

Registration Steps for Non-matriculated (NM) Students **Post-Baccalaureate Program Courses in Speech and Hearing Sciences**

Non-Degree Enrollment allows anyone to take courses and earn credit at the University of Washington without applying to the UW or enrolling in a degree program. Enrollment as a non-degree student in courses for the Post-Baccalaureate program in Speech and Hearing Sciences requires prior written approval from the academic department.

http://depts.washington.edu/sphsc/academicprograms/postbaccalaureate/postbaccalaureate_overview.shtml

Step One: Obtain the Registration Approval Form and Registration Form.

Registration instructions on UW's Non-degree Enrollment website **do not apply** for students interested in Post-Baccalaureate program courses in Speech and Hearing Sciences. Please disregard the Non-degree website and follow the steps below.

Step Two: Find your class on the UW Professional & Continuing Education Time Schedule

The UW PCE website is located at (<http://www.washington.edu/students/timeschd/95index.html>). Once you've found your course on the UW PCE Time Schedule, make a note of:

- department abbreviation
- course number
- course name
- SLN
- course section
- number of credits

Not sure how to find your course information on the Time Schedule? Get help at:

http://www.nondegree.washington.edu/nondegree/register/timeschedule_key.pdf

Step Three: Fill Out Forms and Calculate Fees*

Complete the Registration Approval Form and Registration Form (the forms you obtained in Step One) using the course information you noted in Step Two.

Step Four: Get Signatures

To enroll in a course(s) with the Post-Baccalaureate program as a non-degree student, you must obtain approval signatures on your Registration Approval form. Please note that *both* the "instructor signature" *and* the "departmental signature" are required before you will be permitted to register. Contact Gabrielle Gruber, gruber@uw.edu or 206.685.7403, to obtain department permission signature. Then, contact the instructor (<http://content.sphsc.washington.edu/sphintra/userinfo/contact.asp>) to obtain permission signature.

Step Five: Submit Forms and Payment

Return the completed Registration Form, signed Registration Approval Form, and all tuition and applicable fees* to:

Non-Degree Enrollment Registration Services
PO Box 45010
Seattle, WA 98145-0010
FAX: 206-685-9359; PHONE: 206-543-2310

For express mail or courier delivery, or delivery in person:
Non-Degree Enrollment Registration Services
4311 - 11th Ave. NE, Suite 100
Seattle, WA 98105-4608

See map and hours at <http://www.nondegree.washington.edu/nondegree/contact/> .

What happens now?

After you've submitted your registration forms and payment, Registration Services will contact you once you are officially enrolled in your course. Read more about the next part of this process at <http://www.nondegree.washington.edu/nondegree/faq/default.asp#after>

See FAQ at <http://www.nondegree.washington.edu/nondegree/faq/#official>

Technology fee

The technology fee gives students access to the Internet, World Wide Web, email, computer and multimedia workstations and laboratories, computer software and dial-up telephone service. The fee is refundable on the same basis as tuition. All credit students (except those taking credit courses during Summer Quarter) pay a technology fee based on the number of credits for which they are enrolled.

Refund policy

Students must make a written request to withdraw from any credit course regardless of whether the course was being taken for credit or audited. If you have registered for a course, refer to your confirmation/receipt for applicable refund deadlines, or call UW Non-Degree Registration Services at 206-897-8939.

If we are unable to enroll you in a course, or if your course is cancelled, you will receive a refund of all fees associated with that course within three weeks. Refund checks will be issued to third-party payers if a third-party payer made the original payment.

* Payment of tuition and fees is required at the time of registration. Fees cannot be billed, except to third-party payers within the United States who include a purchase order or letter of authorization to bill with the registration form. Payment by VISA or MasterCard is accepted with no additional fee. There is a \$25 service charge for returned checks.

Non-Degree students who plan to pay with a private bank or educational loan should download, print and complete the Payment agreement form (PDF), http://www.nondegree.washington.edu/supp/payment_agreement.pdf. Mail, fax or deliver your completed payment agreement as instructed on the form.