



CASE WESTERN RESERVE UNIVERSITY

CASE SCHOOL OF ENGINEERING

Registration Procedures

Current & New Students Admitted to the Program

Student Information System (SIS) User Guides for registering for classes, and requesting class permission can be found at: <http://www.case.edu/registrar/sisguides.html>. [Click here](#) for FAQs about registration via SIS.

To Register:

1. **Contact your advisor**, kenneth.loparo@case.edu, to request that your advising hold be released. This hold needs to be released every semester.
 - a. **Non-degree students** - contact your advisor in Graduate Studies to release your advising hold.
 - b. **Distance Education students** – after contacting advisor to release advising hold – please contact itnpermit@case.edu to request permission to take a Distance Education (800-LEC) course. Required information for permit: **Student ID#, Course #/Class section/(class number) (i.e. ABCD 123, 800-LEC(12345))**.
2. **Register** for your selected course(s); (See (SIS) User Guides above for detailed instructions.)
3. *****WAIVE HEALTH FEE*** (If applicable): This must be done each semester that you are registered.**
4. **Distance Education students** - Once you have concluded the above steps – registration is not complete until the [Distance Learning Registration Form and Proctor Participation Agreement](#) is completed and emailed to the CSE Dean's Office, DLengr@case.edu. **Deadline for paperwork is seven (7) days prior to First Day of Classes** (See [Important Dates and Deadlines](#)).
5. **Special Billing to Third Parties** - A written authorization is required for special billing arrangements. If a third party is to pay all or part of your tuition and fees, the Bursar's Office will bill your sponsor directly. A copy of your sponsor agreement must be forwarded to the Bursar's Office **before** Registration. The deadline to submit your sponsorship agreements is the last day of Late Registration. Upon presentation of an official employer letter, students who receive tuition reimbursement may register. **The student is responsible, however, for all late fees that accrue on the account until payment is received.**

Non-Degree Students –Additional Registration Procedures

If you are a new student, and have not completed an Application for Admission (or have not received an admission letter) you will need to complete the [non-degree application](#). **The latest date to complete the non-degree application is at least 7 days prior to first day of classes**, however, completing the application at this late date, does not guarantee that you won't be charged a late registration fee, nor does it guarantee that you will be registered in time to attend the first day of class. (See [Important Dates and Deadlines](#)).

If you have taken classes at Case in the past, you will already have a CWRU Network ID and Password and can proceed to register. If you have not taken classes at Case, you will receive an email from Graduate Studies with instructions for activating your CWRU Network ID & registering.

The [Application for Graduate Admission](#) should be submitted before your second semester.

DISTANCE EDUCATION (800-LEC-(formerly ITN)) COURSES

Up-to-date list of courses: On the [University Registrar](#) webpage, go to Schedule of Classes link. Be sure Term is the one in which you plan to register. Enter the following search criteria for (800-LEC) Distance Education courses: **Academic Group** – Case School of Engineering. **Course Attribute** – Schedule Search. **Attribute Value** – ITN.

Registration FAQs

Important dates and deadlines can be found on the University Registrar's [Academic Calendar](#) and/or the School of Graduate Studies [SGS Academic Calendar](#).

Important Late Registration, Drop/Add & Withdrawal Deadlines can be found at [Registration and Withdrawal Deadlines](#). **Deadlines are strictly enforced.**

Courses that are dropped before or on the last day of registration will be deleted from the student's academic record. Courses dropped after this date will not be deleted and will be retained on the academic record with a grade of "W." Extensions will not be granted.

Drop/add forms and other important forms may be obtained online - [Student Forms](#).

Withdrawals - Students who discontinue all studies during the semester (even if enrolled in only one course) must initiate a complete withdrawal for the semester. Complete withdrawal will result in a "WD" grade on the student's academic record. Tuition charges for the semester will be a percentage of the tuition cost based on the number of weeks in session. Non-attendance does not constitute official notification of a student's withdrawal.

A student who drops a course or courses (but does not fully withdraw from registered courses) after the [withdrawal deadline](#) will not receive a tuition refund.

No one will be allowed complete withdrawal after the last day of classes. [Academic Calendar](#).

Refund & Tuition Charges - The refund and tuition charge policy for a **COMPLETE** semester withdrawal can be found at [Refunds](#).

Tuition Rates – can be found at [Tuition Rates](#)

IMPORTANT INFORMATION

- [Waiving the Student Medical Plan](#) (Fall and Spring ONLY)
- [Student Financials Guide](#)
- [CaseOneCard](#) – Student ID.
- **Non-Degree Policies:** <http://gradstudies.case.edu/prospect/nondegree.html>.
- **PeopleSoft Student Information System (SIS)** The **SIS [documentation site](#) offers printable quick reference guides and user manuals as well as video demonstrations** of how to utilize the most frequently used functionality in the system.
- **FAQs about SIS:** <http://www.case.edu/provost/registrar/sisfaqstu.html>.
- **Assistance and contact information for SIS:** <http://www.case.edu/its/students.html>.

QUESTIONS?

Please feel free to email meng@case.edu.