towards current degree

➢ We will assume all coursework should be transferred unless otherwise noted for the following curriculum change types:

    ➢ Program Name / Program Code changes

    ➢ For PhD to MS changes

    ➢ Same degree level within a department changes (example: EdM to MA)

Change of Program Admission Option

➢ Programs may require current graduate students wishing to change curriculum to submit a full graduate application instead of submitting a curriculum change petition

➢ All application materials will be required, including the application fee

➢ This process is commonly used for students wishing to apply to a new program / department

➢ Deadline: 10th Day of Admission Term

➢ Admissions Referral Process:

  ➢ **Must upload approval from current/former degree program**

  ➢ If requesting transfer coursework, must include approvals in current/former program approval upload, and approval from new program in referral comments

  ➢ Graduate College will use transcripts provided from original admission file

  ➢ Graduate College will issue online admission letter

  ➢ ISSS will issue any updated I-20s for international students

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Re-Entry Requests

Why and When to Re-Enter?

- Common Re-Entry Requests:
  - Student took a leave of absence and wants to return to complete degree program
  - Student completed a graduate program and wants to return to complete a second degree program
  - Student started a degree program, never finished, and now wants to return to a different degree program
  - Student completed a graduate program, and now wants to enroll as a non-degree student
- Re-Entry Approval Required for All Students after No Enrollment for a Full Calendar Year
- International I-20 Requirements
  - If not enrolled for 1 Fall or Spring term, students can work with ISSS to obtain a new I-20
  - If not enrolled for a calendar year, GC will issue the new I-20 with the academic re-entry approval
  - Proof of funding will be required for any new I-20 issuance

Re-Entry Petition Process

- Student initiates request using Graduate College Portal

- Required Information: UIN, Student Name, Former Program Code, New Program Major and Degree Level, Effective Term for Re-Entry
  - International Students must provide proof of funding documentation

- Academic Program Review:
  - Required Approvals: 2 authorized signatures from both former program (and new program if applicable)
  - Former department receives petition for review first, then must route to new department for review
  - Both programs must enter in a contact's email address into the "Optional E-Mail" field of the petition in the portal
  - Approvals via email or paper documents should be uploaded **as a PDF** within the portal
  - After both programs review, then the 2nd program routes to the Graduate College for review

Time Extension Requests

➢Students are given 5 years for master's program and 7 years for doctoral program completion

➢If a student takes time off, this time is included in their time to degree

  ➢Students re-entering the Graduate College and changing curriculum to a new degree program will be given additional time to complete the new degree

  ➢If a student will need additional time to complete the degree, they should include a time extension request with the petition for re-entry

➢Time extensions will only be approved for up to 1 year at a time and the student and department must provide a detailed plan to complete the degree

  ➢Students requesting a doctoral degree time extension are required to submit the Academic Plan Form: https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/academic-completion-plan-template.pdf

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Re-Entry Admission Option

➢ Programs may require current graduate students wishing to re-enter the Graduate College into their program to submit a full graduate application instead of submitting a re-entry petition

➢ All application materials will be required, including the application fee

➢ This process is commonly used for students wishing to re-enter into a new program / department

➢ Admissions Referral Process:

  ➢ **Must upload approval from current/former degree program**

  ➢ If requesting a time extension, program must indicate approval in Referral Comments

  ➢ Graduate College will use transcripts provided from original admission file

    ➢ If the student obtained a new degree during their absence, we will require final official transcripts to be turned in during their initial re-entry term

  ➢ Graduate College will issue online admission letter

  ➢ Graduate College will issue I-20s for international students if returning after a full calendar year (if less than 1 year, ISSS will issue the I-20s)