



Non-Degree Student Enrollment Instructions

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What you need to know before applying for non-degree admission

1. All non-degree students must comply with the [COVID-19 policy](#) by providing proof of full COVID-19 immunization or receiving an approved medical or religious exception prior to enrolling for classes.
2. Non-degree students will be charged tuition and fees according to the [OHSU Academic Year Tuition and Fee Book](#) for the program offering the courses. Once registered, non-degree students are financially responsible for their course enrollments and will be subject to financial liability upon withdrawal or non-attendance. No fee is charged to apply for non-degree enrollment.
3. Non-degree students must have written permission from the department to register for any class.
4. Non-degree students cannot earn an OHSU degree or certificate. To earn a degree or certificate, you must apply and be accepted to a program. Coursework completed before admission to the program may or may not be applied to the degree or certificate requirements.
5. Non-degree students are limited to 6 credits or fewer each term.

How to apply for non-degree admission

1. Get written permission from the department offering the coursework to enroll in the specific classes. You will need to upload this documentation to your *Application for Non-Degree Enrollment*.
2. Contact the department offering the class(es) and ask them to initiate the onboarding process. As part of this process, the department will contact the appropriate compliance office to alert them which compliance requirements you must meet. All students must meet the COVID-19 compliance requirement.
3. Submit your COVID-19 compliance information to the appropriate compliance office as directed by the department.
4. Submit the online [Application for Non-Degree Enrollment](#). Be prepared to:
 - a. Confirm that you have submitted your COVID-19 compliance documentation
 - b. Upload written permission to take the class(es) you wish to register for
 - c. List the name and email of your department/program contact
5. After your application has been processed (5-7 business days):
 - a. Complete and pay for the background check. You will receive instructions by email. (If you have a prior background check on file with OHSU, no additional check is needed and you will not receive an email.)
 - b. Pay your tuition and fees online in [Student Self-Service](#).
 - c. If you have other insurance, [waive the mandatory medical and dental insurance](#) (if applicable—contact your department if you have questions.)

Current OHSU faculty, staff, and residents/fellows will not need to be onboarded and can skip Steps 2 and 3.

Returning students who have previously provided proof of COVID-19 compliance will not need to be onboarded and can skip Steps 2 and 3. Please note that lack of documented proof of COVID-19 compliance will result in processing delays.