Instructions for Registering for Consortium Classes at
Chicago-Kent, Loyola, and UIC

❖ **About the Consortium:** DePaul participates in a consortium with Chicago-Kent, Loyola, and UIC. Through the consortium, limited seats in select classes are made available to DePaul students at the other consortium schools. DePaul students taking a class through the consortium register for the class as though it is a DePaul class but take the class at the other consortium school.

❖ **Consortium Schedule:** The consortium schedule for each term will contain all courses that the other consortium schools have made available to DePaul students. You can find the current consortium schedule here: Consortium Schedule.

❖ **How to Get Permission:** Permission is required to enroll in consortium classes. To request permission to take one of the consortium classes, fill out the form here: https://forms.gle/KzUWdmi9y9jTxH44A . Dean Ortlieb will let you know if your request is approved.

  o If you are approved for a Chicago-Kent course, you will need to complete the Application for Visiting Exchange Program Form and return it to Dean Ortlieb.

  o If you are approved for a UIC course, you will need to complete a Visiting Student Application. You will be sent the link for that form with the approval for your enrollment.

❖ **How to Register Once Approved:** There are two steps. You will need to register for the credits through DePaul. You will also need to register with the host school.

  o **How to Register with DePaul: Maria Ayala** will email instructions on how to register for the class on Campus Connect.

- o **How to Register with the Host School:** DePaul will send your enrollment information to the host school. You will receive an email from the host school with information about how to register in their system and access course materials. You will receive information about building and network access directly from the host school.

- ❖ **Exams:** We have listed all exam information that we have received on the DePaul course schedule. Some schools do not set exam dates until closer to the exam period. For those schools, you will need to consult their exam schedule when it is released.

- ❖ **Add/Drop Dates:** The deadline to add a course is the earlier of DePaul's deadline or the host school's deadline. If you need to do drop a consortium class, email Dean Ortlieb with your request to drop the course. DePaul's drop policies apply, except where otherwise indicated on the schedule.