Graduate credit application

Stop!
Read this before proceeding!

1. This application is to purchase 3 graduate credits from Indiana University.

2. If you submit this application, you will be required to do an Annotated Bibliography as an additional assignment.

3. If you submit this application, you will be billed $965.70 (as of November 2012) by Indiana University. If you are not a U.S. citizen or green card holder, please contact EASC immediately.

4. If you fail to turn in the Annotated Bibliography assignment by the deadline set by your instructor, you will automatically be given a grade of F by Indiana University.

5. Once you have submitted this application, you will not be able to change your mind!
Graduate Credit from Indiana University

Participants in the Teaching about Asia seminar are eligible to purchase three graduate credits for E505 “Topics in Learning about Asia” from Indiana University (IU) Bloomington. (Note: This course credit will be from the Department of East Asian Languages and Cultures, not the School of Education.) In addition to the Teacher Implementation Plan (TIP), you will be required to turn in an annotated bibliography.

To apply to the Continuing Nondegree Program, the applicant must complete the following online application. There are 5 steps to this process.

1. Go to http://graduate.indiana.edu/continuing-non-degree-program.php

2. Read about Continuing Nondegree Programs. Scroll down until you see “Forms and Directions for Completion.” Click on “Apply Now!”

3. Fill in personal information, additional information, and application information, and hit “submit.”

4. You will then need to print out and complete only the Course Enrollment Request Form. It can be found as a PDF file in the same location as the application (near bottom of page): http://graduate.indiana.edu/continuing-non-degree-program.php.

Course Enrollment Request Form (fill out the top half only)
- Fill out your name
- Leave Student’s I.D. No. blank
- Semester/Year: Spring 2013
- Subject: EALC
- Catalog No.: E505
- Class No.: 16464
- Units: 3
- For desired enrollment status, select “credit”

This form should be mailed directly to:

Jessica Durnal
Indiana University Bloomington
University Graduate School
Kirkwood Hall # 111
130 S Woodlawn Ave,
Bloomington, IN 47405
**Note:** In the event that you are unable to access the online graduate credit application, you will need to print out and complete the Agreement, Application, Residency, and Course Enrollment Request forms separately, and then mail them to Jessica Durnal (address on previous page). All of these forms can be found as PDF files at [http://graduate.indiana.edu/continuing-non-degree-program.php](http://graduate.indiana.edu/continuing-non-degree-program.php). See below for instructions.

a) Continuing Non-degree Program Agreement
   - Enter your name in the Continuing Nondegree Program Agreement

b) Application
   - Indicate the term and year for which you are applying (on the top of the CND Program Application): Check “Spring (January),” enter “2013” after “year.” Leave the Indiana University (IU) ID Number blank
   - Why are you applying to the Continuing Nondegree Program and what are your academically-related plans for the future? (at the bottom of the CND Program Application), enter “Teaching about Asia professional development seminar”

c) Residency Form
   - Fill out the form completely
   - Leave the University ID blank
   - At Registration Semester/Year, enter “Spring 2013”
   - Enter your name
   - Even though we have obtained a waiver for out-of-state tuition, this form must be filled out for internal accounting purposes

d) Course Enrollment Request Form (same as pp. 1)

5. Verify citizenship. Effective July 1, 2011, Indiana state law requires that Indiana University collect verification of citizenship from every individual who applies for “state or local public benefits.” This term includes resident tuition rates and postsecondary education awards. Follow the below steps to complete this process.

   1) Follow the directions from the IU Starter Kit to create a computing account: [https://kb.iu.edu/data/avaf.html](https://kb.iu.edu/data/avaf.html). A University ID# is required to create a computing account (yours will be generated after you have completed the online application as well as informed EASC about your intention of earning the credits). Once you have created your account, please wait 24 hours for it to be activated. All official notifications from IU Registrar’s Office or the Bursar’s Office will be sent to you IU email account. If you make it a setting on your IU email account to forward your emails to a personal account, this would prevent IU Information Technology Services from helping you if there is a problem receiving or sending mail. So be cautious in this respect.

   2) Log into OneStart with your IU account username and password at: [https://onestart.iu.edu/my2-prd/portal](https://onestart.iu.edu/my2-prd/portal). You should be prompted to the Citizenship Verification. Click on Services tab at the top of the page. Then click on the Student Self-Service section on the left side of the page. Locate the Services & Information section and click on the Citizenship Verification link. For more detailed information please see
Once you submit the graduate credit application, your decision to take the course for credit is final, and you will be billed by Indiana University! This is non-reversible!

Paying for the class:
After you are enrolled, you will receive a bill directly from the IU Bursar’s Office. The Bursar’s office sends out bills on the third Thursday of each month. Payment is due on the 10th of the following month. Notification of the bills will be sent to your IU email account electronically. Log into OneStart with your IU account username and password (https://onestart.iu.edu/my2-prd/portal), click on the email button on the left side of the screen and then select either Imail or Umail depending upon which one you had previously decided on.

***Note: You will not receive a bill by mail and notification that a bill is ready to be paid will only be sent to your IU email account or appear on the main page of OneStart.

Payment can be made by check, cashier’s check, or e-check online through OneStart in the Student Self-Service section. You will be responsible for any late payment fees that incur for failure to pay the bill on time. Regardless of your state of residency, you will pay the in-state rate for graduate credit. The cost for 2013 is $965.70 ($321.90 per credit hour as of November 2012). Although we will make every attempt to have them waived, you may also be charged for some student fees.

EASC staff members cannot help you with billing questions, so please contact the Office of the Bursar directly by email at blbursar@indiana.edu or by phone at (812) 855-2636 with any questions about billing.

Receiving a grade:
Grade can be viewed on OneStart. Log into OneStart with your IU account username and password (https://onestart.iu.edu/my2-prd/portal). Once inside OneStart, click the link under SIS (red letters) in the middle of the screen. From there click on the “My Academics and Grades” link on the left side. Afterwards scroll down to “Transcript” and click “View My Official Transcript.” The “Academic Institution” is Bloomington and the “Report Type” is Student Program Transcript. If you would like a copy of your transcript, please consult http://registrar.indiana.edu/~registra/alu_transcripts.shtml to learn how to request one. Transcripts currently cost $10.00.

If you are not a U.S. citizen or green card holder and wish to register for graduate credit, you must contact EASC for more information on how to apply.