

Illinois at the Phillips

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN Semester Study Program
At The Phillips Collection, Washington D.C.

Registration for Graduate Credit

Registration for Spring 2009 courses is open from November 14 to January 23, 2009, or until classes reach enrollment capacity. Classes start January 12, 2009.

All classes are held at The Phillips Collection's carriage house, which is behind the museum's main building. For specific location information, please call 202-387-2151 ext. 286.

Spring 2009 Registration Instructions

STEP 1:

Determine the course(s) in which you wish to enroll. Find that course's exact "Course Reference Number" (CRN) below.

Note: CRNs will be different if you wish to enroll NON-CREDIT. For this information, see Non-Credit registration instructions sheet.

For-Credit CRNs – Graduate Level Only

- Art & Politics Since the 1960's – **CRN 51542**
- Issues in Art Writing Seminar – **CRN 46728**
- 20th C. European & Latin American Art – **CRN 46727**
- Contemporary Issues in Art – **CRN 46734**

STEP 2:

Begin registering by visiting the website

<http://www.continuinged.uiuc.edu/oce-sites/outreach/Registration.cfm> and clicking on the "Online Registration" link in the **NON-DEGREE STUDENTS** section.

- You will be asked to fill out some personal information, including your academic history, and course CRNs.
- Please contact Peggy Day (pccday@illinois.edu, or 1-217-244-2507) for any registration questions or to register by phone (instead of online).

STEP 3:

After you have successfully registered, further instructions about billing, setting up your UIUC email account, and other very important account information will be sent to you by the Office of Continuing Education. Be sure to activate your UIUC email account, as this is how the university will contact you about course information and billing! To do so, please visit: <http://www.cites.uiuc.edu/express/gettingstarted.html>

Payment

The University of Illinois creates official billing statements for all registered students, only available online (known as an E-Bill). These monthly E-Bills include all student

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account transactions such as: payments received, as well as charges and credits for tuition and fees. Each month all students are notified via their official University e-mail account when their E-Bill is available to view and print. In order to receive monthly notifications about your University student account, you must have an active UIUC email account. Bills will not be sent to personal email accounts.

Students registered for courses at The Phillips Collection will receive an E-Bill approximately one month into the semester, requiring payment of full balance of their tuition bill.

To Order Official Transcripts

Information on ordering official University of Illinois transcripts is available at:
<http://www.oar.uiuc.edu/current/transcripts/index.html>

You may also contact Peggy Day for help in placing a transcript order.

To Drop a Course

If you need to drop a course for any reason, please contact Peggy Day immediately for information on submitting a "Change of Status Form" (also available online at https://www-s.continuinged.uiuc.edu/ao/pdf/Change_of_Status.pdf)

For information on refunds, please contact the UIUC Office of Student Accounts and Cashiers at 217-333-2180 or visit their website at <http://www.obfs.uillinois.edu/osac/>

To Enroll in Additional Courses

Enroll in more course for the current or future semesters by simply returning to the same website (<http://www.continuinged.uiuc.edu/oce-sites/outreach/Registration.cfm>). You will not have to re-submit your personal information. You will need to have the course CRN information.

Contact Us

For registration or payment questions, contact Peggy Day:
217-244-2507
pccday@illinois.edu

For information about specific course offerings or prerequisites, contact Laura Bandy:
lbandy@illinois.edu
217-333-2537

For further class location information, contact Kate Stilwill:
202-387-2151 ext. 286
kstilwill@phillipscollection.org