

## **Non-Degree Seeking Students**

If you are interested in taking an undergraduate or graduate course at Clark University without applying to a certificate or degree program, please follow the steps below.

1. **Access the [online form](#)**
2. **Set up your account**
  - a. Log in with your username/password if you are a **returning user** who created an account within the last 5 years
  - OR**
  - b. Create an account for a **first-time user**
    - i. Enter the information requested (email address, first and last name, and birthdate) and select 'Continue', this will take you to a login screen requesting a PIN
      1. A temporary PIN number will be sent to the email account you entered
    - ii. Enter the PIN number and birthdate and select 'Continue'
3. **Start new application** by selecting the year of study in the application type field. Select Create Application and then select Open Application.
4. In the Program of Interest tab:
  - a. Select **Nondegree course** under Degree of Interest
  - b. Select appropriate school in which the course is offered:
    - i. Nonmatriculated SPS Students: undergraduate or graduate courses offered in the School of Professional Studies
    - ii. Nonmatriculated Graduate Students: graduate courses offered outside of the School of Professional Studies
  - c. Enter the desired course of study under 'What course would you like to study?'
  - d. Select the semester in which you would like to take the course
  - e. Select **Part Time** under Full or Part Time
5. Complete **Personal and Additional Information** section
6. Complete **Education** section with your current or most recent degree information
  - a. Transcripts are not required.
7. Complete **Certification** and Review and select **Submit** application

Check your email for confirmation of receipt of your application. In the next few days, you will receive an email to activate your Clark student record.

After you activate your account, you can log in to CUWeb to register for the course. Follow the [Web Registration Instructions](#). If the course that you're interested in requires special permission, the academic department will contact you.

*Please note that the communication you receive from the University about your application will come from and reference "Graduate Admissions." This is because our Graduate Admissions Office coordinates our intake process for all of School of Professional Studies.*

If you have questions about Summer Session or run into difficulty registering for a course, please email [summersession@clarku.edu](mailto:summersession@clarku.edu).