"Special Students" are students taking courses at California Institute of Integral Studies (CIIS) without being enrolled in a degree program. Use this form to apply to CIIS as a Special Student, register for courses, and obtain the necessary permissions to do so. Submit the completed form with all required signatures to:

Registrar’s Office, 4th Floor 1453 Mission Street, San Francisco, CA 94103 or fax it to: 415-575-1267

If you have any questions, contact this office at 415-575-6126.

The following policies apply to Special Students:

1. Special Student registration does not constitute admission to CIIS. Students registered in Special Student status are not eligible to earn a degree or a certificate. Those seeking a degree or certificate must submit an Application for Admission.

2. Should a Special Student later apply for and be admitted to a CIIS degree program, the maximum number of credit hours taken as a Special Student that may apply toward the degree’s progression is limited to one-sixth of the credits required for the program.

3. Credit hours taken as a Special Student may not apply toward a certificate program.

4. Students registered in Special Student status are not eligible for financial aid.

5. Special Student status remains active for one semester. Special Students must re-submit the Special Student Application every semester that they intend to register.

6. Special Students are allowed to choose between credit and audit for each course that they register.

7. Special Students must have their registration approved by the program director(s) in which the course(s) are housed, and are encouraged to bring copies of transcripts to help establish eligibility for enrollment when meeting with the director(s).

8. Special Students must have earned a high school diploma or GED to eligible to take undergraduate courses, and this diploma/GED must be declared on the Special Student Application. Special Students may take elective undergraduate courses only, not courses required for undergraduate cohorts.

9. Special Students must have earned a bachelor's degree to be eligible to take graduate courses, and this degree must be declared on the Special Student Application. Special Students may take graduate course in audit status without having earned a bachelor’s degree if permission is given by the program director in which the course is housed.

10. Special Students are required to be in satisfactory academic standing to enroll and to remain enrolled. Evidence of satisfactory academic standing is determined in the following manner:

   • Undergraduate students: A minimum 2.00 grade point average per semester and no more than two of any of the following combination of grades: C-, D+, D, D-, F, NP, I, or IN.
   • Graduate students: A minimum of 3.00 grade point average per semester and no more than two of any of the following combination of grades: B-, C+, C-, D+, D, C-, F, NP, I, or IN.

Students who fail these criteria will not be permitted to register.
Intended Academic Level

- Undergraduate
- Masters
- Doctoral

Course(s) You Want to Register For (not all courses are open to Special Students; consult with Program Director)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>SECTION</th>
<th>TITLE</th>
<th>CREDITS</th>
<th>GRADE OPTION</th>
<th>PROGRAM DIRECTOR’S SIGNATURE</th>
<th>FACULTY SIGNATURE</th>
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Optional Information

The following information is used to provide information about CIIS’ student body as a whole to federal and state agencies. Your responses, although optional, are appreciated and will have no effect on the Institute’s decision to accept your Special Student application.

Gender:  
- Female
- Male

Birth Date: ______ / ______ / ______

Please indicate the one which most accurately applies to you:

- American Indian/Alaska Native
- Asian/Pacific Islander
- Black, non-Hispanic
- Hispanic
- White, non-Hispanic

Student Statements, Payment, and Signature

Please initial each statement below to indicate that it is true and accurate:

- The information I have provided is correct in all respects.
- I agree to comply with all of the rules and regulations articulated in the CIIS catalog in effect in the semester of my registration.
- I understand and agree to comply with all of the policies governing Special Students listed on this application.
- For graduate courses: I possess a bachelor’s degree from a regionally accredited institution.
  (Students with academic credentials from a foreign country must possess the equivalent of a U.S. 4-year bachelor’s degree.)
- For undergraduate course: I am a high school graduate or GED recipient.
  (Students with academic credentials from a foreign country must possess the equivalent of a U.S. high school diploma.)
- I have met all of the academic prerequisites for the course(s) I am taking.

Payment Method:

- Cash
- Check or Money Order (made out to “CIIS”)
- Visa
- MasterCard

Card Number: _____________________________________________  Exp. Date: ______________

Signature: ____________________________________________________________________________   Date: ______________

Statement of Nondiscrimination

California Institute of Integral Studies (CIIS) does not discriminate in its educational programs or services on the basis of race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer related or genetic related), disability, gender identity, and any other status protected by law. CIIS will implement reasonable accommodation of qualified individuals with disabilities to the extent required by law. As an educational community, we seek cultural, ethnic, racial, and gender diversity, as we believe it improves the educational experience at the Institute. Any person having a complaint should contact the CIIS Equal Opportunity Officer, Shirley Strong, in the Dean of Student’s Office at 415-575-6171 or sstrong@ciis.edu.

REGISTRAR’S OFFICE USE ONLY:    BUSINESS OFFICE USE ONLY:
DATE FORM   HOLD(S)?   ❑ No   ❑ Yes:   DATE REQUEST   DATE
RECEIVED: __________   ❑ Business   ❑ Registrar   ❑ Library   PROCESSED: __________   BY: ___________
PAID: ___________   REG: 7/7/09