

**STUDENT REGISTRATION INSTRUCTIONS**  
**Non-Degree Students**

If you have *ever* taken any course work at LLU (including the La Sierra campus of LLU), pick up a computer generated form from the Office of University Records at the first window.

If you have never taken a class here: (**Note:** If the links below do not work, copy and paste the URL into your browser.)

- Fill out a Non-Degree Student Registration form. You may use the following link to get to the form: <http://www.llu.edu/ssweb/documents/nondegree.pdf>
- Complete all sections on the form, and then print the form.
- If the course that you are taking is part of an allied health professions program, including nursing, you will need to obtain the instructor's signature. The instructor's signature is not required for non-major courses (e.g. religion, statistics, and computer courses).
- If taking more than one class, obtain the signature of the Dean of the school in which the classes are offered.
- In the **Signature** section, sign your name where it indicates "Student." Obtain clearance from Student Health Service, Evans Hall, Room 111. *All new students must show evidence of a current PPD (tuberculosis) skin test. Employees of Loma Linda University and Loma Linda University Medical Center do not need to get Student Health Service stamp. Bring employee ID for validation.*
- Students who are NOT citizens of the United States must obtain the signature of the Director of International Students, Martin Aguirre, Office of Student Affairs (located in the Student Services Center).
- If the course you want to take requires an **Independent Study Title Request**, you may use the following link to get to the form: <http://www.llu.edu/ssweb/documents/independentstudy.pdf>

If you are receiving a pre-printed registration form, **CORRECT ANY INCOMPLETE OR INACCURATE INFORMATION** (i.e., demographic information) on the form you have been given, and follow the instructions as listed above.

If you are eligible for LLU or LLUMC employee tuition benefits, be sure to obtain your benefit form from HR prior to going to the Student Services Center to complete registration.

After you have all the required signatures, bring your completed form to University Records to be registered for your class.

**PLEASE NOTE THE FOLLOWING:**

- To be eligible to take classes, the student must be a high school graduate or have the appropriate previous college courses required to register for the Loma Linda University class.
- Junior level standing required to take 300- and 400-level classes.
- Classes numbered above 500 can be taken **ONLY** by students who have completed a baccalaureate degree.

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**A STUDENT IS NOT CONSIDERED REGISTERED UNTIL HE/SHE HAS  
OBTAINED FINANCIAL CLEARANCE FROM THE  
OFFICE OF STUDENT FINANCE.  
THIS IS THE FINAL STEP.**

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