



School of Earth, Society and Environment Online Programs

Non-degree Seeking Admission, Registration Steps and Additional Important Information

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Welcome to the University of Illinois and the School of Earth, Society and Environment! Please review the information below to apply for a certificate program, register for courses (upon admission) and additional valuable program information.

APPLYING TO THE PROGRAM:

- **NEW STUDENTS:** If you are a brand new applicant to a certificate program, please apply to your chosen certificate program by setting up a new account through the non-degree registration link provided and complete the requested items required for admission. **Please begin here:** [Non-Degree Application](#). Be sure you have uploaded a current resume and all transcripts for program review.
- **RETURNING STUDENTS:** Students who have been formally admitted to a certificate program in a previous semester must complete the non-degree “application” again each term to be able to register for a course(s). **Please complete your application to return here:** [Non-Degree Application](#)
 - **You do not need to resubmit your transcripts or resume, nor accept your admission again.** **NOTE: returning non-degree students do not use the Student Self-Service system for registration—you will get an error message.** Please complete the application process (as you did when you first applied) and once it is received by the registration team, it will be processed and moved along through the steps by the CITL Registration staff to the course registration without further reviews needed. You may choose to select your courses at the time of registration or wait until your re-admittance application has been processed. You will receive notifications during the process, so please watch your email for updates.
 - Once you complete an application, you will receive a notification via email to confirm your information was received by our campus. **Be sure you check spam/junk for this email within 24 hours of submission if you do not receive it in your main email inbox.** Please allow a few business days for your request to process and go through our review.

NEXT STEPS

- **New Students:** The certificate program staff will review your credentials and reply to you with an admission decision or reach out to you requesting additional information. If you are admitted to the program in which you applied, you will then be able to register! Prior to selecting courses, it is recommended that you have communicated with your program’s staff/faculty to receive advising

regarding course selection based upon your particular situation and also course availability for the term. This will ensure you select the proper course(s) and sections for your program.

- Returning students: Once you submit your application to return to the program, you are also advised to take advantage of advising prior to course selection for optimum sequencing of courses so you achieve your intended goals and outcomes.

***NOTE: Your portal status does not update prior to you registering for a course—this system does not show a “decision” OR “processing” OR “complete” until the student registration occurs and is finalized. Disregard the portal piece of the system after applying.**

All students, below is a screenshot of what you will see in your student registration portal after your application is approved and you are ready to add courses. **Disregard the “decision” section and go to registration in the student portal link to select your course(s)**

- <https://choose.illinois.edu/apply/status>

Check Status

Step 1 Review	Step 2 Decision	Step 3 Processing	Step 4 Registration
Complete	Not available yet		

Request course(s) for your already submitted application

Note: Wait for directions/instructions from your department before you request new courses from here.

[Review Requested Course\(s\)](#)

[Request New Course\(s\)](#)

- Once enrolled in a course, the student will receive a message from registration staff confirming their registration and any next steps.
 - For new students this will include the steps to claiming your Net ID (which is how a student gains access to all the campus resources and the course website.) The Net ID activation code and University Identification (UIN) is sent to the registered student from the registration staff.

This information is sent to the **personal email account** as indicated by the student when they filled out the enrollment form. Students should review the following important links:

- i. How to claim your Net ID and set your campus passwords:
<https://online.illinois.edu/getting-started/other-important-info-for-online-students/netid-and-passwords>
- ii. Other important information for online students: <https://online.illinois.edu/getting-started>
- o Once a student has claimed their Net ID and setup their password, they may access their campus email account, login to the course website in the course management system used by that course (Canvas) and other campus resources. All official communications are sent to the Illinois email address (not a personal one). **Students are responsible for checking their Illinois email address frequently for campus, department, program and course communications as well as paying their e-bill.**

OTHER IMPORTANT INFORMATION & LINKS

- **Billing/Payments:** <https://online.illinois.edu/student-services/billing-statements-and-payments>
- **Payment Plan Information:** <https://paymybill.illinois.edu/payments/paymentplan>
- **Obtaining transcripts (official):** <https://registrar.illinois.edu/transcripts/>
- **Current students may review their unofficial transcript and other account information here (will require your netID and password):** <https://apps.uillinois.edu/selfservice/>
- **Requesting a campus photo-less ID card:** this is needed to use the library system as it will have your library number printed on it for access. To obtain one please visit <https://online.illinois.edu/getting-started/other-important-info-for-online-students/obtain-a-photoless-id-card>
- **University of Illinois Library Main Website:** <https://www.library.illinois.edu/>
- **Using military benefits at Illinois:** <https://www.osfa.illinois.edu/veteran-education-benefits/veterans/processing-steps-for-students-receiving-veterans-benefits/>
- **Illinois Webstore (software purchasing):** <https://webstore.illinois.edu/home/>

REQUESTING YOUR CERTIFICATE UPON COMPLETION

Each student completing a certificate will submit a request at the end of their program to receive their credentials. Each certificate awardee will be issued a digital certificate and badge via an email message, which may be added to a personal portfolio or on social media (such as LinkedIn). The Illinois campus uses the ACCREDIBLE system which allows the credential to be verified by employers and others, including content completed and date of completion. [Please complete the form here](#) using your university login and password.

Program Questions and Assistance

Heather Miller, Online Program Coordinator

Email: hmiller1@illinois.edu

University of Illinois Online

Non-degree Enrollment Services

Website: <https://online.illinois.edu> Email: online-info@illinois.edu