

Use this form to register for any course with a Reg. #. Do not use this form to apply or register for a certificate program course.

# COURSE REGISTRATION FORM

UNIVERSITY EXTENSION *Instructions and Definitions scroll to page 2.*

UoW 1816 (Rev. 2/09)

If paying with VISA or MasterCard you may register by phone at 206-897-8939 or 1-800-506-1325 or by faxing this form to 206-685-9359. If specified in the course description please attach any necessary permission forms.

Name (Last)	(First)	(M.I.)	Former Name, if applicable
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Social Security Number (required)	<p>Federal law requires the University to obtain your Social Security Number. Tax credits for tuition and fees: Under the Lifetime Learning Credit (LLC), taxpayers may be eligible to claim up to \$2000 of qualified tuition and related expenses as a tax credit. The LLC covers qualified education expenses paid for academic periods during the tax year. While the tax credit excludes expenses covered by scholarships, tax-free grants, or employer education assistance, it does include all qualified out-of-pocket expenses and those paid by loans. For detailed information, please refer to IRS Publication 970, "Tax Benefits for Education".</p>
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Address	Student Number (if known)	Birthdate	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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**Disability Accommodations**

To request disability accommodations contact the UW Disability Services Office at 206-543-6450 (voice), 206-543-6452 (TTY), 206-685-7264 (FAX), or Email [dso@u.washington.edu](mailto:dso@u.washington.edu).

**Disclosure of Your Information**

The University will routinely release student directory information (name, telephone number, major field of study, dates of attendance) unless requested otherwise by the student. To request no release of directory information call 206-543-2310. (See Disclosure of Student Records Information.)

Daytime Phone	Evening Phone	Email Address
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Complete for ALL courses		
Reg# or Conf#	Course Title	Course Fee
		\$
		\$
		\$
		\$
<b>ALL COURSES</b>	<b>NONREFUNDABLE QUARTERLY REGISTRATION FEE</b>	<b>\$ 35.00</b>
	If enrolling in a second course offered during a different quarter, add a second \$35 quarterly registration fee	\$
<b>CREDIT ONLY</b>	Technology fee for credit courses	\$
	Late fee (nonrefundable)	\$
	Status change fee (nonrefundable)	\$
<b>CERTIFICATE COURSES</b>	<b>NONREFUNDABLE \$50 CERTIFICATE PROGRAM FEE</b> (If certificate program fee is included in course listing)	\$
<b>ONLINE LEARNING</b>	Tapes	\$
	Readings	\$
	Other supplemental materials	\$
	Uniform Access account (\$120 per six months)	\$
	Foreign postage (\$50 except Canada and Mexico)	\$
	<b>TOTAL</b> (Please include \$35 registration fee)	\$

Complete for CREDIT course only			
Department	Course Number	Section	Number of Credits

**ALL credit registrants complete this section**

Will you be enrolled as a matriculated student?  
 Yes  No

Will you be enrolled as a graduate student?  
 Yes  No

Have you ever enrolled for credit courses at the UW?  
 Yes  No

If Yes, give UW Student Number \_\_\_\_\_

Are you a high school student?  
 Yes  No

**METHOD OF PAYMENT**

Check in U.S. funds made payable to the University of Washington (returned checks at subject to a \$25 service fee).

Third party payer (within the United States only) Separate document (purchase order or letter of authorization to bill) must accompany registration form.

<input type="checkbox"/> VISA	Credit Card Number	Expiration Date
<input type="checkbox"/> MasterCard		

Name as it appears on Card \_\_\_\_\_ Cardholder Phone \_\_\_\_\_

Credit Card Billing Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (ZIP) \_\_\_\_\_

Signature \_\_\_\_\_

**MAILING ADDRESS**

Mail form and fees to:

**UW Educational Outreach Registration Services**  
P.O. BOX 45010  
Seattle, WA 98145-0010

**INSTRUCTIONS AND DEFINITIONS TO COMPLETE THIS FORM**

## INSTRUCTIONS AND DEFINITIONS

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### **Social Security Number and Birthdate:**

For tax credit purposes, federal law requires the University to obtain your Social Security number. Providing your birthdate is required to enroll in credit courses.

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### **Disclosure of Student Records:**

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of your education records. However, the following information is considered public or “directory” information and may be released to anyone unless you request that you do not wish any information released: name, telephone number, major field of studies, dates of attendance, degrees and awards received, full- or part-time enrollment status, educational institutions attended, and for athletes, date of birth. To request no release of “directory” information contact UW Extension at 206-897-8839.

UW Educational Outreach reserves the right to cancel courses with low enrollment. If registering for more than two online learning courses adviser permission is required.

Fees are subject to change. Most courses require the purchase of textbooks, the cost of which is not included in the course fee.

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### **Quarterly Registration Dates:**

Spring Quarter: March 21-June 12, 2009; Summer Quarter: June 13-August 21, 2009; Autumn Quarter: August 22-December 18, 2009; Winter Quarter: December 19, 2009-March 19, 2010.

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### **Technology Fee:**

All credit students (except those taking credit courses during Summer Quarter and non-degree UW Online Learning students) pay a technology fee based on the number of credits for which they are enrolled (see following fee schedule). 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. Technology fees for credit courses:

Credits	Undergraduate Fee	Graduate Fee
10–18	\$41	\$41
9	\$37	\$41
8	\$33	\$41
7	\$29	\$41
6	\$25	\$35
5	\$21	\$29
4	\$17	\$23
3	\$13	\$17
1–2	\$9	\$11

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### **Registration/Late Fees:**

All registrants pay a nonrefundable \$35 registration fee each quarter. Spring Quarter: March 21-June 12, 2009; Summer Quarter: June 13-August 21, 2009; Autumn Quarter: August 22-December 18, 2009; Winter Quarter: December 19, 2009-March 19, 2010. Students admitted to UW degree programs also pay this registration fee when they register through UW Extension. A nonrefundable \$25 late fee in addition to the registration fee will be charged to a student registering on or after the first day of the quarter.

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### **Course Status Change Fee:**

A nonrefundable \$20 fee is charged for each course transfer or status change after the first week of the quarter, including single course drops.

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### **Online Learning Study Guide:**

Purchasing a printed copy of the study guide is optional. To find out if your course uses a study guide, send email to: [onlinelearning@extn.washington.edu](mailto:onlinelearning@extn.washington.edu).

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### **Student Classifications:**

#### **Matriculated Students:**

These students are formally admitted to UW degree programs. They must fulfill all the University requirements for graduation as outlined in the General Catalog.

#### **Nonmatriculated Students:**

These are students who, for any number of reasons, are not admitted into a UW degree program but wish to complete credit courses. They may take credit courses to meet licensing requirements, to develop an educational background leading to matriculation and a degree, to change careers, or for personal enrichment. Credit accrued as a non-matriculated student does not guarantee admission to the University, but may count toward graduation and fulfill requirements if the student is later admitted to an undergraduate degree program. Credit taken as a non-matriculated student may not be applied toward requirements for a graduate degree (see Graduate Nonmatriculated Students below).

Some students may elect to audit a class (see “Student Grading Options – #3 Audit” above). For academic advising, please call 206-543-6160 or email [advisers@extn.washington.edu](mailto:advisers@extn.washington.edu).

Nonmatriculated students have access to the UW libraries and computer centers. However, they are not eligible to receive other campus services such as financial aid or access to the IMA, etc.

### **Graduate Nonmatriculated (GNM) Students:**

Graduate Nonmatriculated (GNM) defines a student status at the University designed to provide access to graduate courses for qualified postbaccalaureate individuals. GNM students are not currently seeking a graduate degree but may later apply a maximum of 12 credits toward such a degree. Students must meet minimum Graduate School admission standards as described in the University’s General Catalog.

An undergraduate grade-point average (GPA) of at least 3.0 or equivalent qualification is expected. Individual departments and colleges may have requirements greater than the minimum requirements of the Graduate School. Students should contact the academic unit for an application. The deadlines for the submission of all GNM application materials to the GNM office are Sept. 1 for Autumn Quarter, Dec. 1 for Winter Quarter, March 1 for Spring Quarter, and May 15 for Summer Quarter. For additional information call UW Extension Registration Services at 206-897-8939 or the GNM Office at 206-543-7097.

### **Teacher Certification Endorsement:**

It is possible to complete some of the endorsement programs offered at the University of Washington, Seattle without being admitted as a student. As a nonmatriculated (non-admitted) student, you may register through UW Extension and take courses to satisfy requirements on a space-available basis. For information on endorsement programs at the UW, see <http://depts.washington.edu/coe/> or call the Teacher Education Office, 206-543-1754.

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### **Credit for High School Students:**

High school students may be eligible to earn University credit through UW Extension and UW Online Learning courses. They should contact their high school counselor to determine if enrollment in University-level courses is appropriate and will further their educational goals. Also see UW Extension enrollment policy information on our web site at: [www.extension.washington.edu/ext/student\\_info/gen\\_info.asp#policy](http://www.extension.washington.edu/ext/student_info/gen_info.asp#policy).