



University of Illinois
at Chicago
Office of Continuing Education (M/C 165)
1333 South Halsted Street, Suite 225
Chicago, Illinois 60607-5019

UIC Office of Continuing Education

ENROLLMENT INFORMATION

Credit Courses and Programs

1. Your status as a nondegree extramural student admitted through the Office of Continuing Education

In order to take credit courses at UIC, you first must be admitted to the University. Extramural students are admitted as nondegree students through the Office of Continuing Education for the purpose of taking courses that are offered only through OCE. As a nondegree extramural student, you are able to take selected courses without making formal application for admission to a UIC school or college, provided you meet course eligibility requirements. Please note that admission under this status neither implies nor guarantees admission to a UIC degree program.

2. Eligibility for enrolling in an extramural course

Courses at the 400 or 500 level offer graduate credit. Undergraduates with junior or senior standing at an accredited college or university may enroll in 400 level courses when indicated in the course information. Graduate applicants must have a baccalaureate degree or equivalent from an accredited college or university. All applicants must meet the established course prerequisites. Although you do not need to submit a transcript, you are responsible for submitting true and accurate information about your academic background on your enrollment form.

Note: Your eligibility to enroll may be affected if you have previously enrolled in a UIC course and have unpaid tuition and fees, fines, unmet financial aid obligations, or academic or disciplinary actions in your UIC record.

3. Credit earned as a nondegree extramural student

Credit courses taken as a nondegree student through OCE are regular University courses, and as such could be applied to a degree at UIC or elsewhere. However, in order for a course to be applied toward a degree at UIC : 1) you must have applied to the University and been accepted to a degree program; 2) the course in question must be part of the approved degree curriculum; 3) the credit hours for the course must fall within the number of credit hours approved for transfer from nondegree to degree status; and 4) you must petition to have the course transferred from nondegree to degree status. If you have any questions in this regard, contact the appropriate UIC college or department. If you intend to apply this course to a degree program at another college or university, contact an advisor at that school for information.

4. Special note to already admitted UIC students

If you are a UIC degree-seeking student or a student already admitted nondegree through a formal UIC admissions process, you may enroll in credit courses offered through the UIC Office of Continuing Education. However, you must enroll for these courses through OCE (you may enroll online at www.oce.uic.edu). Please note that some of the credit courses offered through the UIC Office of Continuing Education are regular UIC campus courses listed in the UIC Schedule of Classes in which a limited number of seats are available to continuing education students. These courses are indicated as such on the individual course information page.

If you wish to enroll in such a course, you must enroll in the

campus, not the OCE, section of that course by using UIC Web for Student at wfs.oss.uic.edu.

If you have been admitted to UIC through a formal application process and enroll in credit courses offered through OCE, you will not be asked to submit advance payment to OCE. You will be billed for the appropriate tuition and fees by the University after the course begins.

PLEASE NOTE: Whether you are taking only courses offered through OCE or are also taking courses listed in the UIC Schedule of Classes, you will be assessed the appropriate range tuition and campus fee.

5. Enrollment deadlines

The official enrollment deadline for each course is indicated on the online course information page linked to each course on our website at www.oce.uic.edu.

You may submit an enrollment form after this deadline, and until the first day of class. However, please note that your enrollment in the class will depend on the availability of space. If the course has already started, please email our office at oce@uic.edu or call us at (312) 996-8025 to inquire about your options.

Because the number of seats in a class might be limited, we encourage you to enroll early. Enrollments will be taken in the order in which they are received. Your enrollment is considered complete only when payment has been received. We will notify you promptly if the class you have selected is full, and will help you make another selection.

6. Canceling your enrollment

Any request to cancel an enrollment must be made in writing to OCE. Should you fail to make a written request to cancel your enrollment, you will receive a failing grade in the course that will appear on your formal University transcript.

If you wish to cancel your enrollment, please use the cancellation form available for download on our website at www.oce.uic.edu. Or you may email us at oce@uic.edu or call us at (312) 996-8025 to request a cancellation form.

Please send your completed and signed cancellation form by mail to:

UIC Office of Continuing Education (M/C 165)
1333 S. Halsted Street, Suite 225
Chicago, IL 60607

or fax it to us at (312) 996-8026.

7. Refund policy and deadlines

Extramural Students: To be eligible for a refund, you must make a written request to cancel your enrollment prior to the first class meeting.

If you cancel your enrollment in writing prior to the first class meeting, your payment, less the administrative fee will be returned. If you did not submit payment or you are funded by an outside source no refund will be issued.

(Note: By special arrangement in a small number of courses, course-specific refund dates are published in the

“Comments” section of the individual “Course Information” pages on the OCE website. In these special cases, if you cancel your enrollment in writing on or before the published course-specific deadline, your payment, less the administrative fee, will be refunded. No refunds will be issued for any reason after the refund deadline. In the absence of a course-specific deadline, you will need to cancel your enrollment on or before the first class meeting.)

Refund Policy for UIC Degree-Seeking Students or UIC Non-degree Students admitted to the Graduate College: UIC students are assessed range tuition and campus fees. If you cancel your enrollment in an OCE course prior to the first class meeting or the course-specific refund deadline, your range tuition and fees may be adjusted. Please contact us at (312) 996-8025 or at oce@uic.edu if you have any questions.

8. Course cancellation

Courses are subject to cancellation if minimum enrollment numbers are not met. In the event that the University is canceling a course, your payment will be refunded in full. The University cannot be responsible for travel, loss of income, or other costs incurred by individuals for courses that are canceled.

9. Social Security Number policy

The Office of Continuing Education at the University of Illinois at Chicago is requesting your Social Security number (SSN) in order to expedite registration for your continuing education course. The University will not disclose an individual's SSN without the consent of the individual to anyone outside the University except as mandated by law. Providing your SSN is voluntary, but may minimize administrative delays associated with processing your registration. The University of Illinois is working to minimize the use of Social Security numbers within its business processes. For a full description of the University of Illinois' Social Security number policy, please visit www.ssn.uillinois.edu.

10. Auditing

If you wish to attend courses without earning credit, check the appropriate box on the enrollment form. Auditors pay the same tuition and fees as students taking the course for credit. If your request to audit is not approved, you will be given the option of enrolling for credit or having your enrollment materials returned to you. Please note that not all courses have an audit option.

11. Submitting your enrollment form

Send your completed enrollment form with payment to:

UIC Office of Continuing Education (M/C 165)
1333 S. Halsted Street, Suite 225
Chicago, IL 60607

or fax it to us at (312) 996-8026.

Available space in classes is assigned as enrollment forms are received in our office.

Please note that your formal registration in a UIC credit course through OCE is subject to:

1. receipt of a fully and accurately completed enrollment
2. receipt of payment, when applicable
3. clear registration status (no holds for financial or academic reasons)

About Paying

Unless you are a currently admitted UIC student or have some form of outside funding, payment is due at the time of enrollment.

12. Paying online: If you enroll online, you may pay by credit card on our secure website using Visa, Master Card, Discover or American Express. The charge on your statement will be from University of Illinois Online Payment.

13. Paying offline: If you enroll offline, or if you have enrolled online but prefer to pay offline, you may either send us a check or money order, or fax or mail your credit card information to us. Checks should be made payable to the University of Illinois. Note: There is a \$25 service charge for all returned checks. Mail payments with your completed enrollments form to:

UIC Office of Continuing Education (M/C 165)
1333 S. Halsted, Suite 225
Chicago, IL 60607
Attention: Estelle

or fax them to us at (312) 996-8026.

14. Payment for UIC students: If you are a currently admitted UIC student, you will be billed by University Student Financial Services and Cashiers Operations. You do not need to pay at the time of enrollment.

15. Payment from students NOT currently admitted to UIC who have tuition waivers, grants or other forms of financial aid: If you are not currently admitted to UIC, but have a tuition and/or fee waiver, a grant (e.g., the Illinois Veterans grant) or any other form of financial aid, indicate this in the appropriate box on the enrollment form. You will not be required to pay at the time of enrollment. All billing and financial aid credits will be handled by Student Accounts Receivable and the Office of Student Financial Aid. Please be sure to contact the Office of Financial Aid to confirm that they have all the necessary paperwork to process your waiver or grant.

Student Financial Aid - www.uic.edu/depts/safa/contact.shtml

Phone: (312) 996-3126

16. Students who have applied for a teachers or administrators waiver through the Council on Teacher Education may contact that office at (312) 355-0714 to ensure that the proper paperwork has been forwarded to the UIC Office of Student Financial Aid.

17. Students in fully or partially funded courses: If you are enrolling in a course with full outside funding, you are not required to make any payment. If your course is partially funded, you will be asked to pay your portion of the tuition charges at the time of enrollment.

Questions? Contact us...