

Registration and Enrollment 101

Admissions, Registration, & Enrollment Services

2021-2022

Registration Basics

Registration Basics

➤ Registration Resources:

- Policies: GC Handbook Chapter 2, p. 17; <https://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf#registration-options>
- Forms: <https://grad.illinois.edu/forms>
- Secure Form Drop-Off: <https://go.grad.illinois.edu/Form-Drop-Off>
- GC RAM: <https://www.grad.illinois.edu/contacts/>

➤ Deadlines:

- <https://grad.illinois.edu/general/calendar/current>
- <https://registrar.illinois.edu/g-reg-dlines-fa21/>
- Note different deadlines for POT 1, A, B
- Non-Standard POT deadlines: https://registrar.illinois.edu/wp-content/uploads/2019/01/Nonstandard_course_refund_guide.pdf
- Students should register themselves via Student Self-Service prior to 10th day

➤ Eligibility:

- Must register for admission term and cannot have had a break enrollment for a full calendar year or more
- Must not have holds that prevent registration
- Must have active time ticket
- Must have academic standing that allows registration
- Must have active SGASTDN record

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 Holds
- Student Accounts Holds
- Department and College Holds
- Viewable in Self-Service

➤ 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)

➤ 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

➤ 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 until 10th week of classes
- Deadlines set by Registrar's office:
<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)
- Same deadlines apply for partial refunds for students who have reduced their assessment range by dropping credit hours after the 1st day of classes

Cancellation + Withdrawal Requests

➤ Cancellations:

- Use Student Self-Service through midnight the night before classes start
- If using Withdrawal/Cancellation form, student must have initiated cancellation request prior to start of term (or start of POT if only registered for that POT)
 - Student and Department Signatures Required
 - ISSS Signature Required for International Students
- Deferred Admissions – should be processed as cancellations if the student did not attend classes nor use University services

➤ 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/>

➤ Withdrawals:

- 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
 - Student and Department Signatures Required
 - ISSS Signature Required for International Students
- 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

➤ Processing in Secure Form Drop Off:

- Form submitted by Dept (Students cannot submit); GC staff mark as approved and send to OR to process

Audit / Visitor Requests

➤ Requirements:

- Auditor's Permit Form
- Instructor Signature Required
- Auditors not permitted in studio, laboratory, or activity courses
- 10th Day Deadline (varies by POT)

➤ 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

➤ Additional Info:

- Courses taken for audit cannot be repeated for credit
- \$15 fee for each course audited
- Grade of AU recorded on transcript

➤ Secure Form Drop Off Processing:

- Form submitted by Student or Dept
- GC staff review, mark as approved, and send to OR to process

In Absentia Registration

➤ Requirements:

- In Absentia Registration Form
- Student, Adviser, and Department Signature Required
- Must be located more than 50 miles from campus (must provide address)
- Cannot be registered in courses that meet on campus (and must be registered before we can approve)
- 10th Day Deadline

➤ Additional Info

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

➤ Secure Form Drop Off Processing:

- Form submitted by Student or Dept
- 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

➤ Spring 2021:

- No batch processing; all students must submit In Absentia Registration Form
- If international admit will enroll remotely and needs their I-20 start date deferred, please contact our office at grad@illinois.edu.

GC 599 Registration

➤ Requirements:

- GC 599 Request Form
- Must not have tuition waiver, must have prior student loans
- Academic: Passed prelim and in ABD status
- Student, Advisor, Department Signatures

➤ 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

➤ Secure Form Drop Off Processing:

- Form submitted by Student or Dept
- GC staff review, mark as approved, and register student for 0 hours of GC 599
- GC sends to OR to place Attribute to remove additional campus fees

Credit / No Credit Option

➤ Requirements:

- Credit / No Credit Form Required
- 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.**
- Student and Advisor Signature
- 12th Week of Classes Deadline (varies by POT)

➤ Additional Info:

- Course Eligibility: Course Explorer shows if course is set up to be credit/no credit
 - Departmental Rules may differ
 - Grades: C- or better will be record as CR (Credit); D+ or lower will be recorded as NC (No Credit)
- ## ➤ Secure Form Drop Off Processing:
- Form submitted by Student or Dept
 - GC staff review, mark as approved, and change grade mode to "C" for credit/no-credit requests or back to "S" for removal requests

Late Registration Requests – Adding Courses + Credit Change Requests

➤ Requirements for Adding Courses + Credit Change Requests:

- Late Registration Form
- Student, Department, and Instructor Signatures
- Course Department Signature/Stamp if differs from Student Department
- Reading Day Deadline (varies by POT)
- Needed for All Requests: CRN, Course Subject, Number, Section, and Credit Hours
- 599 Courses: SGRF required if submitted after 1 week prior to Reading Day

➤ 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

➤ Additional Info:

- Students should register themselves prior to 10th day
- Students taking online classes must register prior to class start date
- If student has registration holds, cannot make changes
- Any requests for 599 courses received after 1 week prior to Reading Day must sent to OR to process

➤ Secure Form Drop Off Processing:

- Form submitted by Student or Dept
- GC staff review, mark as approved, and make changes to student's registration

Late Registration Requests – Dropping Courses

➤ Requirements for Dropping Courses:

- Late Registration Form
- Needed for All Requests: CRN, Course Subject, Number, Section, and Credit Hours
- 12th Week Deadline, no “W” recorded (varies by POT)
 - Student Signature only
- Reading Day Deadline, “W” recorded (varies by POT)
 - Student and Department Signatures Required
- Instructor and Course Dept signatures/stamps are **NEVER** required for drop requests
- Student cannot drop all courses (without also adding at least one) via Late Registration Request. If dropping all courses, must submit withdrawal form.

➤ Additional Info – International Students (on-campus programs only):

- 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

➤ Secure Form Drop Off Processing:

- Form submitted by Student or Dept
- GC staff review, mark as approved, and make changes to student’s registration

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

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>

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)

QUESTIONS?