

STUDENT REGISTRATION INSTRUCTIONS

Non-Degree Students

If you have *ever* taken any course work at LLU (including the La Sierra campus of LLU), pick up a computer generated form from the Office of University Records at the first window.

If you have never taken a class here: (**Note:** If the links below do not work, copy and paste the URL into your browser.)

- Fill out all sections of the Non-Degree Student Registration form, on page 3 of this document.
- Print pages 2 and 3 of this document
- Sign the Mission and Values statement on page 2 of this document.
- If the course you would like to take is part of an allied health professions or nursing program, you will need to obtain the Program Director's signature. This signature is not required for non-major courses (e.g. religion, statistics, and computer courses).
- If the course you would like to take has prerequisites that you have not taken at LLU, you must contact the instructor to ascertain if you are eligible to take the class. The instructor must email the Office of University Records at registrar@llu.edu to confirm eligibility.
- If taking more than one class, obtain the signature of the Dean of the school in which the classes are offered.
- In the **Signature** section, sign your name where it indicates "Student."
- Students who are NOT citizens/permanent residents of the United States must obtain the signature of the Director of International Students, Martin Aguirre, Office of Student Affairs (located in the Student Services Center).
- If the course you want to take requires an **Independent Study Title Request**, you may use the following link to get to the form: <http://www.llu.edu/ssweb/documents/independentstudy.pdf>.
- All individuals registering as a non-degree student will need to complete and pay for a background check before the course(s) can be added into the system by University Records (this includes current employees who may have received a background check through Human Resources Management). This is an online process that can be completed in the Student Services Center .

If you are receiving a pre-printed registration form, **CORRECT ANY INCOMPLETE OR INACCURATE INFORMATION** (i.e., demographic information) on the form you have been given, and follow the instructions as listed above.

If you are eligible for LLU or LLUMC employee tuition benefits, be sure to obtain your benefits form from the Human Resources Department prior to going to the Student Services Center to complete registration.

After you have all the required signatures, bring your completed form to the Office of University Records to be registered for your class.

PLEASE NOTE THE FOLLOWING:

- To be eligible to take classes, the student must be a high school graduate or have the appropriate previous college courses required to register for the Loma Linda University class.
- Junior level standing required to take 300- and 400-level classes.
- Classes numbered above 500 can be taken **ONLY** by students who have completed a baccalaureate degree.

**A STUDENT IS NOT CONSIDERED REGISTERED UNTIL HE/SHE HAS
OBTAINED FINANCIAL CLEARANCE FROM THE
OFFICE OF STUDENT FINANCE.
THIS IS THE FINAL STEP.**

Loma Linda University

Values & Lifestyle

Loma Linda University actively encourages spiritually focused lives and a wholesome lifestyle, consistent with Seventh-day Adventist Christian principles. Thousands of students, from many different faith traditions, have found that LLU's combination of academic excellence and spiritual values provides the best environment for pursuing their educational goals. We hope that you will give thoughtful consideration to selecting LLU as a great place to take the next steps in your education. In order to assist you in this important decision, we would like to share some of the distinctive features of our faith-based school.

- Faith. LLU is committed to faith in God and to respect the rich diversity of faith represented in our students. We view the various perspectives of each spiritually committed student as enlivening our campus and opening us to new ways of knowing God.
- Chapel. In order to facilitate a personal journey with God, the University provides midweek chapel services for both students and faculty members. These chapel services are typically a required element of the students' program at LLU.
- Religion courses. The core curricula of all the University's programs include religion courses with the goal of integrating faith and learning.
- Sabbath. Seventh-day Adventists believe in the sacredness of the biblical Sabbath, observed from sundown on Friday evening until sundown on Saturday evening, providing time for rest, reflection, and renewal. During these hours, school offices, laboratories, and libraries are closed. Two on-campus churches, along with many others in the surrounding area, provide spiritually enriching services each weekend.
- Healthfulness. In keeping with its mission for health, all students at LLU agree to exclude alcohol, tobacco, and illegal drugs from their lives during their enrollment at the University or one of its extended campuses. Additional details on lifestyle requirements and professional expectations of students are provided in the policy section of the Student Handbook at <http://www.llu.edu/llu/handbook/>.

By seeking registration as a non-degree student at LLU I indicate that I have considered these faith-based values. I also agree to live in accordance with them while registered at LLU. I certify the accuracy of the information provided on this registration request and that I am the original author. I understand that any misrepresentation or omission of required materials could jeopardize my registration and any future admission to a program at LLU whenever such information is discovered.

Signature _____ Date _____



NON-DEGREE STUDENT REGISTRATION FORM

PERSONAL INFORMATION

*Indicates Required Field

LLU ID# (optional) Social Security Number*: Quarter*: Year*: Name: Last* First* Middle

Suffix (Jr., III, etc.) Previous names used while in attendance (i.e. maiden)

Specify Site: On Campus Off Campus: Phone Number*: Current Mailing Address: Email Address*: Address* City* State* Zip* Country

May we release directory information?: Yes No Note: The Social Security Number you provide on this form will be used by the University to verify your identity and will be reported to the IRS pursuant to the Taxpayer's Relief Act of 1997.

DEMOGRAPHIC INFORMATION

Gender*: Male Female Date of Birth*: / /

Ethnicity*: Note: This information will be used for the purposes of statistical analysis and required reporting to the Federal Government.

Hispanic or Latino Non-Hispanic or Non-Latino

Race*: (Please check all that apply)

American Indian/Alaska Native Asian: Chinese Asian: Cambodian Asian: Filipino Asian: Asian Indian Asian: Japanese Asian: Korean Asian: Malaysian Asian: Other Asian: Pakistani Asian: Thai Asian: Vietnamese Black or African American Native Hawaiian or Pacific Islander Caucasian Middle East

Country of Citizenship*: State or Country of Birth*: If not US, are you a Permanent Resident*: Yes No

Religious Preference: If SDA, list conference:

NON-DEGREE STUDENT REGISTRATION

Have you ever attended LLU? Yes No If yes, give last date of attendance: (MM/DD/YYYY) / /

Highest college degree earned: Date of completion: / /

Major: College/University: City: State/Province: Country:

If no degree, list number of units completed: Quarter Semester High School Graduation Date: / /

Policy:

- 1. University policy permits non-degree students to take a maximum of 12 units prior to acceptance into a degree program.
2. Registration is NOT COMPLETE until financial clearance is obtained.

Course Information:

Table with 8 columns: CRN**, Prefix, Number, Section, Audit†, Course Title, Units of Credit, Instructor's Signature. Includes a Total Units row at the bottom.

**Course Reference Number (See the course schedules on the web at http://www.llu.edu/ssweb)

REQUIRED SIGNATURES

Student: Date: / /

Dean of School: Date: / /

Student Health Services (111 Evans Hall): Date: / /

For Non-U.S. Citizens Only: International Student Advisor: Date: / /

If you have any questions please email Registrar@llu.edu or call (909) 558-4508 or (800) 422-4558