Credit Workshop Registration • Fall 2023

1. ❑ Male ❑ Female

Social Security # _____ Birthdate (mm/dd/yyyy) _____

2. ❑ Undergrad ❑ Grad

Are you a U.S. citizen? ❑ Yes ❑ No   If no, provide your permanent resident # or visa type: _____

Legal Name (Please print)   Last _____   First _____   M.I. _____

Former name(s), e.g., maiden _____   Email address _____

Address _____

City _____   State _____   ZIP _____   County _____

Length of time at above address _____. If less than one year, list any other address(es) during that time:

_____

_____

Home phone _____   Work phone _____   Fax _____

For undergraduate credit, provide high school name and location (city, state) and graduation date

_____

For graduate credit, provide name and location of college conferring your highest degree   Degree _____   Year _____

Have you ever attended Kent State? ❑ Yes ❑ No Last date you attended _____.

Have you ever been convicted of a criminal offense or have charges pending against you at this time? ❑ Yes ❑ No
(Other than minor traffic violations.) Note: If you answered yes, you will need to supply a personal explanation to the graduate admitting office.

Have you ever been dismissed, suspended or placed on probation by any other college or university for a NON-ACADEMIC reason? ❑ Yes ❑ No
Note: If you answered "yes" you will need to supply a personal explanation to the graduate admitting office.

❑ Grad. Asst. (tuition only)
❑ Staff Benefits (tuition only)
❑ Financial Aid
❑ Ohio Resident **OR**
❑ Non-Resident

Out-of-state fee waived for workshops only. Include an additional $394.80 (ug) or $494.00 (g) per hour if you're not exempt.

OPTIONAL

❑ African-American
❑ Asian
❑ Caucasian
❑ Hispanic
❑ Multi Racial
❑ Native American/ Alaskan
❑ Native Hawaiian/ Pacific Islander
❑ Other
❑ Not reported

Workshop/Program Title	Dept.	Course No.	CRN	Hours	Cr/Au
					cr
				Total Hours	

Please note: All online courses and workshops have an additional distance learning fee of $15 per credit hour.

Undergraduate @ $480.70/hr. x _____ hr(s) = $ _____

Non-Resident Fee* (ug) @ $394.80/hr. x _____ hr(s) = $ _____
(If nonexempt)

Graduate @ $571.90/hr. x _____ hr(s) = $ _____

Non-Resident Fee* (g) @ $494.00/hr. x _____ hr(s) = $ _____
(If nonexempt)

Distance Learning Fee @ $15/hr. x _____ hr(s) = $ _____

Special Fee @ $ _____ + $ _____ = $ _____

Parking @ $ _____ + $ _____ = $ _____

Individuals who use credit or debit cards to make payments toward their student account will be assessed a convenience fee of 2.9 percent.

TOTAL ENCLOSED = $ _____

The registration deadline is two weeks prior to the start of the workshop; however, we will accept registrations after the deadline on a space-available basis. **Attendance is mandatory.**

For the security of your credit card information, Kent State University only accepts online credit card payments. See instructions under Kent State Students OR New or Recently Admitted Students.

Kent State Students: Login to FlashLine and select the Student tab/Dashboard/Look Up and Register for Courses. Payment by credit card or checking account can be made through FlashLine by selecting the Student tab/Dashboard/Top Resources/Make online Payment, and select Pay My Bill Using a Check or Credit Card.

New or recently admitted students: To pay by **check or money order**, mail form and full payment, payable to Kent State University, to: Workshops, Kent State University, PO Box 5190 Lincoln Bldg, Kent, OH 44242-0001.

To pay by **credit card or checking account**, mail form only to: Workshops, Kent State University, PO Box 5190, Kent, OH 44242-0001. Login information will be sent via email approximately 48 hours after you are admitted to the workshop. Payment can then be made by logging in to FlashLine at www.kent.edu, selecting the Student tab/Dashboard/Top Resources/ Make online Payment, and select Pay My Bill Using a Check or Credit Card. For questions, call 330-672-3100.

Assignments and Grading: All credit workshops involve out-of-class assignments and are graded Satisfactory (S) or Unsatisfactory (U). We cannot issue grades of NA and SA. A student who "never attends" even one class session will receive a grade of NF (Never attended, F). Students who "stop attending" prior to the course withdrawal deadline will receive a grade of SF (Stopped attending, F). Both NF and SF grades will count as an F (zero quality points) in computing the grade point average.

Non-Ohio Residents: The non-Ohio resident fee is waived if you are taking workshops only this semester. If you are taking classes in addition to workshops, the non-Ohio resident fee is required.

Refunds and Withdrawals: Workshop withdrawals are permitted, subject to the deadlines stated in the university's current semester schedule. If the workshop's beginning and ending dates are other than the regular semester dates, with-drawal deadlines are normally different. To learn workshop drop and withdrawal deadlines call 330-672-3100 or visit http://www.kent.edu/registrar, select the term of the workshop, click on processing dates. To drop or withdraw from a workshop, visit http://flashline.kent.edu, select student tools then access FlashFAST or the links/tools that are provided through FlashFAST. After the workshop starts, the percentage declines in conformance with university policy and depends upon the percent of contact time elapsed.

Fees and Charges: Fees and charges are subject to change, and any increases will be billed at a later date. Staff benefits do not apply to workshop special fees.

Confirmation: A confirmation letter will be sent via email two to three weeks prior to program start date.

Cancellations: If we have to cancel a program, we will notify you immediately. You may transfer to another workshop or receive a full tuition refund.

For disability accommodations, call 330-672-3237.