

Independent Learning Course Registration form

Mail to: Extended Programs, 101 Boone Hall, Eastern Michigan University, Ypsilanti, MI 48197 Fax to: 734.487.6695

Student ID number \_\_\_\_\_ Social Security number\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Were you ever issued an EMU student number?  Yes  No Birthdate\* \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**How to register:** 1) read, complete and sign this form below; 2) fill in course selection information below; 3) return completed registration form to the above address. Registration form will be returned if not complete or not signed; 4) if enrolling in a graduate course, you must send an official copy of your bachelor's degree-posted transcript, within 60 days of the date of this registration, to Office of Admissions, P.O. Box 970, Eastern Michigan University, Ypsilanti, MI 48197. If you are a graduate of EMU or have submitted a degree-posted transcript to EMU within the past five years, you do not need to send an additional copy. Registration in courses does not mean that you are admitted to the University or a specific degree program.

Name \_\_\_\_\_  
Last First M.I. Former name

Address \_\_\_\_\_  
City State/Province/Territory Country Zip/Postal code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Day Evening

Citizenship:  U.S.  Other country of citizenship \_\_\_\_\_ Are you a permanent U.S. resident?  Yes  No

Non-immigrant type \_\_\_\_\_ I-94 number \_\_\_\_\_

State of legal residence? \_\_\_\_\_ How long have you lived there? \_\_\_\_\_ years \_\_\_\_\_ months

Are you a Michigan resident?  Yes  No On what date did you begin living continuously in Michigan? \_\_\_\_\_

Do you hold credit from EMU?  Yes  No

Do you hold a bachelor's degree from any institution?  Yes  No Was your cumulative GPA 2.5 or higher?  Yes  No

Eastern Michigan University's application and registration form includes the following questions regarding prior criminal convictions and/or disciplinary history, and the information provided by the student may be considered when making the decision as to whether to admit and/or enroll the student to the University.

Have you ever been convicted of a criminal offense other than a minor traffic violation, or found to be delinquent by a juvenile court, or are there any such charges pending against you at this time?  Yes  No

Have you ever been expelled, suspended, placed on probation or been subject to any other disciplinary action at any secondary school or college you have attended?  Yes  No If you answer yes to either of these questions, you must submit a full statement of explanation on a separate sheet of paper.

Responses to the following are optional - Are you a U.S. veteran?  Yes  No Gender  Female  Male

Are you Hispanic or Latino?\*  No, not Hispanic or Latino.  Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

What is your race?\* You may select one or more races.  White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.  American Indian or Alaska Native: a person having origins in any of the original peoples of North America (including Central America), and who maintains tribal affiliation or community attachment.  Asian: a person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Location selection - Please indicate your primary location for taking courses offered through:  Brighton  Detroit  Flint  Grand Rapids  Jackson  Livonia  Monroe  Online  Northern Michigan  Washtenaw County  Corporate Programs  International

Course selection - Read all course restrictions carefully before registering.

Fa	Wi	Sp	Su	CRN	Course no.	Course title	Credits	Day(s)	Location	Instructor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							

Please note: registration for Extended Programs courses does not grant you admission to Eastern Michigan University. Credit earned as an Extended Programs student may not necessarily apply to a degree or certificate program. If you decide to pursue a degree or certificate, contact the Office of Admissions.

Payment of tuition and fees is not required at the time of registration

Electronic bills are normally e-mailed to your my.emich account the first weekend of each month and are due approximately three weeks later. All tuition and fees are subject to change, without prior notice and at any time, by action of the Eastern Michigan University Board of Regents. Such changes may be retroactive to the date of original registration.

Withdrawal policy

Cancellation of courses can be completed in one of two ways. Students who initially register through the Web-based system can also use it to drop a course during the dates specified by the Office of Records and Registration only (schedule adjustment fees may apply). Students who are not eligible to use the Web-based system or those wishing to avoid fees, should submit their cancellation in writing no later than seven business days (no later than four business days for spring/summer) past the first day of the term for 100-percent tuition refund. After that time period, cancellation must be completed in writing; however, no tuition will be refunded. Courses of two weeks or fewer require written drop notification by the end of the first day of class to receive 100-percent tuition refund. Refer to the EMU class schedule for further details.

Admission/Re-enrollment requirements

- Students must allow four to six weeks for complete application for admission or re-enrollment to be processed before registration is possible.
- If you previously attended EMU but have not attended within the last eight semesters, you must re-enroll. Graduate students see the Office of Admissions in 400 Pierce Hall. Undergraduate students see the Office of Records and Registration in 303 Pierce Hall.

Signature required

My signature below indicates that I have read and understand the information printed on the back of this form, and that I have read and understand the Extended Programs, Independent Learning, EMU-Online and EMU- Traverse City cancellation policies, and that the information I have supplied here is true to the best of my knowledge and belief. I realize that falsification on this form may result in dismissal or disenrollment with no refund.

Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing this form you are agreeing to be billed by EMU for all tuition and fees associated with the selected courses.

Eastern Michigan University adheres to the principle of equal education and employment without regard to race, sex, color, creed, national origin, sexual orientation or disabling condition. This policy extends to all programs and activities supported by the University.