

Registration Guidelines for Non-Matriculated Students

- Complete the Non-Matriculated Registration form. Fill in course information including the CRN# (the 5-digit number).
- Complete and sign the bottom of the Financial Statement form (regardless of payment method or tuition benefits).
- Bring the Registration form to the SON Registrar's Office (HWH 1-126), or mail to SON Registrar's Office, Box SON, 601 Elmwood Ave., 14642.
- Completed tuition waiver forms or scholarship forms may be turned in with your registration form. After the registration is processed, the tuition waiver form will be stamped and forwarded to the Benefits Office.

Dropping or adding courses:

- Courses must be dropped prior to the second class session in order to receive a 100% course refund. See the School of Nursing's refund schedule. http://www.son.rochester.edu/son/current-students/refund_policy.pdf This is true even if you have University tuition benefits. There are no refunds on FastTrack Courses.
- Courses added after the first day of classes require instructor's signature (on the Drop/Add form).
- Courses dropped after the drop/add deadline will appear on the official transcript as "withdrawn failing" or "withdrawn passing".
- Courses dropped after the withdrawal deadline will be recorded as "E".

Information for UR Employees:

- The tuition waiver form alone does not register you for a course.
- Courses covered under the University of Rochester's tuition benefits package must be completed with a satisfactory grade in order for the course to be paid for by the University. Courses that are not dropped prior to the first day of classes will be paid for by the student according to the School of Nursing's refund schedule http://www.son.rochester.edu/son/current-students/refund_policy.pdf
- In addition, taking an incomplete in a course will result in the course not being paid for until the course is complete – late fees and account holds may result. UR tuition benefits are limited to courses completed within 6 months after the end of the course.