Welcome to the Center for Innovation in Teaching and Learning, (CITL)

You are receiving this information because you are interested in enrolling in a course as a nondegree student through CITL. The enclosed information provides the description and details regarding the course offering, registration instructions, cost, and contact information. Before you begin reading the enclosed information, we encourage you to visit our website to become familiar with CITL services, policies, and procedures: http://online.illinois.edu/getting-started

**Spring 2016**

**Course Title:** Transatlantic Educators Dialog

**CRN:** 64154  **EURO 596 ONL**  **Credit Hours:** 1 to 4

**Course description:** Instruction on topics of current interest about the European Union. Course Information: May be repeated in the same or separate terms if topics vary.

**When is this course offered?** Spring 2016 – Meets January 31 – May 01, 2016.

**Special Instructions:** Center for Innovation in Teaching & Learning (CITL) restrictions and assessments apply, see http://online.illinois.edu. Participants will be meet online once a week for 90 minutes for 12 weeks: Sundays (January 31—May 1, 2016) 12:00-1:30 pm (U.S. Central Time Zone), 5:00-6:30 pm (Greenwich Mean Time). February 14 -- no class: March 27 - no class.

**2015 -2016 Tuition and Fee Costs for Nondegree Student**

- Graduate nondegree student per credit hour rate: $444
- Undergraduate nondegree student per credit hour rate: $409

**REGISTRATION INSTRUCTIONS FOR NONDEGREE STUDENTS:** Follow the step by step instructions below to enroll as a nondegree student through CITL’s online registration system.

**HOW TO ENROLL:** Go directly to CITL’s registration site by clicking on the following button:

![REGISTER NOW!](image)

Complete steps one through four listed below.

- **Step One: Set-up** new student login and password to begin registering in the online registration system.

- **Step Two: Complete** personal information as requested.
  - Provide two email addresses that you check on a daily basis.
  - Provide the mailing address you would like to have official University information sent to you by U.S. Postal Service.
Note: Important information from CITL will be sent to the email addresses that you provide on the online form. The University of Illinois send message to all student via the Illinois email account.

- **Step Three: Register** for your course(s).
  - **Go to and Select:** Spring 2016 Semester-Based Off-Campus and Online Courses
  - **Select:** European Union Studies
  - **Select** your course:

    - √ **EURO 596 ONL CRN: 64154**
      - Select the amount of hours you would like to enroll in: 1, 2, 3 or 4.

- **Step Four: Finalize and submit your registration.**
  - **Please Note:** You will receive a printable registration summary once you submit your registration form.

**OFFICIAL CONFIRMATION OF ENROLLMENT:** Once CITL processes your registration, you will receive an Official Confirmation of Enrollment with important student information. This information is sent to the email addresses that you provide on the registration form.

**UIN, NETID, AND UNIVERSITY OF ILLINOIS EMAIL:** New students will be notified by email regarding their UIN, NetID and University Email once officially admitted to the University of Illinois as a nondegree student. If you need further assistance with the set-up process, please contact Peggy Day at pcday@illinois.edu before the start date of the class.

**UNIVERSITY OF ILLINOIS STUDENT SELF-SERVICE SYSTEM:** The University of Illinois student self-service system allows students to view grades, order transcripts, and make necessary changes to personal information, such as mailing addresses and email accounts. It is the student’s responsibility to keep their personal information up to date and view their student account.

**BILLING AND PAYMENTS QUESTION:** You are immediately assessed tuition and fee costs for enrolling in this class. Your assessment can be found in your University of Illinois Self-Service student account. Billing and payments can be directed to University Student Financial Services & Cashier Operations (USFSCO) at usfscohelp@uillinois.edu or 217-333-2180.

**CHANGE IN REGISTRATION STATUS:** Please contact Peggy Day by phone: 217-244-2507 or email pcday@illinois.edu for Information Regarding Drop, Withdrawal or Cancelling from a class or term.

**CITL REGISTRATION SERVICES AND STUDENT SUPPORT:** Contact Peggy Day by phone: 217-244-2507 or email pcday@illinois.edu.

**COURSE RELATED QUESTIONS:** Questions regarding the course before or after the class begins can be addressed by Tracie Gant by email: tdalexa@illinois.edu.