2009–2010

TRANSFER CREDITS

- The UO Graduate School policy allows master’s students to transfer a maximum of 15 graduate credits into their master’s degree program. Appropriate graduate credits earned during CEP status may be included in the 15 credits. Departmental policies may vary and you should verify details with your intended major department.

- If you are a CEP student planning to transfer coursework to another institution, you should check transfer policies at that institution.

AVAILABLE COURSES

You may register for any university course if space is available and you have satisfied all prerequisites. Contact the instructor or department prior to registration to verify your status regarding any prerequisites.

A designated registration period for CEP students takes place each term. For a complete listing of courses please consult the Class Schedule. This list also includes meeting times, credits, prerequisites, and grading options, along with registration, fee payment, and refund deadlines.

- Web access is available at http://classes.uoregon.edu
- General UO information is available at http://uoregon.edu

REGISTRATION

All UO students register online via DuckWeb at http://duckweb.uoregon.edu. CEP students who did not have an active registration in the previous year must complete a Registration Eligibility/Personal Access Code (PAC) Request Form. After receiving registration information in the mail, you can use the DuckWeb system.

You can request registration eligibility three ways:

- Visit http://cep.uoregon.edu and connect to the form online.
- Call (541) 346-5614 to complete the form over the phone.
- Complete the form in person at either the CEP office or the Office of the Registrar.

The academic level of a course registration cannot be changed at a later date. A partial refund may apply if you drop courses before the deadline specified in the Class Schedule.

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Would you like to test the waters before applying to a degree program?
Or register for courses to explore an exciting topic, transition into a second career, or get a raise?

Through the Community Education Program (CEP), you can take up to 8 credits of graduate or undergraduate coursework during fall, winter, and spring terms. If you are only interested in summer term courses, please contact the Summer Session office at (541) 346-3475. Formal admission is not required. School transcripts and entrance exams are not necessary.

- CEP students are non-matriculating, part-time students, entitled to a student photo ID during terms of active enrollment, with access to most student services.
- Coursework is recorded on a transcript and may be applied to degree programs.
- CEP students are subject to the same registration and fee payment deadlines as admitted students.
- CEP students without a bachelor’s degree will be classified as undergraduate students and will not be approved to enroll in graduate-level courses.

ELIGIBILITY
Enrollment in UO classes as a CEP student is open to the following:
- People who are not currently enrolled in the university as regularly admitted students.
- People who are not currently re-enrolled as regularly admitted students after the completion of a UO degree.
- People who have relinquished their admitted status. Undergraduate students should call the admissions office, (541) 346-3201; graduate students should call the Graduate School, (541) 346-5129.

If you have questions about your status, please call the CEP office at (541) 346-5614.

TUITION AND FEES
Tuition is based on the academic level of the course. To determine tuition for undergraduate courses (100–499), refer to the vertical column at the far left (4 credits cost $855). Courses numbered 500–799 are assessed at the graduate tuition rate (see horizontal column, where 4 credits cost $1,921). Tuition for a combination of 4 undergraduate credits plus 4 graduate credits would cost $2,579.

The tuition charges for CEP students include the following mandatory fees: building, recreation and fitness center, incidental fees, and any applicable surcharges.

CEP students do not pay the health service fee and therefore are not eligible for health and counseling services.

Some courses may have additional fees for course-specific items such as studio materials or lab products. Other courses have self-support fees that entirely replace tuition and mandatory fees. These fees will be noted on the course section details in the online class schedule.

FINANCIAL AID
Financial aid is only available to formally admitted students, therefore Community Education Program students are not eligible.

SERVICES PRIVILEGES
As an actively enrolled CEP student, you have access to a variety of resources that are supported through mandatory fees. This includes computing services, library privileges, bus transportation, discounts on textbooks at the UO bookstore, eligibility for participation in student groups, and other benefits. Your UO ID card will often be required for verification of your actively enrolled status. Some services may not be available, and privileges are subject to change; therefore, you should inquire at each office where you are seeking use of a service or facility.

COUNSELING AND ADVICE
If you need more information, visit http://cep.uoregon.edu. If you have additional questions after visiting the CEP website, please call (541) 346-5614 to speak with CEP staff or schedule an appointment to visit our office at 975 High Street, Suite 110 (downtown).

For those who have been away from high school or college for a number of years, academic counseling is offered through the Office of Academic Advising and Student Services, in 364 Oregon Hall. Assistance includes pre-enrollment advising, orientation to the university, and academic and vocational planning. For more information, call (541) 346-3211.

PHOTO ID CARDS
CEP students are entitled to a UO ID card that can be used to access services on campus. To obtain your card, visit the UO Card Office at 12 Erb Memorial Union. If you have previously obtained an ID card, you may continue to use that card. Lost or stolen cards are subject to a replacement fee. All fees will be billed to your UO account. If you have questions, call the UO Card Office at (541) 346-3113.