NON-DEGREE REGISTRATION INSTRUCTIONS

Important! Out of state residents who wish to take an online course may be prohibited by their home state from doing so. To determine if your state has restrictions please contact the Office of University Records at (909) 558-4508 or registrar@llu.edu.
If you have ever taken any course work at LLU (including the La Sierra campus of LLU), you are welcome to pick up a computer generated form from the Office of University Records. 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 below.

If you have never taken a class here please take the following steps:

- 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 a nursing or allied health professions program, you will need to obtain the Program Director's signature. This signature is not required for non-major courses (e.g. religion, statistics, computer courses, etc.).
- 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 from the office of International Students located in the Student Services Center.
- If the course you want to take requires an Independent Study Title Request an electronic form will need to be completed once registration is finalized.
- All individuals registering as a non-degree student will need to address registration holds before any courses can be added. This includes completion and payment for a background check (this also applies to current employees who received a background check through Human Resources Management). Clearing registration holds is an online process that can be completed in the Student Services Center in a matter of minutes after bringing the completed registration form to the Office of University Records.

If you are eligible for LLU or LLUMC employee tuition benefits, be sure to obtain your benefits form from the Office of Student Finance in the Student Services Center.

After you have all the required signatures, bring your completed form to the Office of University Records in the Student Services Center located at 11139 Anderson Street, Loma Linda, CA 92350 to be registered for your class, as non-degree registration can currently only be processed in person.

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.

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A STUDENT IS NOT CONSIDERED REGISTERED UNTIL FINANCIAL CLEARANCE IS OBTAINED FROM THE OFFICE OF STUDENT FINANCE. FINANCIAL CLEARANCE IS THE FINAL STEP OF REGISTRATION.

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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. Two on-campus churches, along with many others in the surrounding area, provide spiritually enriching services. 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 embraced by our faith-based school.

- Faith. LLU is committed to faith in God and respect for the rich diversity of faiths represented among our students. We view the various perspectives of each spiritually committed student as enriching 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. Because Seventh-day Adventists observe the Biblical Sabbath, from sundown on Friday evening until sundown on Saturday evening, time is provided for rest, reflection, and renewal. During these hours, school offices, laboratories, and libraries are closed.

- 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 University Catalog at http://www.llucatalog.llu.edu and the Student Handbook at http://www.llu.edu/central/handbook/index.page.

- Professional Appearance. When a student chooses a career in a professional field, it is important to portray a professional image. Loma Linda University is sensitive to the needs of various healthcare fields and, as a result, has created professional standards of appearance that will place our graduates in the highest level of professional healthcare expectations. These standards include no visible tattoos or body piercings apart from simple earrings. Applicants are referred to the Student Handbook for a more complete statement on professional dress and attire.

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.

Student:_____ Date:_____

LOMA LINDA UNIVERSITY

University Records

Non-Degree Student Registration Form

Student Information

Student ID# *(optional)* _____ Social Security# _____ Quarter Select One Year _____

Name: Last _____ First _____ Middle _____

Suffix *(Jr., III, etc.)* _____ Previous or other names used (e.g. maiden): _____

Email Address: _____ Phone Number _____

Current Mailing Address: _____

City _____ State _____ Zip _____ Country _____

May we release directory information? ☐ Yes ☐ No

Note: A "No" means your name will not appear in the graduation program, online Potpourri, and other publications. 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: ☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

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

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 of African American ☐ Native Hawaiian or Pacific Islander ☐ Caucasian ☐ Middle Eastern

Country of Citizenship _____ State and Country of Birth _____

If not US, are you a Permanent Resident: ☐ Yes ☐ No

Religious Preference _____ If SDA, list conference: _____

Education Information

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

Highest college degree earned: _____ Date of Completion _____ / _____ / _____

Major: _____ College/University: _____

City _____ State _____ 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 maximun of 12 units prior to acceptance into a degree program.
2. Registration is NOT COMPLETE until financial clearance is obtained.

Course Information:

CRN**	Prefix	Number	Section	Audit	Course Title	Units of Credit	Instructor's Signature

Audit courses cannot be repeated for credit. Total Units 0

***Course Reference Number (See the course schedules on the web at http://www.llu.edu/ssweb/0terms/schedule.html)*

Required Signatures

Student: _____ Date: (MM/DD/YYYY) _____

School of Select One Dean (Required if taking more than one course) Date: (MM/DD/YYYY) _____

Dean Signature: _____

For Non-US. Citizens Only

International Student Advisor: _____ Date: (MM/DD/YYYY) _____

If you have any questions please email registrar@llu.edu or call 909-558-4508