



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

Noncredit Courses and Workshops

Enrollment deadlines

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

You may submit an enrollment form after this deadline, up until the course or workshop begins, but please note that enrollment in the course will depend on the availability of space. If the course or workshop 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 might be limited, we encourage you to enroll early. Enrollments will be processed in the order they are received. Your enrollment is considered complete only when payment has been received. We will notify you promptly if the course or workshop you have selected is full.

Canceling your enrollment

Any request to cancel an enrollment must be made in writing to OCE. If you wish to cancel your enrollment, please send us a note by email, by fax at (312) 996-8026, or by mail to:

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

Refund policy and deadlines

If you cancel your enrollment on or before the published refund deadline, your payment, less the administrative fee (if applicable), will be refunded.

Please note that in order to be eligible for a refund, you must make a written request to cancel your enrollment prior to the first class meeting or the course-specific refund deadline, whichever is earlier.

(Course-specific refund deadlines are published in the "Comments" section of the individual Course Information pages on the OCE web site.) No refunds will be issued for any reason after the refund deadline.

Course cancellation

Courses are subject to cancellation if minimum enrollment numbers are not met. In the event that the University cancels 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.

Enrolling online

The quick and easy way to enroll is online. To do so, go to our website at www.oce.uic.edu. You must be logged in or, if you are a first time user, you must create a student profile and get a user name and password. You can then select the course(s) you wish to enroll in.

If you are a participant in one of our closed enrollment programs or a program that requires pre-screening by a department or college, authorization to enroll will be linked to your username and password.

Enrolling offline

If you prefer not to submit your enrollment information over the internet, you may use the enclosed enrollment form.

Be advised that submitting your enrollment form is a time sensitive matter and takes longer offline. Enrolling offline could constitute a disadvantage for you if a course is filling up fast.

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.

About Paying

Please note that payment is due at the time of enrollment.

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.

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 Street, Suite 225
Chicago, IL 60607
Attention: Estelle

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

Questions? Contact us...

email/ oce@uic.edu ~ phone/ 312.996.8025 ~ web/ www.oce.uic.edu