



Non-Degree Special Student (NDSS) Application

NORTHWESTERN UNIVERSITY SCHOOL OF CONTINUING STUDIES • THE OFFICE OF SPECIAL STUDENTS • 405 CHURCH STREET • EVANSTON, IL 60208-2650 • PHONE 847-491-3443 • FAX 847-491-3660 • WWW.SCS.NORTHWESTERN.EDU/UGRAD/NONDEGREE/

PLEASE NOTE: This application is not to be used by persons seeking admission or readmission to degree programs in the schools or divisions of Northwestern University since Special Students who are later admitted to those programs may not have the course work completed as a Special Student counted toward the degree.

PLEASE PRINT CLEARLY IN BLACK INK OR TYPE:

PERSONAL INFORMATION

NAME SOCIAL SECURITY NUMBER CURRENT MAILING ADDRESS PERMANENT ADDRESS STREET CITY STATE ZIP DAYTIME PHONE: EMERGENCY PHONE: E-MAIL ADDRESS: CITIZENSHIP: VISA TYPE: DATE OF BIRTH: COUNTRY OF CITIZENSHIP: PLACE OF BIRTH:

STATISTICAL INFORMATION\*

\* NO INFORMATION YOU PROVIDE IN THIS SECTION WILL BE USED IN A DISCRIMINATORY MANNER. THIS INFORMATION IS FOR STATISTICAL PURPOSES ONLY.

GENDER MALE FEMALE

ARE YOU HISPANIC/LATINO? (OPTIONAL) YES NO

HOW WOULD YOU DESCRIBE YOURSELF? (OPTIONAL; PLEASE SELECT ONE OR MORE)

- (1) AMERICAN INDIAN OR ALASKAN NATIVE (2) ASIAN (3) BLACK OR AFRICAN AMERICAN (4) NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (5) WHITE

EDUCATION

ACADEMIC LEVEL AT THE COMPLETION OF YOUR MOST RECENT TERM AT CURRENT INSTITUTION

FRESHMAN SOPHOMORE JUNIOR SENIOR OTHER (SPECIFY)

PLEASE LIST THE INSTITUTIONS OF HIGHER EDUCATION YOU HAVE ATTENDED. ATTACH A SEPARATE SHEET IF NECESSARY.

COLLEGE CITY/STATE DEGREE AWARDED FROM TO

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COLLEGE CITY/STATE DEGREE AWARDED FROM TO

OFFICE USE ONLY APPROVED BY SCHOOL DATE

APPLICANT'S NAME \_\_\_\_\_  
 (PLEASE PRINT)

**COURSE INFORMATION**

ACADEMIC QUARTER(S) IN WHICH YOU INTEND TO REGISTER FOR COURSES:  FALL  WINTER  SPRING

NUMBER OF COURSES FOR WHICH YOU PLAN TO REGISTER THAT QUARTER: \_\_\_\_\_ YEAR IN WHICH YOU PLAN TO ENROLL: \_\_\_\_\_

LIST ALL COURSES IN WHICH YOU PLAN TO ENROLL. INCLUDE DEPARTMENT, COURSE NUMBER AND TITLE EXACTLY AS THEY APPEAR IN THE QUARTERLY CLASS SCHEDULE (AVAILABLE AT WWW.REGISTRAR.NORTHWESTERN.EDU). INDICATE **ALT** IF ALTERNATIVE TO FIRST CHOICE. IF YOU ARE ADMITTED AS A NON-DEGREE SPECIAL STUDENT, YOU WILL NEED PERMISSION FROM THE ACADEMIC DEPARTMENT FOR EACH COURSE FOR WHICH YOU REGISTER. YOU ARE NOT PERMITTED TO ENROLL IN SCHOOL OF CONTINUING STUDIES COURSES, WHICH ARE INDICATED BY A -CN AFTER THE COURSE NUMBER. FOR EXAMPLE: ACCOUNT 204-CN IS A SCHOOL OF CONTINUING STUDIES COURSE.

DEPARTMENT COURSE NUMBER TITLE

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**APPLICATION CHECKLIST**

YOUR APPLICATION WILL NOT BE REVIEWED UNTIL ALL APPLICATION MATERIALS HAVE BEEN RECEIVED

- SIGNED APPLICATION FORM
- OFFICIAL, SEALED TRANSCRIPTS OF ALL WORK COMPLETED AT INSTITUTIONS OF HIGHER LEARNING
- PERSONAL STATEMENT (ONE PAGE, DOUBLE SPACED) STATING CLEARLY WHY YOU WISH TO ATTEND NORTHWESTERN AS A NON-DEGREE SPECIAL STUDENT
- \$30 NON-REFUNDABLE APPLICATION FEE (CHECK OR MONEY ORDER ONLY, PAYABLE TO NORTHWESTERN UNIVERSITY IN US DOLLARS)

**STATEMENT OF ACADEMIC INTEGRITY AND FINANCIAL OBLIGATIONS**

Northwestern University students and faculty are committed to scholarly principles that respect and acknowledge individual achievement. Because of this, certain behaviors are viewed as unacceptable, including cheating, plagiarism, falsifying or fabricating information, or aiding or abetting academic dishonesty.

Students who register for a course are considered enrolled for the duration, and are expected to attend all sessions of the courses for which they are registered. Excessive absences do not signal a student's intent to drop or withdraw, and may be cause for failure in the course. If a student does formally drop or withdraw, the student is responsible to pay any tuition balance remaining on the account, according to the refund schedule determined by Northwestern University Student Financial Services. Students wishing to change their registration in any way—by adding or dropping a course—must do so through the Office of the Registrar.

Additionally, students are responsible for fulfilling their financial obligations to Northwestern University. Any student whose account becomes overdue must pay a late payment fee of \$100. Students are liable for any costs associated with the collection of the past due account, including but not limited to, collection agency costs, court costs, and legal fees.

I agree to abide by the standards of academic integrity and the financial obligations expected of Northwestern University students. I also certify that the information given in this application is complete and accurate to the best of my knowledge.

**You must sign this statement. The Office of Special Students will not accept any unsigned application forms.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

IT IS THE POLICY OF NORTHWESTERN UNIVERSITY NOT TO DISCRIMINATE AGAINST ANY INDIVIDUAL ON THE BASIS OF RACE, COLOR, RELIGION, NATURAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, PARENTAL STATUS, MARITAL STATUS, AGE, DISABILITY, CITIZENSHIP, OR VETERAN STATUS IN MATTERS OF ADMISSIONS, EMPLOYMENT, HOUSING, OR SERVICES OR IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES IT OPERATES, IN ACCORDANCE WITH CIVIL RIGHTS LEGISLATION. ANY ALLEGED VIOLATIONS OF THIS POLICY OR QUESTIONS REGARDING THE LAW WITH RESPECT TO DISCRIMINATION SHOULD BE DIRECTED TO OFFICE OF THE PROVOST, REBECCA CROWN CENTER, EVANSTON ILLINOIS, 60208, PHONE (847) 491-5117; DIRECTOR OF OFFICE OF EQUAL OPPORTUNITY & ACCESS, 720 UNIVERSITY PLACE, EVANSTON ILLINOIS 60208, PHONE (847)491-7458.