





## **Oregon Health & Science University Non-Degree Student Enrollment Registration Instructions**

1. Submit the non-degree application and the non-refundable \$60.00 application fee to the Registrar's Office.
2. Request that an official transcript showing receipt of baccalaureate degree be sent to the Registrar's Office, L 109, Oregon Health & Science University, 3181 SW Sam Jackson Park Rd., Portland, Oregon 97239.
3. Obtain a registration form from the Registrar's Office.
4. As a non-degree student you must get approval to enroll in a course by obtaining the instructor's signature on the registration form.
5. Submit the signed registration form to the Registrar's Office. Registration and payment of tuition and fees must be completed before the close of the first week of the academic quarter. Early registration (beginning one month prior to the first day of the term) is recommended.
6. A non-degree student can enroll in no more than six credit hours in any one term. Students that wish to enroll for more than six hours, must get prior approval. There is no commitment that course work taken on a non-degree basis will apply toward a graduate degree.
7. Once registered, non-degree students are academically and financially responsible for their course enrollments until they officially withdraw. Withdrawal after the term begins may result in financial liability (please see refund policy).
8. All students, including non-degree, are required to pay the Major Medical Health Insurance and Health Service Fee. The Major Medical Fee can be waived with proof of insurance. For more information, please see the OHSU Feebook and the following website. <http://www.ohsu.edu/academic/acad/health/healthinsurance.html>

### **\*Social Security Number Disclosure and Consent Statement**

You are requested to provide voluntarily your Social Security number to assist OHSU (and organizations conducting studies for or on behalf of OHSU) in developing, validating, or administering predictive tests; administering student aid programs; improving instruction; internal identification of students; collection of student debts; or comparing student educational experiences with subsequent workforce experiences. OHSU will disclose your Social Security number only if the studies are conducted in a manner that does not permit personal identification of you by individuals other than representatives of OHSU (or the organization conducting the study for OHSU) and only if the information is destroyed when no longer needed for the purposes for which the study was conducted. By providing your Social Security number, you are consenting to the uses identified above. This request is made pursuant to ORS 353.050 and chap.162, Or.Laws, 1995. Provision of your Social Security number and consent to its use is not required, and if you choose not to do so, you will not be denied any right, benefit or privilege provided by law. You may revoke your consent for the use of your Social Security number at any time by writing to: Oregon Health & Science University, Registrar's Office, L109A, 3181 S.W. Sam Jackson Park Road, Portland, OR 97239-3098