

DePaul University
Summer 2011

Registration Instructions for CTTI Participants

Welcome to DePaul University. Below please find instructions and information regarding your upcoming course work at the university.

Applying On-Line to DePaul as a Non-Degree Seeking Graduate Student

In order to be enroll in the courses at DePaul, you need to formally apply to the university as a non-degree seeking graduate student. Once a student, you will be issued a university ID card which will allow you access to the Library as well as countless other services. We recommend you look around the university's web site to learn more.

Please complete this process by Monday, June 13. Although the course begins on June 27, the registration process occurs earlier in June.

Step One: Setting up an account to apply on-line

Go to the DePaul web site at www.depaul.edu/apply
You will be taken to the **Online Application Center** and asked to create an account.

Step Two: Completing the Application

The \$40 application fee has been waived. You **DO NOT** need to pay this fee. If you pay it, it cannot be refunded.

Follow the step-by-step instructions on the form. You will be asked to choose from several drop-down menus, most of which are self-explanatory, but here are some prompts.

For Academic Level – choose **Graduate**

For Admission Type – choose **Non Degree-seeking Student (personal interest)**

For Entry Term – choose **2010-2011 Summer Quarter**

For School/College – choose **College of Liberal Arts & Sciences**

Finally, on the screen where you are asked “State briefly in a sentence or two your reason for applying,” please write **“I am participating in the CTTI Program.”**

When you are done, make sure to HIT SUBMIT. We recommend you print as you go, or print the confirmation page for your records.

Transcripts – you will need to provide an **official** transcript from your undergraduate degree-granting institution, as well as from any other schools you list in your application. We understand that this may take a few weeks so please start this process immediately. Have your transcripts mailed to:

DePaul University - LA&S Graduate Admissions Office
Attn: Scott McKay
2400 N Sheffield, Chicago, IL 60614

Step Three: Notify DePaul

Once you have applied on-line, please email Victoria Simek at vsimek@depaul.edu to let her know, so that she can notify the Graduate Admissions Office to look for your materials. Once your application has been received by the Graduate Admissions Office, they will email you further instructions and information including your DePaul ID number and instructions on how to obtain your ID card.

Course Registration

Once you have been matriculated, either our offices will register you for the course, or we will let you know how to go on-line to do this yourself. However, please **DO NOT** register for the course before we tell you to. Doing so will result in the generation of tuition bills and the assessment of late fees.

If you have any questions about the application process, please contact Victoria Simek at 773.325.4790 or vsimek@depaul.edu.