

## Registration & Enrollment Instructions for Close Up Students:

Course: Democracy in Action, PSPL 1010, 1 undergraduate credit

**Registration Deadline:** Registration closes 10 days before the start of your class [the first day your Close Up program starts in Washington, D.C.] For example, if your program starts August 24, then the University of Virginia must receive your registration by August 14<sup>th</sup>. If the deadline falls on a weekend or holiday, the next business day is the deadline. It is your responsibility to make sure you meet this deadline.

If you have questions about enrollment or registration, contact:

**University of Virginia Northern Virginia Center**

7054 Haycock Road, Falls Church, VA, 22043

Fax: 703-536-1111; Phone: 703-536-1123; Toll free phone: 1-800-678-4882

**How to register:**

Complete both the [Application for Permission to Enroll Form](#) and [Class Registration Form](#), fax or mail them to the above address or fax number and pay your tuition (see below). Phone or email registration is not available.

The Application and Registration URLs are:

Application for Permission to enroll: <http://www.sis.virginia.edu/visitingStudent.pdf>

Class Registration Form: <http://www.scps.virginia.edu/SIS/ClassRegistration.pdf>

**IMPORTANT:** These forms are clickable PDFs that allow you to type your answers directly on them from your computer. Open each form on your computer, type the information on it and print the completed form. Please do not handwrite or hand-print your answers. If you want a copy of each completed form for your own records, print a 2<sup>nd</sup> copy of each form since you will not be able to save the completed forms on your computer.

- For the **Application to Enroll:**

*To select the semester in which you wish to apply, enter Fall if you will attend Close Up before January 1, 2010; select SPRING if you will attend after January 1, 2010.*

*When asked to select "School through which you are seeking to enroll," select THE SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES*

*Skip the sections ACADEMIC INFORMATION and EMPLOYMENT INFORMATION and ADDITIONAL INFORMATION*

*Unless you are eligible for Virginia in-state tuition, you may skip the section VIRGINIA STATUS INFORMATION*

- For the **Class Registration Form**:

*In SECTION TWO: CLASS ENROLLMENT use the following entry information*

*"Course Subject" is Close Up Program*

*"Course Number" is PSPL1010*

*"Course Title" is Democracy in Action*

*"Credit Hours" is 1*

*"Tuition" is \$573 (In-state Virginia tuition is \$273)*

**To complete your registration:** Once the University has received your forms, you will get an email with instructions for establishing access to the University's online resources, including a University of Virginia email account and access to SIS (Student Information System). Your University of Virginia email account is the University's official means of communicating with you. Failure to complete the steps outlined in the email may delay your enrollment in your class.

## **Paying for Your Class:**

Payment of your tuition and fees is due in full before your programs starts. You can pay using 1 of these 2 options:

1. **Check or Money Order:** Please make your check or money order payable to the University of Virginia and mail it to the above address; or
2. **E-Check or Credit Card:** Check (electronic debit from your checking or savings account) and Credit Card payments can only be completed through the Student Information System (SIS) using QuikPay@UVa, a secure online payment system. After the University has process your Application for Permission to Enroll and Class Registration Form, you will receive an email with instructions for how to pay by e-Check or Credit Card using American Express, Discover, or MasterCard. With QuikPay@UVa, all credit card payments are processed by NelNet Business Solutions and charged a 2.75% service fee in addition to tuition. There are no service fees for e-checks.

*VISA is not accepted. VISA's association rules will not permit NelNet to charge a percentage service fee and would require UVA to charge the same fee for ALL transactions, including e-check or paper check. Credit card payments cannot be made by phone or in person. These changes ensure the security of your personal and credit card information.*