



**WHEATON COLLEGE**  
**2012 UNDERGRADUATE SPECIAL STUDENT SUMMER SCHOOL APPLICATION**

**\*\*INSTRUCTIONS—READ CAREFULLY\*\***

The Undergraduate Special Student Summer School Application form is to be completed by all persons who desire to take a summer course *for credit* but who are not enrolled during the Spring 2012 semester at Wheaton. It is to be used by students who do not plan to receive a degree from Wheaton. If you plan to be a degree student at Wheaton, you need to complete the regular application process through the Admissions Office rather than completing this form. (NOTE: Students who wish to audit a course should use the Auditor Application.) In order to be considered a special undergraduate student for Summer 2012, the student must have graduated from high school prior to August 31, 2011.

Graduate students should contact the Office of Graduate Admissions for a Special Student Application: ph (630)752-5195 or email [graduate.admissions@wheaton.edu](mailto:graduate.admissions@wheaton.edu).

Please note the following items:

1. Complete the application form and the Community Covenant and Statement of Financial Responsibility form and return them to Wheaton College with a \$50 deposit. If you are planning to register for one of the off-campus programs listed on the application, you do not need to send the \$50 deposit. This deposit will be credited to your student financial account, and is refundable if we receive your written cancellation at least 5 days before the course begins.
2. Send us an official copy of your college transcript **or** have the Registrar's Office at your current college complete and mail to us the Statement of Good Standing form (we do not need both documents). Wheaton will not issue a transcript until one of these documents has been received.
3. We must receive all application materials no later than two weeks before the beginning of the class that you plan to take.
4. Make certain that you correctly list the course(s) you plan to take. One 4-credit course can be taken during each regular summer session. Only one course may be taken during a shortened special two-week session. Be certain that courses do not conflict. If credit is variable, indicate the amount of credit you desire. If no time is listed, the course will be taught on a TBA basis (to be arranged); you must get approval from the instructor to take the course.
5. Students who register for courses that note "Advance Preparation Required" must **contact the sponsoring department** for the preparation requirements.
6. If you indicate that you need campus housing, a copy of your form will be sent to the Housing Coordinator, who handles housing assignments. Questions related to housing should be directed to (630)752-5027.
7. We reserve the right to cancel any course that does not have sufficient enrollment (generally a minimum enrollment of 8 students is required). In order for us to have an accurate count for each course, we ask that you notify us immediately if your plans change. ***If you do not officially withdraw, you will be billed and payment expected even if you do not attend the course for which you are registered.***
8. Questions concerning any of the special programs should be directed to the Director of the program. This application is **REQUIRED** for registration ***in addition*** to the special program application you may have submitted to the program director. Study abroad programs may have additional requirements or prerequisites.

Questions concerning the application process can be directed to Kelly Duncan, Office of the Registrar, ph (630)752-5045.  
Email: [Registrar@wheaton.edu](mailto:Registrar@wheaton.edu).

Questions concerning the course schedule can be directed to the Registrar's Office, ph (630)752-5045; fax (630)752-5245.





**WHEATON COLLEGE SUMMER SCHOOL**  
501 College Ave, Wheaton, Illinois 60187-5593  
Phone 630/752-5045

**STATEMENT OF GOOD STANDING FOR *UNDERGRADUATE STUDENTS ONLY***

This form indicating good academic standing *or* an official transcript must be submitted before credit for a summer course can be granted.

**TO BE COMPLETED BY THE APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

-----

**TO BE COMPLETED AND MAILED BY THE REGISTRAR** directly to:  
Kelly Duncan, Registrar's Office, Wheaton College, 501 College Ave, Wheaton College, Wheaton, IL 60187-5593

This is to certify that the above applicant:

\_\_\_\_\_ was enrolled at this institution and was in good standing at the time of his/her enrollment.

\_\_\_\_\_ is enrolled at this institution, is in good academic standing, and is recommended as a student of good character.

Signed \_\_\_\_\_ Registrar

\_\_\_\_\_ Name of School

\_\_\_\_\_ Address of School

Date \_\_\_\_\_

School Seal



**WHEATON COLLEGE  
COMMUNITY COVENANT AND STATEMENT OF FINANCIAL RESPONSIBILITY  
FOR SUMMER SCHOOL APPLICANTS**

Name \_\_\_\_\_

Address \_\_\_\_\_

**COMMUNITY COVENANT**

The same standards of conduct that prevail during the school year are maintained during the summer. Candidates for degrees, students living in college housing, and students participating in off-campus/overseas programs agree, as part of the admission application, to adhere to Wheaton's Community Covenant while enrolled.

Special (non-degree) students enrolled are expected to observe the following standards while on campus: to refrain from the possession or consumption of alcohol or the use of tobacco in any form, the use of illegal drugs or the abuse of legal drugs, and all types of gambling, to exercise responsible freedom in matters of entertainment such as television, movies, video, theater, concerts, dances, and the Internet.

I have read and agree to abide by the Wheaton College Community Covenant during my enrollment as a summer school student as stated above.

**STATEMENT OF FINANCIAL RESPONSIBILITY**

I understand that I am responsible for all my student account charges and agree to comply with all financial policies and conditions published in the College catalog. I understand if my account remains unpaid 60 days after enrollment ceases, it will be subject to credit bureau reporting, and I will be responsible for any principal, interest, late charges, and collection costs.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Mail to: Kelly Duncan  
Registrar's Office  
Wheaton College  
501 College Ave.  
Wheaton, IL 60187-5593

Phone: 630/752-5045  
Fax: 630/752-5245