New Student – Case Network ID Activation

New students must activate their Case Network ID and Email. Please go to https://its-services.case.edu/my-case-identity/activate and follow the steps. **With this account, you can check your student information such as grades, account balances and courses for which you are currently registered.** It also allows you to gain access to most of the restricted resources at Case Western Reserve University, including the launchpad.case.edu portal, CWRU Google Mail and Blackboard. You can check your student information at my.case.edu. Once you have activated your Case Network ID, you can begin the Registration process.

Registration Procedures

**Current & New Students Admitted to the Program**

1. Contact your advisor, kenneth.loparo@case.edu, to finalize your course selection(s) and to request release of your advising hold.
2. **Login to SIS** (Student Information System) **to register** for your selected course(s); (See Registering for Classes for detailed instructions.) **ITN Students** see Step 4.c. below regarding permit needed to register.
3. Waive the University Health Insurance coverage, if necessary (Fall/Spring). [Click here](#) to view detailed steps.
4. Once you have concluded the above steps – registration is not complete until the below paperwork is faxed (or emailed) to the CSE Dean’s Office, fax: 216-368-6939 (kad4@case.edu).

   a. Copy of your registration receipt (Student Information System (SIS)/ in My Class Schedule).
   b. Tuition Reimbursement Letter (TRL) from your organization on company letterhead, listing your eligibility for tuition reimbursement for the course(s) in which you plan to enroll. The TRL allows a student to register without paying any tuition costs up-front. Tuition payment is deferred until grades are issued at the end of the semester. If deferring payment until grades are issued, you will still incur late fees. To avoid late fees you might consider paying the tuition when due and have your company reimburse you. If you have a tuition balance, you must have a documented TRL on file for the current semester to register for the upcoming semester. Your student account information is obtained from the PeopleSoft Information System (SIS). Please go to [Student Accounts Receivables](#) if you have further questions.

   OR

   Payment of ½ the tuition costs at the time of Registration (based on Tuition Rates).

   c. Completed [ITN Registration Form and Proctor Participation Agreement](#) – ONLY needed if you are registering for an ITN course. Contact itnpermit@case.edu for permission to take an ITN course. Required information to obtain your ITN Permit: Student ID#, class section/class number (i.e. 101-ITN (12345)). [Deadline for ITN registration paperwork to be received in the CSE Dean’s Office is 7 days prior to First Day of Classes](#). (See [Important Dates and Deadlines](#)).

**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 a [Non-Degree Application](#). Once you have completed the Non-Degree Application, fax the application and a copy of your transcripts or diploma to the CSE Dean’s Office, 216-368-6939.

*If you have taken classes at Case in the past, you will already have a Case ID and Password and can proceed to register as outlined in the above Current Student Registration Procedure. If you have not taken classes at Case, you will receive an email from Graduate Studies with instructions for registering on-line. Once you have registered – complete step 4 under Current & New Students... above. The deadline to submit the non-degree application to the CSE Dean’s Office, Nord 503, is 7 days prior to First Day of Classes (See Important Dates and Deadlines). If your materials are not in by this date, you may be charged a late fee.

Your registration will be considered incomplete until all materials are submitted. It is important that you do not omit any information when completing the forms listed above. Incomplete forms result in delays and could prevent your registration from being processed on time. If you have any questions, please feel free to call 216-368-8859.

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

**DISTANCE LEARNING (ITN) COURSES**
Up-to-date list of ITN courses: On the University Registrar webpage, go to Schedule of Classes (SOC) link at bottom of page. Be sure Term is the one in which you plan to register. Enter the following search criteria for (ITN) Distance Learning courses: Academic Group – Case School of Engineering. Course Component – ITN.

PEOPLESOF 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.

Click here for FAQs about registration via SIS.

REGISTRATION NOTES

Tuition Balance
See 4.b. above.

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

Please see the deadlines 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 may be obtained online - Student Forms, or in Graduate Studies, Nord, 6th floor.

WITHDRAWALS

Students who discontinue all studies during the semester (even if enrolled in only one course) must contact this office to 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. The withdrawal process will not be considered complete until the signed withdrawal form is received by the Office of the University Registrar. 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 AND TUITION CHARGES

The refund and tuition charge policy for a COMPLETE semester withdrawal can be found at Refunds.

TUITION RATES

Tuition Rates

QUESTIONS?

Please feel free to call 216-368-8859, or email kad4@case.edu.

Please refer to University Registrar webpage for current schedule of classes and other important information.