

FROM:

Name: _____

Passport number: _____

TO: The Office of International Programs
Northeastern Illinois University
5500 N. St. Louis Ave.
Chicago, IL
60625
USA

Northeastern Illinois University has very strict regulations pertaining to changing students' class schedules when on campus. The regulation states that Exchange Students (those whose tuition is paid by Northeastern Illinois University) classified as Undergraduate students-at-large can register for no more and no less than 12 credit hours (some exceptions permit 15, but never less than 12), and Graduate students-at-large can register for no more and no less than 9 (some exceptions permit 12, but never less than 9) credit hours.

When students arrive they will have 3-4 business days to register and/or change registration for the courses they intend to take. Once the classes begin, however, the student is still allowed to make changes to his/her schedule for the first 10 days, provided:

1. all the changes must be made **within the same number of credit hours** (e.g. drop 3 credit hours and add 3 credit hours), **AND**
2. all the changes must be made during **the same computer session**.

In most cases, however, once classes begin it is required that students obtain authorization to register from their professors. When this is granted, the student must visit the home department of the professor on the next business day and confirm whether he/she was authorized to take the course. Only then can change in registration be made. If a student drops a class and then seeks authorization for the class he/she is interested in taking, a day might end before the authorization is granted and significant fees will inevitably arise. The student will be responsible for paying these fees, as they are systemically calculated and there is no way they can be deleted, except by payment.

By signing this form I acknowledge that I will be responsible for fees that might arise as a result of not following rules and regulations pertaining to adding and dropping classes.

Student's signature_____
Place_____
Date