



## Procedures for Registering as a Non-Degree Seeking Learner\* 2008-2009

### UI&I Florida -- Professional Preparation Course Registration

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The Florida Bachelor's of Science in Education and the Master of Education programs provide the opportunity for teachers to complete professional preparation undergraduate or graduate level courses for the purpose of fulfilling the requirements for Florida's Professional Educator Certification. This enrollment opportunity is available during any semester/session throughout the year. Typical college registration and grading policies and deadlines apply. Because authorization to take a class with Union Institute & University is required in advance of registration, it will be necessary to allow sufficient time to complete the registration and authorization process prior to the beginning of the term in which you wish to enroll. The following specific instructions are provided so that you may begin your course(s). Be sure to contact either the undergraduate or graduate college prior to completing any of the forms. If these courses are to fulfill the Florida Department of Education requirements to proceed from the Temporary Certificate to the Permanent, please bring a copy of the FLDOE request with your registration, as part of the authorization process.

1. Complete the Registration Form listing the specific program and course(s) and credits for which you are registering. (A copy of the Professional Preparation Courses offered by UI&U is attached)
2. Read the registration and tuition policies outlined on the current Union Institute & University Florida Tuition and Fee Schedule. **NOTE: Tuition is being offered at a discounted rate of \$900 per 3 credit course for teachers who wish to register for professional preparation courses.**

**Full payment of tuition is required by the first day of the semester for all non-degree learners.**

3. Payment of the full tuition is required prior to the beginning of the session or semester. Deferred payment options do not apply to the Non-Degree Seeking Learner. In addition to the tuition, a technology fee will be assessed according to your registration status during the term (see Registration and Tuition Policies statement for further information). Once approved, you will receive a Union Identification Number. This entitles you to a Union email account and access to all web related sources, especially our on-line Gary Library.
  4. After your registration is approved, work closely with your assigned faculty to complete all learning experiences by the completion of the semester/session in which you are registered. When all course work is satisfactorily completed, your course grade will be forwarded to the Registrar. At that point, you can make written request for the Registrar to have an official copy of your transcript forwarded to whatever person or institution you designate (cost for each transcript request is \$10.00). A copy of the transcript request form is available at: <http://www.myunion.edu/transcript>
- **A Non-Degree seeking Learner is defined as a learner who is neither admitted nor matriculated, but who is registered for a limited number of courses.**

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PLEASE CHECK THE APPROPRIATE SPACE FOR THE PROGRAM FOR WHICH YOU WISH TO TAKE COURSES:

\_\_\_\_\_ Bachelor of Science/ Undergraduate Education – Non Degree Seeking

\_\_\_\_\_ Master of Education – Non Degree Seeking

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

Cell Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_

(Street)

(City)

(State)

(Zip)

Date of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

Sex:  Male  Female

\*Ethnicity:  American Indian or Alaskan Native  Asian or Pacific Islander  Black, Non-Hispanic  Hispanic  
 White, Non-Hispanic  Non-Resident alien (specify) \_\_\_\_\_  Race/Ethnicity Unknown

\*(Optional. We are required to solicit information for federal purposes only)

Previously attended Union Institute & University:  Yes  No

Bachelors Degree earned at: \_\_\_\_\_  
 (Name of College and/or University)

Current Work Location \_\_\_\_\_  
 (Name of School Site) (City and State)

Subject Area/Grade Level taught: \_\_\_\_\_

Academic Semester/Sessions: 8 week session  October 20-December 13  January 5- February 28  March 3 – April 25  
 (please check one)  May 4 – June 27  June 29 – August 22  
 16 week session  January 5 – April 25  May 4 – August 22

Course Number	Course Title	Credit Hours	Faculty (to be completed by Center)	Adjunct ID

All courses are graded on a letter grade basis, A,B,C, U

I am registering for the current academic term. I certify that I have read the current registration and tuition payment policies enclosed with this form, as they apply to transient learners, and that I understand the terms under which I am enrolled. I assume financial responsibility for any tuition or fees assessed.

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

**For Administrative Use**

Administrative Review Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Posting Signature \_\_\_\_\_ Date \_\_\_\_\_

