SPRING Semester 2011
Instructions for taking a credit course through Purdue Continuing Education

The following steps must be completed and the instructions are included below:

1. Apply to the Graduate School
2. Fax or mail your registration form to Denice Johnson immediately with proof of degree
3. Set up your Purdue Career Account and pay for your course (after you have applied to the Graduate School, have been admitted, and are registered in your course you will then receive an email from Denice Johnson with further information on how to set up your career account and pay your bill)

Be sure to provide an e-mail address on your registration form that will allow all e-mails sent from purdue.edu (including those with attachments) and that all Purdue communications are not going into your spam or junk mail folder.

FEES:  
$974.25 (3 credits in-state)  
$2655.75 (3 credits out-of-state)

QUESTIONS? Contact Denice Johnson at denice@purdue.edu or 765-494-3571.

Purdue University is an equal access/equal opportunity university.
HOW TO APPLY TO THE GRADUATE SCHOOL (To be done online)

IMPORTANT NOTE: If you applied online to the Graduate School, were admitted and took a credit course spring 2010 or later, you do not need to repeat this application. Simply send in your registration form. If you are uncertain email me at denice@purdue.edu and I can check to see if you need to re-apply.

1. Go to this website: www.gradschool.purdue.edu
2. Click on APPLY NOW
3. Create Account
4. Continue to Application for Admission
5. Complete only the following selections (marked online with an asterisk *):
   - Applicant Information
   - Campus and Program
     Campus = West Lafayette
     Program/Major = CONTINUING EDUCATION (do NOT select any other program or major!)
   - Education Background
   - Acknowledgements
   - Click SAVE
6. SKIP, do not complete:
   Test Scores, Employment, Resume, Fellowship, Statement of Purpose, Supplemental Forms, Recommendations
7. Ready for Submission: Check box and click continue
8. Final Step: Complete Signature Page and click the submit button.
9. Your application is not final until you see the words Submission Complete
10. After you send in the course registration form you will receive additional emails regarding your admittance. Follow the instructions for obtaining your PUID, setting up your Career Account (student computer account) and paying for your course.

If you have any questions with this online application, send an e-mail to the Purdue Graduate School at gradinfo@purdue.edu.
HOW TO REGISTER FOR YOUR COURSE (See attached registration form)

1. Proof of your undergraduate bachelor’s degree is required in order to take a graduate level course. Send a photocopy of one of the following with your registration form:
   - Undergraduate transcript showing bachelor’s degree awarded
   - Undergraduate diploma
   - Teacher’s license
   - Alumni card

2. Submit your Graduate Registration form, with proof of bachelor’s degree, to Continuing Education. Do not wait to complete your online application.

3. If you are paying with a purchase order, tuition voucher or have a fee remission, that paperwork must be submitted with your registration form. Do not send your forms to the Bursar.

4. Mail, fax, or scan and e-mail your completed registration form with proof of bachelor’s degree to:
   Denice Johnson  
   Purdue Continuing Education  
   Stewart Center  
   128 Memorial Mall  
   West Lafayette, IN 47907-2034

   **FAX 765.496-1424**
   **E-mail: denice@purdue.edu**

5. Once you have applied and have been admitted, we will process your course registration and send you instructions for obtaining your PUID, setting up your Career Account (student computer account) and paying for your course.

   Thank you for your interest in a Purdue course!
Name: ____________________________  ____________________________  ____________________________  ____________________________  
Last    First    Middle     (Maiden)

PUID: (Optional) ____________________________  Date of Birth _ _ _ _ _ _ _ _ _ _

Address: ________________________________________________________________  
Street
City  State  Zip

E-mail: ________________________________________________________________  
(Required)

Telephone:  Home (___) ___________________  Work (___) ______________________

Do you expect to receive a Purdue degree at the end of this session?  _____Yes  _____No

Have you included proof of your undergraduate degree?  _____Yes  _____No

I require a reasonable accommodation because of a disability:  _____Yes  _____No

If yes, please describe the accommodation needed: ____________________________________

Campus: CEC  Term: Spring 2011

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<th>Subject</th>
<th>Course Number</th>
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* If P, a pass/no pass grade to be issued
  If blank, a letter grade to be issued

_____________________________________________                         _________________________________
Signature of Applicant      Date of Signature

For Office Use Only
IOR:  RIO #  5000009767
Schedule #

Office of the Registrar
Graduate Form 26
Revised 04/2009