



PART TIME ENROLLMENT REQUEST

INSTRUCTION:

If you are enrolled for fewer than three credits, you are eligible for tuition to be charged on a per credit basis once your part time status is approved by the Undergraduate Dean. In order to be officially part-time, **you must meet with your advisor** to determine your requirements for graduation and how this decision affects your plans. When the two of you have discussed your options and the plan is approved by the Undergraduate Dean, your enrollment and tuition calculation can be adjusted. Here's the timeline you'll follow:

ONE QUARTER BEFORE YOUR PART-TIME QUARTER:

- See your adviser to discuss implications for your graduation plans
- Learn the details of your student loan grace period from your loan providers
- Check your health insurance terms to see if being enrolled less than full-time will be a problem for your coverage.
- You may *not* do a Los Angeles or New York Internship Part-Time, must be Full-Time for these
- Complete your "Part-Time Plan" form (attached to this sheet) and turn it in to your adviser during your meeting. This insures that your tuition bill will be correct.
- When registering, enroll in only 1 or 2 credits, per your arrangements with your adviser. Don't enroll in more than you plan to take—you'll be charged for them!
- If you'll be full-time again the following quarter, you don't need to do anything but register normally for 3 or 4 credits for that quarter; no special forms or permission are required

If you're making these arrangements late and you're already enrolled full time (3 or 4 credits) for the quarter you'd like to be half- or part-time *or* you're enrolled part-time but didn't get permission in advance:

- See your adviser. He or she will ask you about the classes you're in, which one(s) you plan to drop, when you intend to graduate, and so on. You may be referred to Dean Ewing for further discussion, depending on your situation.
- You will not be able to get a tuition refund if you make these changes *after the Monday of the second week of the quarter.*

THINGS TO CONSIDER

When you are no longer full-time student,

- there may be implications for your status on your NU or parents' **insurance plans**, so talk with your adviser, parents, and Dean Ewing to be sure you're prepared for any issues that may arise
- the clock on your **student loan grace period** starts counting down. Many student loans give you a 6-month grace period when you're not enrolled full time before repayment kicks in. This means that going half- or part-time for one or two quarters can diminish or wipe out that grace period, and your repayment may begin immediately upon graduation. Talk with your parents and check the terms of your student loans to be sure that you know what to expect with your repayment schedule.



SCHOOL OF COMMUNICATION – NORTHWESTERN UNIVERSITY

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NAME: _____ STUDENT ID#: _____

PHONE: _____ EMAIL: _____

MAJOR: _____

QUARTER: _____ YEAR: _____

NUMBER OF CREDITS: _____

FOR USE BY ADVISOR

- URR
 - Degree Progress check
 - Referred to Financial Aid to discuss student loan grace period issues
 - Referred to parents to discuss health insurance qualification issues
 - Discuss reasons
 - If a late-drop, get okay from professor(s) before authorizing it.
 - If a student athlete, contact Margaret Akerstrom
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ADVISOR'S SIGNATURE: _____ **DATE:** _____

UNDERGRADUATE DEAN: _____ **DATE:** _____

Forwarded to Registrar on: _____ (date)