

Intercampus Registration Information Sheet

Intent of the Program:

The intent of the Intercampus Registration Program is to allow students at one campus of the University the opportunity to take advantage of experiences unique to another campus of the University without having to transfer. It is not designed to replace concurrent enrollment or transfer. The program also provides for summer enrollment at another University campus.

How the program works:

If a student is interested in participating in the program, the student should:

1. Obtain information on the availability of the desired course(s) at the host campus. Assistance may be obtained from the following people:

UIC: George G. Munley, Associate Director
Registration and Records
1264 Student Services Building
(312) 996-4397

UIS: Evan Stanley, Student Enrollment Coordinator
Office of Records and Registration
UHB 1076
(217) 206-6174

UIUC: Moling Bokamba, Office of the Registrar
Admissions & Records Building
901 West Illinois Street
(217) 333-6613

2. Obtain a copy of the Intercampus Registration application form, which may be downloaded from the bottom of this page. The form may also be obtained from your Registrar's Office listed above.
3. Complete the Intercampus Registration application form and obtain a signature of authorization from your home college Dean. The Dean should review the proposed courses and approve their transfer.
4. **Submit the completed, signed form to the Registrar's Office on the home campus by the appropriate deadline. Deadlines are May 15 for summer intercampus enrollment; August 15 for the fall term; and December 15 for the spring term.**
5. Provide a permanent, valid mailing address on the application so that the host campus can provide the notification of acceptance, information about how and when to register, and other necessary information to the student.

6. Clear all encumbrances at the home campus prior to the start of the term at the host campus. Failure to do so will result in cancellation of the registration.
7. Note that financial aid for students participating in the Intercampus Registration Program will take longer to process. Aid for students registered for fall or spring terms will not be available until the fourth or fifth week of the term. Aid for the summer term will not be available until late June or early July. Notify the Financial Aid Office on the home campus of plans to enroll at the host campus so that financial aid will continue.
8. Notify the host campus Financial Aid Office of any withdrawal or reduction in your course load at the host campus. **Such changes may result in reduced financial aid eligibility. Failure to do so will result in having to repay the home campus Financial Aid Office for aid received above that appropriate for the load taken.**
9. Follow the refund policies of the host campus, since billing and refunds will be done through the host campus.

Scenarios:

Student One:

Student One is at UIC and has no financial aid. The student finds a UIS internship program interesting and would like to participate. The student discusses the possibility with a UIC Academic Advisor, who agrees. The student calls the UIS department and finds that the UIS internship program is available. After a further exchange of information, the UIS department decides there is a good fit and volunteers to hold an internship for the student.

The student obtains the Intercampus Registration application form through the Admissions and Records web site and completes it. The student's UIC college Dean signs the application, and the student returns it to the UIC Registrar, who adds additional information and sends a copy to UIS. The UIS Registrar used information from the application form and the transcript provided by the student to authorize the student to register at UIS. The Registrar limits the number of terms the student may enroll. (The limit is either one semester or two, depending on what was requested and approved.) UIS notifies the student and provides information on how and when to register.

The student registers in the appropriate UIS course(s), pays tuition and fees, and completes the semester. The student requests that a transcript be sent to the UIC campus, and the credit is transferred.

Student Two:

Student Two is a UIUC student receiving financial aid. The student's family lives in Chicago and the student wishes to spend the summer at home and enroll at UIC. The student discusses the possibility with a UIUC Academic Advisor. The student checks the UIC summer session *Timetable* and finds courses that the student's advisor agrees are appropriate. The student obtains the Intercampus Registration application form from the Registrar's Office and completes it.

The UIUC college Dean signs the application, and the student returns it to the UIUC Registrar. The UIUC Registrar processes the application, adds additional information, and sends a copy to the UIC Registrar and the UIUC Financial Aid Office.

The UIUC Financial Aid Office completes a consortium agreement for this student and forwards it to the UIC Financial Aid Office for processing. The UIC Registrar uses information on the application form and the transcript provided by the student to authorize the student to register for the summer term at UIC. UIC notifies the student and provides information on how and when to register.

The UIUC Registrar registers the student in the appropriate UIUC "dummy" courses, and the Registrar suppresses the assessment of tuition and fees. After the consortium agreement is returned from UIC (following the add/drop date), the UIUC Financial Aid Office generates a financial aid package for the student and provides the student with the appropriate financial aid, adjusted for the UIC cost of attendance. (The student is aware that the financial aid will not arrive until late June or early July due to the lengthier processing time necessary for the Intercampus Registration Program.) The student registers in the desired UIC course(s) and pays tuition and fees. When the course(s) are complete, the student requests that a transcript be sent to the UIUC campus, and the credit is transferred.