## Registration process for courses offered outside the MPH Program ("non-PUBH courses")

STEP 1



Student uses **YES** to research courses

STEP 2



Student brings course research to academic advising meeting; student and academic adviser discuss and select courses for upcoming term

STEP 3



Student contacts course instructor to request permission (in writing) to join course

STEP 4



Student completes <u>Non-PUBH Course Registration</u> <u>Request Form</u> and uploads instructor's written approval

STEP 5

STEP 6



Academic adviser reviews student's registration request form

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Approved!

Request is processed when registration window opens for the school in which the course is offered

If you do not see course added in YES after **7 days**, contact Annie.

Additional information required or denied

Student can edit and resubmit existing form, or submit new form



NOTE: Once registered in a non-PUBH course, the student is committed to completing the course. Unlike elective PUBH courses, dropping a non-PUBH course is not permitted, except in cases with extremely extenuating circumstances.