

Registration & Enrollment 101



2024-2025
Graduate College

Workshop Agenda

1. Registration Basics
2. Cancellation / Withdrawal Requests
3. Auditor Requests
4. In Absentia Requests
5. GC 599 Requests
6. Credit/No Credit Requests
7. Late Registration Requests
8. Overload Requests
9. Curriculum Change Requests
10. Re-Entry Requests



Registration Basics

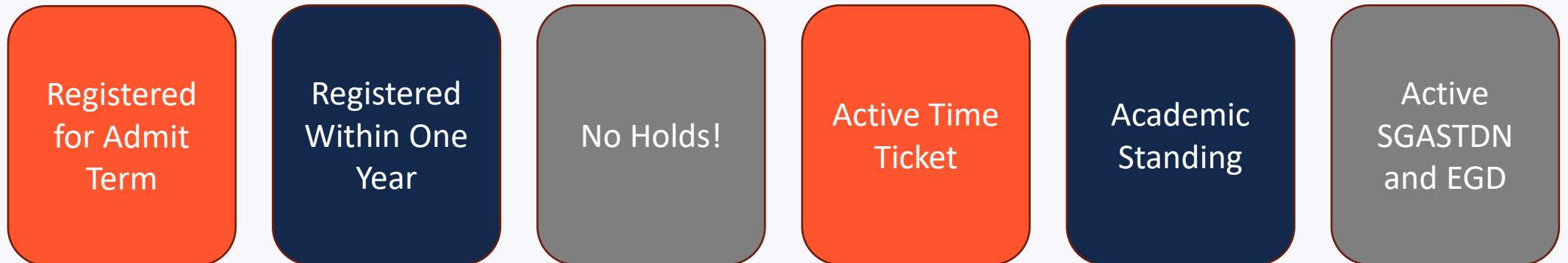
➤ Registration Policies:

- GC Handbook Chapter 2, p. 17: <https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf#registration-options>

➤ Deadlines:

- GC Calendar for Standard POT: <https://grad.illinois.edu/general/calendar/spring>
- Registrar Calendar for Refunds and Non-Standard POT: <https://registrar.illinois.edu/tuition-fees/refunds/spring-refund-schedule-25/>
- Students should register themselves via Student Self-Service prior to 10th day (students taking online classes must register prior to class start date)

➤ Eligibility:



Registration Basics

➤ Time Tickets:

- Students are assigned a time ticket for each term and are viewable within Student Self-Service
- 2nd week of November for Spring registration; 2nd week of April for Summer and Fall registration
- Time ticket notice sent via email from Registrar's office to current students (approx. 1 month prior)

➤ Common Holds that Prevent Registration:

- Transcript Holds, McKinley / Immunization Holds, Title IX Training Holds, Student Accounts, Dept/College Level Holds
- All viewable in Self Service

Registration Basics

➤ Registration Status:

- 12 Hours = Full-Time (8 Hours = Full-Time if have 25%+ assistantship)
- International Students Required to be Full Time (excludes online students)
 - May be approved for a reduced course load (RCL) by ISSS
 - ESL courses count as 4 hours towards full time requirement (listed as 0 hours on registration and billed as 0 hours)
 - Note on Online Course registration!

➤ Registration Maximums:

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

Registration Basics

➤ Rates:

➤ <https://registrar.illinois.edu/tuition-fees/tuition-fee-rates/tf-rates-term/>

➤ Campus fees:

- Campus Programs – broken down by range
- Online Programs – waived

➤ Tuition:

- Base Rate – broken down by ranges and resident vs non-resident/international
- Online programs – charged per credit hour
- Special program rates – broken into ranges and resident vs non-resident/international
 - Some program rates are for groups of programs like Engineering or Chem/Life Sciences

Registration Basics

➤ Refunds:

- Cancellation Requests must be received prior to the 1st day of the term to receive a 100% Refund (or prior to POT if only registered in that POT)
- Withdrawals requested on or after the 1st day will receive only a partial refund
- 10th Day = 90%; Reduces by 10% each week/s until 10th week of classes
- 10th Day = Deadline to receive partial refund for change in range or credit hours.
- Deadlines set by Registrar's office:
 - <https://registrar.illinois.edu/spring-withdrawal-schedule-25/>
 - <https://registrar.illinois.edu/tuition-fees/refunds/>
- Deadlines vary for Parts of Term and Non-Standard Courses (GC refers non-standard deadline questions to program)

Cancellation / Withdrawal Requests

➤ Cancellation vs. Withdrawal

- Students can cancel registration via Student Self-Service through midnight the night before classes start
- Deferred Admissions – should be processed as cancellations if the student did not attend classes nor use University services
- To receive a 100% refund and qualify for a cancellation, the student must have initiated the cancellation request prior to the start of term (or start of POT if only registered for that POT) and have not utilized any McKinley or Student Insurance services
- Once the term (or POT) begins or the student has used campus services, the student is no longer eligible for a cancellation or a 100% refund and must request to withdraw from the term.

➤ Medical Withdrawals:

- If a student inquires about a medical withdrawal, direct them to the Dean of Students Office
- <https://odos.illinois.edu/community-of-care/resources/medical-withdrawal/>

Cancellation / Withdrawal Requests

➤ Form Requirements

- Student and Department Signatures Required
- ISSS Signature Required for International Students (excluding online)
- Form submitted by Dept in Secure Form Drop Off (students cannot submit); GC staff mark as approved and send to OR to process
- Form requires an effective date (this should be the date the student initiated the request); please attach documentation to support the effective date when possible

➤ Deadlines

- 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
- Deadlines vary for Parts of Term and Non-Standard Courses

Auditor Requests

What is an Auditor?

What is Required?

How to Submit?

Auditor Requests

An auditor is a current student, visiting scholar, or community member who wants to attend classes as a listener and does not participate in any part of class exercises.

What is Required?

How to Submit?

Auditor Requests

An auditor is a current student, visiting scholar, or community member who wants to attend classes as a listener and does not participate in any part of class exercises.

Auditors Permit Form
+
Instructor
Signature/Approval

How to Submit?

Auditor Requests

An auditor is a current student, visiting scholar, or community member who wants to attend classes as a listener and does not participate in any part of class exercises.

Auditors Permit Form
+
Instructor
Signature/Approval

Student submits to
Registrar's office by
10th Day Deadline
(registration@illinois.edu)

Auditor Requests

➤ Additional Information

- International students can audit, but credit hours do not count towards full-time registration requirements
- Auditors not permitted in studio, laboratory, or activity courses
- Courses taken for audit cannot be repeated for credit
- \$15 fee for each course audited
- Grade of AU recorded on transcript

In Absentia Registration

Why do students
request In Absentia
Registration?

What is Required?

How to Submit?

In Absentia Registration

Students who will be studying or conducting research away from campus may request in absentia registration to reduce their campus fee assessment.

What is Required?

How to Submit?

In Absentia Registration

Students who will be studying or conducting research away from campus may request in absentia registration to reduce their campus fee assessment.

1. In Absentia Form
2. Dept Approval
3. >50 miles away
4. No on-campus courses
5. No Insurance Usage

How to Submit?

In Absentia Registration

Students who will be studying or conducting research away from campus may request in absentia registration to reduce their campus fee assessment.

1. In Absentia Form
2. Dept Approval
3. >50 miles away
4. No on-campus courses
5. No Insurance Usage

Student submits form via GC Student Portal by 10th Day Deadline!

In Absentia Requests

➤ Slate Form Processing:

- Dept receives notification email upon submission and completes DEPT IAR Review Form to submit to GC.
- GC staff review, mark as approved, and send to OR to process
 - Domestic students: both Financial Aid and Student Insurance have to review before OR can process
 - International students: Student Insurance has to review before OR can process
- Approval email sent to Student and Dept.

➤ Additional Info

- Only assessed the general fee (and international student fee if applicable) + tuition
- Not eligible for health insurance

GC 599 Registration

Why do students
request to enroll in GC
599?

What is Required?

How to Submit?

GC 599 Registration

Advanced doctoral students who no longer have a tuition waiver but must be enrolled FT to defer student loans can enroll in GC 599 for 0 hours, be reported as FT, and assessed tuition and campus fees based on 0 credit hours only.

What is Required?

How to Submit?

GC 599 Registration

Advanced doctoral students who no longer have a tuition waiver but must be enrolled FT to defer student loans can enroll in GC 599 for 0 hours, be reported as FT, and assessed tuition and campus fees based on 0 credit hours only.

1. GC 599 Form
2. Dept Approval
3. Passed Prelim
4. No Tuition Waiver
5. Student Loans in Deferment

How to Submit?

GC 599 Registration

Advanced doctoral students who no longer have a tuition waiver but must be enrolled FT to defer student loans can enroll in GC 599 for 0 hours, be reported as FT, and assessed tuition and campus fees based on 0 credit hours only.

1. GC 599 Form
2. Dept Approval
3. Passed Prelim
4. No Tuition Waiver
5. Student Loans in Deferment

Student submits form via GC Student Portal by 10th Day Deadline!

GC 599 Requests

➤ Slate Form Processing:

- Dept receives notification email upon submission and completes DEPT 599 Review Form to submit to GC.
- GC staff review, mark as approved, and register student for 0 hours of GC 599
- Approval email sent to Student and Dept.

Credit/No Credit Requests

What does it mean to elect to take a class as credit/no credit?

What is Required?

How to Submit?

Credit/No Credit Requests

If a student elects to take a class as credit/no credit, the instructor still grades the student. If they enter a grade of D- or better, the student receives a CR grade. If they receive an F, they receive a NC grade.

What is Required?

How to Submit?

Credit/No Credit Requests

If a student elects to take a class as credit/no credit, the instructor still grades the student. If they enter a grade of D- or better, the student receives a CR grade. If they receive an F, they receive a NC grade.

1. Credit/No Credit Form
2. Dept Approval
3. Good Academic Standing
4. 4-Hour Max Per Term (5-hour max for undergrad language courses)

How to Submit?

Credit/No Credit Requests

If a student elects to take a class as credit/no credit, the instructor still grades the student. If they enter a grade of D- or better, the student receives a CR grade. If they receive an F, they receive a NC grade.

1. Credit/No Credit Form
2. Dept Approval
3. Good Academic Standing
4. 4-Hour Max Per Term (5-hour max for undergrad language courses)

Student submits form via GC Student Portal by 12th Week Deadline!

Credit/No Credit Requests

➤ Slate Form Processing:

- Dept receives notification email upon submission and completes DEPT CNC Review Form to submit to GC.
- GC staff review, mark as approved, and change grade mode to “C” for credit/no-credit requests or back to “S” for removal requests
- Approval email sent to Student and Dept.

➤ Additional Info

- Course Eligibility: Course Explorer shows if course is set up to be credit/no credit
- Departmental Rules may differ
- 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.**

Late Registration Requests

What is Required to
Add a Course or
Request to Change
Credit for a Course?

What is Required to
Drop a Course?

How to Submit?

Late Registration Requests

Add / Credit Change Request Requirements

1. Late Registration Form
2. Instructor Approval
3. Dept Approval

What is Required to
Drop a Course?

How to Submit?

Late Registration Requests

Add / Credit Change Request Requirements

1. Late Registration Form
2. Instructor Approval
3. Dept Approval

Drop Requirements

1. Late Registration Form
2. Dept Approval (only after 12th Week!)
3. Instructor Approval
Never Required

How to Submit?

Late Registration Requests

Add / Credit Change Request Requirements

1. Late Registration Form
2. Instructor Approval
3. Dept Approval

Drop Requirements

1. Late Registration Form
2. Dept Approval (only after 12th Week!)
3. Instructor Approval
Never Required

Student submits form
via GC Student Portal
by Reading Day
Deadline!

Late Registration Requests

➤ Slate Form Processing:

- Dept receives notification email upon submission and Dept processes within LRC Reader Workflow in Slate and Submits to the GC Under Review bin when all approvals are received.
- GC staff review, mark as approved, and make changes to student's registration
- Approval email sent to Student and Dept.

➤ Additional Info for Add/Credit Change Requests

- Deadline: Reading Day
- 599 Courses: SGRF required if submitted after 1 week prior to Reading Day and must be sent to OR for processing
- Section Changes: We will back-date the change to allow us to drop/delete the section we are dropping and add the new section resulting in no changes in assessment

Late Registration Requests

➤ Additional Info for Drop Requests

- Drop without a W Deadline: 12th Week
- Drop with a W Deadline: Reading Day
- Student cannot drop all courses (without also adding at least one) via Late Registration Request. If dropping all courses, must submit withdrawal form.
- If drop brings student below 12 hours, we first check to see if on assistantship. If yes, okay to change minimum hours to 8.
- If no (or if yes and the drops take them below 8 hours), must verify student approved for RCL from ISSS

Overload Petition Requests

What is Required?

How to Submit?

When will Overloads
be Approved vs.
Denied?

Overload Petition Requests

1. Graduate Student Petition
2. Advisor Approval
3. Dept Approval
4. # hours requested
5. Plan to succeed

How to Submit?

When will Overloads
be Approved vs.
Denied?

Overload Petition Requests

1. Graduate Student Petition
2. Advisor Approval
3. Dept Approval
4. # hours requested
5. Plan to succeed

Student submits
Petition via
GC Student Portal

When will Overloads
be Approved vs.
Denied?

Overload Petition Requests

1. Graduate Student Petition
2. Advisor Approval
3. Dept Approval
4. # hours requested
5. Plan to succeed

Student submits
Petition via
GC Student Portal

1. Rarely approve >24 for FA/SP or >16 for SU terms
2. Good Academic Standing
3. No Incomplete Grades

Curriculum Changes

I ILLINOIS

Curriculum Change Types

- ***Students who are completing or abandoning their current degree program and wish to join a new graduate program***
 - Must apply for a curriculum change
 - Must be approved for admission by the new program and the Graduate College.
 - Some programs may allow students to apply for this curriculum change using the petition process, while other programs may require a full graduate application with all required materials, including the application fee.
 - Common scenarios: MS to PhD, PhD to MS (leaving with terminal master's), finishing one program and moving to another department for a new program

Curriculum Change Types

➤ *Students who wish to concurrently pursue multiple degrees within their graduate department*

- May request to add a secondary curriculum to their student record.
- This includes doctoral students requesting to be awarded a master's degree while pursuing their doctoral degree program.
- This may also include students requesting to be awarded a certificate while pursuing their primary degree program.
- All secondary curriculum requests should be submitted using the petition process.

Curriculum Change Types

- ***Students who wish to concurrently pursue multiple degrees from multiple departments***
 - Must obtain approval from both departments as both programs will remain active within their curriculum record.
 - Some programs may allow students to apply for this curriculum change using the petition process, while other programs may require a full graduate application with all required materials, including an application fee.
 - This includes students pursuing approved joint programs and students pursuing any two degree programs simultaneously.

Curriculum Change Petitions

➤ Slate Petition Processing:

- Student submits petition in the GC Student Portal by the 10th Week Deadline
- Dept receives notification email upon submission and Dept processes within Petition Reader Workflow in Slate and Submits to the GC Under Review bin when all approvals are received.
- GC staff review, mark as approved, and make changes to student's curriculum record.
- Approval email sent to Student and Dept.

Curriculum Change Reporting Changes

- All active programs must remain on student's curriculum in Banner
- Primary program drives assessment and course restrictions
- If pursuing multiple degrees within same department, higher level degree will remain as primary curriculum.
- If pursuing multiple degrees from multiple departments, each degree program must be set as the primary curriculum for at least one academic term.

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:
 - 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 department
- Deadline: 10th Day of Admission Term

Change of Program Admission Option

➤ Admissions Referral Process:

- Must upload approval from current/former degree program if actively pursuing multiple degrees from multiple departments.
- 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

Re-Entry Requests

Why and When to Re-Enter?

- Common Re-Entry Requests:
 - Student returning to complete a degree program after a break in enrollment
 - Student completed a graduate program and wants to return to complete a second program
 - Student started a degree program, never finished, and now wants to return to a different degree program
- Re-Entry approval is required for students after no enrollment for a full calendar year
- Note: If approved for a leave of absence, the re-entry will be processed at the same time as the LOA approval

Why and When to Re-Enter?

➤ International I-20 Requirements:

- If not enrolled for 1 Fall or Spring term, students can work with ISSS to obtain a new I-20 (academic RE not required)
- If not enrolled for a calendar year, GC will issue the new I-20 with the academic RE approval
- Proof of funding will be required for any new I-20 issuance

Re-Entry Request Processes

➤ *Students requesting re-entry and to enroll in their previous department*

- May be allowed to apply for re-entry via the petition process.
- Some departments require students to complete a full application with all required materials; however, the application fee will be waived for these students.

➤ *Students requesting re-entry and to enroll in a new graduate department*

- Must submit a full graduate application with all required application materials and an application fee.

Re-Entry Request Processes

➤ *All Re-Entry Requests*

- Regardless of the re-entry process used, the Graduate College will reassess a student's residency status for tuition and assessment purposes upon re-entry.
- If a student has attended another postsecondary institution since their last enrollment term, they will be required to provide this information and submit official transcripts from any degree-granting institution.
- International students requesting an I-20 or DS-2019 will need to submit the Declaration & Certification of Finances Form, along with the appropriate funding documentation.
- If a student's time to degree (Expected Graduation Date) has expired, they will need to also request a Time Extension at the time of re-entry.

Re-Entry Petitions

➤ Slate Petition Processing:

- Student submits petition in the GC Student Portal by the 10th Week Deadline
- Dept receives notification email upon submission and Dept processes within Petition Reader Workflow in Slate and Submits to the GC Under Review bin when all approvals are received
- GC staff review, mark as approved, and make changes to student's curriculum record
- Approval email sent to Student and Dept
- Graduate College will issue I-20s for international students

Time Extension Requests

- Students are given 5 years for master's program and 7 years for doctoral program completion (6 if entered at stage 2)
- If a student takes unapproved time off, this time is included in their time to degree
- 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>
 - Students may be placed on Academic Warning status for exceeding time to degree requirement

Re-Entry Admission Option

- If applying for re-entry to the Graduate College and to a new department, the application fee is required
- If applying for re-entry to the Graduate College and the same department, the application fee is waived
- All traditional application materials will be required
- This process is commonly used for students wishing to apply to a new department
- Deadline: 10th Day of Admission Term

Re-Entry Admission Option

➤ Admissions Referral Process:

➤ Must upload approval from current/former degree program if actively pursuing multiple degrees from multiple departments.

➤ If requesting a time extension, program must indicate approval in Referral Comments (and upload copy of Academic Plan Form for doctoral students)

➤ 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

Slate Processing Resources

- Videos and How To Guides for Slate Registration Forms and Petitions:
 - <https://grad.illinois.edu/faculty-staff/contacts-resources>
 - This includes videos for contacts, faculty, and students

Questions?