VISITING STUDENTS (NON-DEGREE)

Inter-Institutional Graduate Students

A number of inter-institutional graduate student enrollment agreements have been established enabling graduate students from one institution to take graduate-level courses at other participating institutions. The institutions currently participating in inter-institutional agreements include Rice University, Baylor College of Medicine, Texas A&M Health Science Center, University of Houston, University of Texas Health Science Center at Houston, and the University of Texas Medical Branch at Galveston. The number of credits allowed per term/semester and the course offerings may vary depending on the policy of the host school.

Registration Rules and Guidelines

The following registration rules and guidelines apply to graduate students (at participating inter-institutional institutions) seeking to be Rice University visiting students under an inter-institutional agreement:

- The student must be registered full-time (9 credit hours) between the student’s home institution and the host institution during the semester they register for courses.
- Requested class must not be offered by the home institution during the requested term/semester.
- Requested class must be necessary for completion of graduate degree at the home institution.
- The student may register for a total of no more than 12 credit hours outside the home institution.
- Tuition and fees are paid to the home institution.
- All paperwork with the appropriate approval signatures must be completed.
- Foreign students taking inter-institutional courses must check with the Office of International Students and Scholars (https://oiss.rice.edu) regarding additional paperwork (e.g., passport, I-94 arrival/departure card, and Check-In Sheet (https://registrar.rice.edu/sites/q/files/bxs751/f/Inter-Inst%20Grad%20CHECK%20IN%20SHEET.pdf)).
- For a comprehensive list of Registration Deadlines (including Add, Drop, Pass/Fail, Variable Credit deadlines etc.), please consult the semester-specific Rice University Academic Calendar (https://registrar.rice.edu/calendars).

Please Note: Due to the structure of the summer sessions at Rice University, this inter-institutional registration arrangement is not available to non-Rice students during the summer sessions.

For more information, including the enrollment process under an inter-institutional agreement, please see the Office of the Registrar’s website: https://registrar.rice.edu/students/inter_institutional.

Online-Distance Education

A complete list of all of Rice University’s online course offerings, both for-credit and non-credit offerings, can be found at Rice Online (http://online.rice.edu).

Rice Online for-credit Courses

Each academic year Rice offers a number of courses online. These courses use the online method of instruction, indicating that the majority of the class time instruction is occurring when and where students and instructors are not in the same place. These online course offerings can be found in the official Rice Course Schedule (https://courses.rice.edu/admweb/swsccat.main) by querying by method of instruction.

Visiting students seeking to register for a Rice Online for-credit course should follow the application procedures documented on the Office of the Registrar web site noted here (https://registrar.rice.edu/students/visiting). Upon admission and registration of a Rice Online for-credit course, all students, including non-degree seeking visiting students, must abide by and support the Honor System at Rice University. Prior to the first day of classes, affirmation and acknowledgement of the Honor Code (http://honor.rice.edu) will be required of all visiting students enrolled in any for-credit Rice course.

State Authorizations

The State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. On June 19, 2017, the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved institutional participation for Rice University.

For information regarding student complaints, please see Rice University Policy 701, Written Student Complaints, or NC-SARA at: nc-sara.org/content/sara-and-students (http://nc-sara.org/content/sara-and-students).

Rice Faculty and Staff Members

Fall and Spring semesters

With the appropriate authorizations, benefits-eligible employees of Rice may take one course per semester, either for-credit or audit. (See important note below regarding eligible courses.) Please see University Policy #409 (http://www.professor.rice.edu/professor/TUITION WAIVER.asp) and/or #431 (http://www.professor.rice.edu/professor/Auditing_Courses.asp) for complete details about benefits eligibility. Employees must meet a six-month probationary period before using this benefit.

The registration period is the first two weeks of the semester. The following registration rules and guidelines apply to Rice benefits-eligible employees during the fall and spring semesters:

- Complete a Tuition Waiver Application Form (http://people.blogs.rice.edu/hr-forms/tuition-waiver).
- Get an authorizing signature of the employee’s supervisor, the course instructor, and Human Resources.
- Complete a Visiting Student Application (https://riceuniversity.co1.qualtrics.com/SE/?SID=SV_1TSPXGlb1WGVY5b7) and either upload the Tuition Waiver Application form to the application or bring it to the Office of the Registrar.
- Course registration is limited by availability, and priority is given to enrolled, degree-seeking students.

Retirees, spouses and domestic partners of benefits-eligible employees are also able to audit one course per semester. Spouses and domestic
partners should follow the same registration procedures as benefits-eligible employees.

**Please Note:** All graduate courses in the Jones Graduate School of Business, all courses offering individual instruction in the School of Architecture, all undergraduate and graduate courses offering individual instruction including musical performance or composition in the Shepherd School of Music, and Glasscock School of Continuing Studies classes are excluded from this program.

### Summer Sessions

The tuition waiver or audit benefit is not available to Rice benefits-eligible employees during the Summer Sessions; however, with the appropriate authorizations, benefits-eligible employees of Rice may take courses offered during Rice's Summer Sessions (https://registrar.rice.edu/students/summersessions) and apply for tuition reimbursement. Please see University Policy #432 (http://professor.rice.edu/uploadedFiles/Professor/Independent_Pages/Policies/Policy432_TuitionReimbursement.pdf).

The following registration rules and guidelines apply to Rice benefits-eligible employees during the Summer Sessions:

- Adhere to the deadlines to apply as a visiting student (https://registrar.rice.edu/students/summersessions/#enroll_nonrice), depending on the session in which enrollment is requested.
- Application for tuition reimbursement. (http://people.blogs.rice.edu/hr-forms/tuition-reimbursement-form) This needs to be signed by the employee’s supervisor and turned into Human Resources before the start date of the course.
- Visiting Student Application. (https://riceuniversity.co1.qualtrics.com/SE/?SID=SV_1TSPXGibIWvWyvB7)

Course registration is limited by availability, and priority is given to degree-seeking students.

### Summer Sessions for Visiting Students

Rice’s Summer Sessions offer for-credit courses to Rice students, visiting undergraduates, and visiting post baccalaureates. Students can choose to take courses in combined summer sessions. Current Rice students follow the same registration policies and procedures that are in place for the fall and spring semesters.

### Resources

- For a schedule of summer sessions, please refer to the Academic Calendar (https://registrar.rice.edu/calendars).
- For course offerings, please refer to courses.rice.edu.
- For information related to the Summer Sessions, please see http://registrar.rice.edu/students/summersessions/.

### Enrollment Process for Visiting Students

To apply, students will need to submit the following materials to the Rice University Office of the Registrar. Applicants will be notified as soon as possible of acceptance or non-acceptance:

- Visiting Student Application
- Dean of Students Recommendation Form (https://registrar.rice.edu/sites/g/files/bxs751/f/Dean_s_Recommendation_Letter.pdf) (visiting undergraduates from other institutions only)
- Application fee of $100. This must be paid online on the OTR Fees website (https://ebank.rice.edu/C21279_ustores/web/store_main.jsp?STOREID=8) and may be paid by credit card or electronic check.
- Course deposit of $200/course (payable by check or money order to Rice University)
- Official college transcript from all colleges or universities attended
- Official final high school transcript (waived if attended a college/university in the previous Spring semester) All transcripts must be mailed in and will not be accepted by fax or email.
- Proof of Meningococcal Vaccination Record or Waiver (required if under the age of 22)

### Guidelines

- Tuition is due in full at registration before the beginning of classes.
- Enrollment in courses during the summer sessions carries no implications for regular admission to Rice.
- Visiting students may not take courses on a pass/fail basis.

It is essential that students follow the deadlines listed on the summer website at http://registrar.rice.edu/students/summersessions/ and the Academic Calendar (https://registrar.rice.edu/calendars). Students may apply after the deadline (but before the start of classes) by paying a late fee. Course offerings are at the discretion of Rice and may be canceled at any time for any reason.

### Visiting Post Baccalaureates

The visiting post baccalaureate (VPB) program at Rice allows a visiting student who has an undergraduate or graduate degree from an accredited college or university to take courses at Rice for credit but not in a specific degree program. Students interested in taking courses, but not for credit, should audit the courses. (See Auditors (ga.rice.edu/non-traditional-students/auditors).)

VPB Applicants must have a 3.00 (B) or better grade average in the previous undergraduate or graduate program. Registration requires the permission of the course instructor or department chair and approval by the dean of graduate and postdoctoral studies. Visiting Post Baccalaureates must register for at least three hours and cannot take courses on a pass/fail basis. Visiting Post Baccalaureates must receive at least a B for all classes taken or they will not be allowed to remain in the program.

A student may not use courses taken under this arrangement to fulfill the requirements for a Rice degree unless and until the student has been accepted into a degree program by an academic department. A former Visiting Post Baccalaureate student may request that his or her department allow up to three courses taken as Visiting Post Baccalaureates to count toward the graduate degree. Once approved by the department, the student must also obtain the approval of the dean of graduate and postdoctoral studies.

### Applications for Visiting Post Baccalaureate Program

Applications are available from the Office of the Registrar (http://registrar.rice.edu/students/visiting) upon request. Official transcripts from all colleges and universities the student has attended should be mailed directly by the institutions to the Office of Graduate and Postdoctoral Studies. A student who was previously a Visiting Post Baccalaureate must complete a new application (without transcripts) for each semester. All application materials are due by the workday nearest
to July 15 for fall semester courses and November 15 for spring semester courses. No late applications are accepted.

Individuals applying as Visiting Post Baccalaureates for the summer term should apply to enroll in Rice's Summer Sessions ([http://registrar.rice.edu/students/summersessions](http://registrar.rice.edu/students/summersessions)).

**Tuition and Fees for Visiting Post Baccalaureate Program**

Tuition and fee information can be found on the Cashier's Website ([https://cashier.rice.edu](https://cashier.rice.edu)). If a class fills with Rice degree-seeking students, instructors may drop Visiting Post Baccalaureates up to the end of the second week of class. In that case, the tuition (less the nonrefundable application fee) will be refunded. If a Visiting Post Baccalaureate withdraws, drops, or adds classes, the same rules regarding grades, refunds, and applicable fees apply as for degree-seeking graduate students. There is no refund for dropping a class after the second week as long as the student stays enrolled in at least one other class. Pro-rated refunds for complete withdrawals are according to the deadlines listed on the academic calendar ([http://registrar.rice.edu/calendars](http://registrar.rice.edu/calendars)). Please visit the Summer Sessions for Visiting Students ([http://registrar.rice.edu/students/summersessions](http://registrar.rice.edu/students/summersessions)) page for information pertaining to summer sessions.

*Please note that financial assistance is not available for Visiting Post Baccalaureate students.*

**Visiting Researchers**

Visiting researchers are students who are enrolled in a degree-seeking program at another institution and, at the invitation by a Rice faculty member or department, engage in experiential research-specific learning. Such research is meant to assist the faculty with research efforts or to gain research experience which the student might apply toward degree requirements at his or her home institution.

Visiting researchers should first work with the academic department to apply for the specific research program. International visiting researchers and departments must also work with the Office of International Students and Scholars ([https://oiss.rice.edu/vsugresearch](https://oiss.rice.edu/vsugresearch)) to obtain the necessary pre-certifications, if applicable.

For more information, see the Office of the Registrar’s website: [https://registrar.rice.edu/students/visiting/researcher](https://registrar.rice.edu/students/visiting/researcher).

**Visiting Undergraduate Students**

A student who wishes to spend a semester or a year at Rice taking courses for credit to be applied toward his or her undergraduate degree at another school may apply for admission as a visiting student through the Office of Admission ([http://admissions.rice.edu](http://admissions.rice.edu)). The student’s application should be accompanied by the $75 application fee, an official high school transcript, an official transcript of college work to date, an SAT or ACT score, and recommendations from the dean of students and a faculty member who has taught the student within the past academic year. Visiting student applications are available on the Admission website ([http://futureowls.rice.edu/futureowls/Visiting_Student.asp](http://futureowls.rice.edu/futureowls/Visiting_Student.asp)) and should be submitted by March 15 for the fall semester.

Visiting students are assigned membership to one of the residential colleges during their stay and are charged the same fees as other undergraduates. In classes where enrollment is limited because of space or other considerations, candidates for Rice degrees have priority over visiting students for registration.

*Visiting students may apply to transfer to Rice only after having left Rice for at least one semester.*

*Please note that financial assistance is not available for visiting students.*