



California Institute of Integral Studies

SPECIAL STUDENT APPLICATION

"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 sanding 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, C-, D+, D, C-, F, NP, I, or IN.
 Students who fail these criteria will not be permitted to register.

Semester of Enrollment

Fall Spring Summer Year: _____

ASSIGNED BY REGISTRAR'S OFFICE
CIIS ID Number: _____

Contact Information

Name: _____ Social Security Number: _____
last (family/legal) name first (given name) middle name

E-mail Address: _____ Daytime Phone: _____

Mailing Address: _____
street city state zip

Educational Background

	DEGREE/DIPLOMA	SCHOOL OR COLLEGE	DATE
HIGH SCHOOL OR GED			
BACHELOR'S DEGREE			
POST BACCALAUREATE			

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)

COURSE CODE	SECTION	TITLE	CREDITS	GRADE OPTION Check the <i>Class Schedule</i> for course's grade option	PROGRAM DIRECTOR'S SIGNATURE	FACULTY SIGNATURE Required if you are: 1) registering/withdrawing after Add/Drop; 2) on the course's waitlist; or 3) auditing
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Audit		
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Audit		
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Audit		
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Audit		
				<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass <input type="checkbox"/> Audit		

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: _____ / _____ / _____
month day year

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)? <input type="checkbox"/> No <input type="checkbox"/> Yes:	DATE	DATE
RECEIVED: _____	<input type="checkbox"/> Business <input type="checkbox"/> Registrar <input type="checkbox"/> Library	PROCESSED: _____	PAID: _____
	BY: _____		REG: 7/7/09