

VISITING STUDENT STATUS

Non-Degree Seeking Student:

Students who do not presently wish to enroll in a degree program at REACH, but wish to take courses for credit may apply for a non-degree status. Students are expected to complete all readings and assignments. Preparation for each class is required. Assignments should be submitted by their due dates. Students should acquire all materials prior to the start of class in order to stay current with assignments. Course work taken as a non-degree seeking student may be applied towards a degree through Trinity upon acceptance to a bachelor's degree program. However, credit may not be applied towards degree programs at other institutions. No amount of course work will assure a student admission to a Trinity degree program. A non-degree seeking student may not miss more than one REACH session per course to be awarded credit.

Auditing Student:

Students who do not presently wish to enroll in a degree program, but wish to take courses for personal enrichment are allowed to audit classes. Auditing entitles a student to sit in class sessions and participate in discussions. Auditors are expected to do all readings and other assignments and to otherwise prepare for each class. Assignments should be submitted on their due dates. Faculty will provide feedback on prepared work, but will not assign grades. Auditors should acquire all instructional materials prior to the start of class in order to stay current with assignments. An auditing student may not miss more than one REACH class session per course to be awarded credit.

Academic Regulations Applying to Visiting Students

- A. **Application:** Visiting Students need to submit a visiting student application in order to be considered for admission.
- B. **Visiting Student Registration:** Visiting Students must be fully registered before attending classes. Students may register by filling out a REACH Registration form and submitting the form to the REACH Assistant Registrar. Registration must be completed no later than one week prior to the start of class. A nonrefundable tuition deposit of \$50 must be submitted as acknowledgment of your intent to register. The amount will be credited to your first semester tuition.
- C. **Payment:** Students will be billed at the time of registration.
- D. **Official Transcripts:** Official transcripts will be issued from Trinity International University Records Office for a \$5.00 fee only upon receipt of a written request. Transcripts are not released prior to the posting of grades.
- E. **Grade Reports:** A grade report will be issued at the end of the semester.
- F. **Refunds, Withdrawals, and Changes-in-Registration:** Standard procedures and specific deadlines apply to Visiting Students regarding refunds, withdrawals, and changes-in-registration. Contact the REACH Assistant Registrar for more information.

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Trinity International University | REACH Adult Undergraduate Program

DEERFIELD | SOUTH CHICAGO

www.tiu.edu/reach

VISITING STUDENT PROCEDURE CHECKLIST

ADMISSIONS CHECKLIST

- * **Course Schedule:** Review the REACH course schedule to select your course(s). Please be advised that courses start throughout the semester and will be offered in an accelerated format. Online courses are available in a different format.
- Application:** Complete the visiting student application and return it to the address below:

Trinity International University - REACH | 2065 Half Day Road Deerfield, IL 60015
Or fax the application to 847.317.6509

Once we have received your application an Admission Counselor will create a Registration Form, contact you, and then guide you through the Confirmation Checklist. If you have any questions please call 877.237.0806.

CONFIRMATION CHECKLIST

- Registration:** Return signed Registration Form to Admissions Counselor. Registration must be completed no later than one week prior to the start of class. Please refer to the course schedule to ensure accuracy when signing the registration form.
- Confirmation Fee:** A nonrefundable tuition deposit of \$50 that must be submitted as acknowledgment of your intent to register. The amount will be credited to your first semester tuition.
- Student Accounting:** Contact 847-316-8149 to arrange for payment prior to your first class session.
Tuition Costs:

Non-Degree Seeking Student (For credit)	\$455 per credit
Auditing Student (Not for credit)	\$195 per course
- * **REACH Handbook:** Review the REACH handbook to familiarize yourself with all policies and procedures.
- * **Course Manuals:** Please review the manual and complete any assignments for your first class.
- * **Textbooks:** Purchase your books through MBS.
- * **Information Technology:** Email Trinity's IT at gwhelp@tiu.edu the following information from your personal email account: (1) full name, (2) student ID#, (3) birth date, and (4) last 4 digits of your Social Security number. If you have any questions, please call IT at 877-339-9487. This information will provide access to Trinity's email and course management systems.

* Please go to the REACH website at www.tiu.edu/reach and click on Current Students for more information.

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VISITING STUDENT APPLICATION

Name: _____
LAST FIRST MIDDLE MAIDEN PREFERRED NAME

Address: _____
STREET ADDRESS CITY STATE ZIPCODE

Phone: (____) ____ - ____ (____) ____ - ____ (____) ____ - ____ (____) ____ - ____
HOME WORK CELL FAX

Email: _____

Social Security Number: ____ - ____ - ____ Birth Date: ____ / ____ / ____
MINIMUM AGE REQUIREMENT IS 23 YEARS OLD

Gender: Male Female Citizenship: USA Other _____
SPECIFY COUNTRY AND VISA TYPE

Is English your native language? Yes No Visiting Student Status: Non-Degree Seeking Auditing

How did you hear about the REACH Program?

- Print: _____ Internet Advertisement: _____
 Radio: _____ Web Search: _____
 Referral: _____ Other: _____

List ALL college, university, and military credit :

INSTITUTION	CITY/STATE	DATES	DEGREES / # OF HOURS

Review the REACH Course Schedule to select your course(s):

COURSE NUMBER	SECTION	TITLE	HOURS	START DATE

Information Solicited for Federal Reporting Purposes Only (Optional)

Marital Status: Single Married Widowed Divorced Separated
 Ethnic Origin: African American Asian /Pacific Islander Hispanic
 Caucasian/White American Indian/Alaskan Native

I attest that all information provided as a part of the application process is accurate and complete.

SIGNATURE

DATE

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