



# 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 or certificate 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, 4<sup>th</sup> 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.

**Name and Address:** (please print legibly)

\_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**CIIS ID Number:** \_\_\_\_\_ ASSIGNED BY REGISTRAR'S OFFICE

### Ethnicity/Race:

check both { Ethnicity (check one):

☐ Hispanic/Latino ☐ Not Hispanic/Latino

Race (check all that apply):

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White

### Educational Background:

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

### 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 application.

**Gender:** ☐ Female ☐ Male ☐ Other

**Birth Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

**Semester of Registration:** ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

**Intended Academic Level:** ☐ Undergraduate ☐ Masters ☐ Doctoral

**Course(s) You Want to Register For:** (not all courses are open to Special Students; consult with Department/Program Chair)

COURSE CODE	SECTION	TITLE	CREDITS	GRADE OPTION Check the Class Schedule for course's grade option	DEPARTMENT/PROGRAM CHAIR'S SIGNATURE	FACULTY SIGNATURE Required if you are: 1) registering after Add/Drop Deadline; 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		

### Special Student Policies:

Check each box below to indicate that you have read the following policies:

- ☐ 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*.
- ☐ 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.
- ☐ Credit hours taken as a Special Student may not apply toward a certificate program.
- ☐ Students registered in Special Student status are not eligible for financial aid.
- ☐ Special Student status remains active for one semester. Special Students must re-submit the *Special Student Application* every semester that they intend to register.
- ☐ Special Students must have their registration approved by the chair of the department or program 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 chair(s).
- ☐ Special Students must have earned a high school diploma or GED to be 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.
- ☐ 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.
- ☐ 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, and students who fail to meet them are not permitted to register:
  - Undergraduate students: No more than two of any of the following combination of grades: C-, D+, D, D-, F, NP, NS, I, IN, or AW.
  - Graduate students: No more than two of any of the following combination of grades: B-, C+, C, C-, D, F, NP, NS, I, IN, or AW.

### Verification of Eligibility:

Initial in front of each statement below to verify its authenticity:

- \_\_\_\_\_ The information I have provided is correct in all respects.
- \_\_\_\_\_ I agree to comply with all of the policies in the CIIS catalog and 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:

DATE FORM \_\_\_\_\_ HOLD(S)? ☐ No ☐ Yes: \_\_\_\_\_ DATE REQUEST \_\_\_\_\_

RECEIVED: \_\_\_\_\_ ☐ Business ☐ Registrar ☐ Library PROCESSED: \_\_\_\_\_ BY: \_\_\_\_\_

#### BUSINESS OFFICE USE ONLY:

DATE \_\_\_\_\_

PAID: \_\_\_\_\_ REG: 6/18/13