



## Class III Student Status at Rice University 2009-2010

Thank you for your interest in attending Rice University. If you have attained an undergraduate degree with a grade point average of at least 3.00 (B), you may be able to attend selected courses at Rice University for academic credit as a Class III student. Whether you plan to use the courses you take at Rice University to support your application to graduate school or would like to take courses for your own personal interest, your application is most welcome.

We trust the attached materials will answer most of your questions regarding Class III status at Rice University. A schedule of course offerings for the Fall 2009 and Spring 2010 semesters are available online at <http://registrar.rice.edu/>

**The Fall 2009 semester application deadline is 5:00 P.M., July 31st**, although late applications will be accepted until the first day of classes, August 24th. **The Spring 2010 semester application deadline is 5:00 P.M., December 1st**, although late applications will be accepted until the first day of classes, January 11th, 2010. There is an additional fee charged for late applications.

Your application will be considered complete only when our office has received **all** of your official transcripts. Incomplete applications will not be processed. To avoid paying late application fees, your completed application must be received on or before the July 31st or December 1st deadline. It is your responsibility as an applicant to ensure that our office has received your transcript(s) from your college or university. Additional information on the application process, fees and Class III status at Rice are explained on the following pages.

Please send your Class III Application to the following address:

**Rice University-Class III program  
Graduate & Postdoctoral Studies, MS-13  
P.O Box 1892  
Houston TX 77251-1892**

Your official transcripts should also be forwarded from your institution or university directly to this address.

If you have any questions after reading *Policies and Guidelines 2009-2010* that follow, please contact our office at (713) 348-4002 or [graduate@rice.edu](mailto:graduate@rice.edu).

## Policies and Guidelines 2009-2010

### **Class III Status**

Applicants must have an undergraduate degree with a grade point average of at least **3.00 (B)** to be considered for Class III status. Class III students are **non-degree** seeking students. Courses are taken for credit without the student being admitted to a degree program. Attending Rice University as a Class III student is not a means of entering a degree program. If a Class III student is later admitted to a Rice degree program, a maximum of three courses taken under Class III status will be counted toward the graduate degree, subject to the approval of the admitting academic department and of the Dean of Graduate & Postdoctoral Studies. Studying as a Class III student does not fulfill the residency requirements for either a Master's or a Doctoral degree at Rice University.

### **Applying for Class III Status**

Applications are only considered complete when an application form and all official transcripts of previous study have been received by the Office of Graduate & Postdoctoral Studies.

Incomplete applications will not be processed. The deadline for complete applications for Fall 2009 is July 31st. Late applications are accepted until the first day of classes, August 24th. If either the application form or the official transcripts are received after the July 31st deadline, a \$100 late application fee will apply (late fee due at time of class registration, not at time of application). The deadline for complete applications for Spring 2010 is December 1st. Late applications are accepted until the first day of classes, January 11th. If either the application form or the official transcripts are received after the December 1st deadline, a \$100 late application fee will apply (late fee due at time of class registration, not at time of application). If either the application form or the official transcripts are received after the first day of classes of either semester, the application will not be considered. It is the responsibility of the applicant to ensure that his or her application has been received by our office and is complete. You are encouraged to request official transcripts as soon as possible. Complete Class III applications are reviewed by Graduate & Postdoctoral Studies and by appropriate department chairs for approval. A letter of notification will be sent to the applicant upon completion of the review process. If the application is approved, detailed instructions for registration will be included with the letter of notification.

### **Registration**

The registration period for Class III students for the Fall 2009 semester is August 24-28, 2009. The registration period for Class III students for the Spring 2010 semester is Jan. 11-15, 2010. All Class III students should register for classes during the first week of classes of each semester to avoid late registration fees. Registration after August 28<sup>th</sup> (in the fall) or January 15<sup>th</sup> (in the spring) will incur a late registration fee from the Registrar's office of \$125 and will possibly incur a late payment penalty from the Cashier's office. Class III students **must** register for at least three semester hours and cannot take courses on a pass/fail or satisfactory/unsatisfactory basis.

Prior to registration, Class III students must contact the course instructor(s) for approval, complete paperwork in the Graduate Studies office, and pay all tuition and fees. Class III students may be administratively dropped from a course up until the end of the second week if the course fills with degree-seeking students. In this event, the tuition and fees (less \$30 of the registration fee) will be refunded.

### **Tuition and Fees for Class III Status**

In academic year 2009-2010, the following tuition and fee structure applies to Class III students:

|                              |  |
|------------------------------|--|
| <b>Tuition</b>               | \$1,750 per credit hr. (not to exceed \$14,980 per semester)   |
| <b>Registration fee</b>      | \$135  |
| <b>InfoTech fee</b>          | \$62.50  |
| <b>Late application fee</b>  | \$100 ( <i>Only charged if application not complete by July 31 for fall or December 1 for spring</i> )   |
| <b>Late registration fee</b> | \$125 ( <i>Only charged if student registers for classes after August 28<sup>th</sup> for fall or January 15<sup>th</sup> for spring; may coincide with a late payment fee from Cashier's Office</i> ) |

All tuition and fees must be paid at the Cashier's Office before the Class III student can register. No fees are due at the time of application. All tuition and applicable fees will be due upon registration during the first week of classes.

Financial aid, payment plans, and credit card payments are not available for Class III students. Cash, checks, electronic checks and debit cards are accepted. For more information, contact the Cashier's Office at [cashier@rice.edu](mailto:cashier@rice.edu) or 713-348-4946.

There is no refund of tuition or fees if a Class III student drops a class after the second week of classes, as long as the student remains registered for at least one class, but drop fees may apply, per the academic calendar. If a Class III student withdraws completely, any refund of tuition will be according to the policies applicable to Rice graduate students and the deadlines per the academic calendar (see the Registrar's website at <http://registrar.rice.edu/>).

### **Non-U.S. Citizens/Permanent Residents**

Upon registration, Class III students who are neither U.S. citizens nor U.S. permanent residents must provide, along with their completed registration form and international check-in sheet, copies of their passport, immigration documents, and I-94 arrival/departure card.

### **Returning Class III Students**

Class III status is not continuous. Class III status is only valid for the length of the semester of enrollment. Returning Class III students must for each semester fill out an application form which is subject to review by the Dean of Graduate & Postdoctoral Studies and by the appropriate department chair(s). It is not necessary for the returning Class III student to submit further official transcripts. The same application deadlines, tuition and fees apply as for new Class III students. Class III students must receive at least a 3.00 (B) for all courses taken at Rice University or they will not be approved for further enrollment with Class III status.

### **Jesse H. Jones Graduate School of Management**

Class III students may not be approved to enroll in courses at the Jones Graduate School. For more information regarding the MBA programs, contact Maria Johnson, MBA Program Asst. Director, at 713-348-5246.

### **Education Certification Program**

Applicants to the Education Certification Program at Rice University are not required to complete and return a Class III application to Graduate & Postdoctoral Studies. Such applicants must contact Olga Trejo, Educational Programs Administrator, at 713-348-4826, for an Education Certification Program application form.

# Application for Class III Status at Rice University

SSN: \_\_\_\_\_  Mr.  Mrs.  Ms.  Miss

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Visa Type: \_\_\_\_\_ Ethnicity(optional): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Are you a spouse or dependent of a benefits-eligible Rice employee?  No  Yes

If yes, please provide Rice employee name and relationship to self \_\_\_\_\_

Have you ever attended Rice University as a student in any capacity?  No  Yes

If yes, please provide Rice ID Number: \_\_\_\_\_

Have you ever applied for admission to a graduate degree program at Rice?  No  Yes

If yes, to which department for which start date? \_\_\_\_\_

Please provide names and locations of colleges and universities previously attended, or where currently enrolled, with dates of attendance and degrees attained or expected.

| Institution | Dates | Degree | Year degree granted |
|-------------|-------|--------|---------------------|
|-------------|-------|--------|---------------------|

| Institution | Dates | Degree | Year degree granted |
|-------------|-------|--------|---------------------|
|-------------|-------|--------|---------------------|

Current Occupation: \_\_\_\_\_

Why do you want to attend Rice University as a Class III student? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

