

APPLICATION TO ADD OR CHANGE A CERTIFICATE - CHICAGO CAMPUS

NON-PSYD STUDENTS ONLY

PLEASE DO NOT PRINT THIS FORM! PLEASE ROUTE VIA E-MAIL FOR SIGNATURES.

Student Last Name		Student First Name		Student ID
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Current Programs and Certificates (please list all)	
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IMPORTANT INFORMATION

1. PsyD students are not eligible to add certificate programs.
2. This form cannot be used to withdraw from the University. If you wish to withdraw from Adler University, please return to the Registrar page on Adler Connect and download the Student Withdrawal form.
3. If you are dropping a certificate, you must still be enrolled in another degree program.
4. Students cannot add Doctoral programs with this form. Students seeking to enroll in any Doctoral program must apply through Admissions.
5. If there are classes that apply to both programs (based on the official degree requirements of each program), your degree audit will automatically populate with those courses. If you have additional courses to apply, you will need to connect directly with the Certificate Coordinator. If approved the Certificate Coordinator needs to sign off on the attached "Course Transfer Request" form.
6. All students must attach a copy of their unofficial transcript from Self-Service for your new or current Program Chair/Program Director/Certificate Coordinator to review.

****ALL PAGES OF THIS APPLICATION MUST BE RETURNED****

INSTRUCTIONS:

1. Look for your desired program and place an "X" in the appropriate box to either **ADD** or **DROP**.
2. Provide an **ANTICIPATED** completion term. Completion terms are either Fall, Spring, or Summer plus the year (example: Summer 2025).
3. If you are adding, please remember to indicate which catalog's requirement you are required to follow. Your degree audit will reflect the requirements from the catalog year indicated. Your application will be returned if this information is not included.
4. After obtaining ALL required signatures, return this form to the Office of the Registrar, via e-mail, at registrar@adler.edu. This form is accepted via e-mail only. Forms that are faxed will not be processed.
5. Forms are due to the Office of the Registrar no later than the first Friday of the term. Forms received after this date will be effective the subsequent term and may impact you for courses in your new program. Forms submitted after the first Friday of the term and during registration may take longer to process. Incomplete forms will be returned.

ADD (PLACE AN "X" in the BOX)	DROP (PLACE AN "X" in the BOX)	CERTIFICATE OPTIONS	Anticipated Term and Year of Completion (FOR PROGRAM BEING ADDED) (Example: Summer 2025)	Which Academic Catalog Degree is the Student Requesting? (FOR PROGRAM BEING ADDED) (EXAMPLES: 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025) *APPLICATION WILL BE RETURNED IF BLANK*
		Certificate in Substance Abuse Counseling		

THIS PAGE MUST BE RETURNED AND FILED WITH THE APPLICATION

Gainful Employment Disclosures – 2019

Program Name Graduate Certificate in Substance Abuse Counseling

This program is designed to be completed in 104 weeks.

This program will cost \$23,300 (plus an estimated \$800 for books and supplies) if completed within normal time. There may be additional costs for living expenses. TI accurate at the time of posting, but may have changed.

Of the students who completed this program within normal time, the typical graduate leaves with \$15,670 of debt.

Program meets licensure requirements in the following States: Illinois

Program does not meet licensure requirements in the following States: Indiana

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please c <https://collegescorecard.ed.gov/>

COURSE TRANSFER FORM

IMPORTANT

* Courses that apply to your current program and the program being added (based on the official degree requirements of each program) will automatically populate o audit.

*If you would like additional courses to apply (such as your practicum and practicum seminars from your Masters or Doctoral program, the Certificate Coordinator will complete this page (the Course Transfer Form).

Student Last Name		Student First Name		Student ID
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CERTIFICATE ADDING OR SWITCHING TO:

COURSE FROM CURRENT OR OLD PROGRAM	*APPLIES TO THIS COURSE IN NEW PROGRAM

Certificate Coordinator		Date	
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PLEASE TYPE YOUR NAME IN THE BOX ABOVE INSERT

SUBMIT COMPLETED FORM TO REGISTRAR@ADLER.EDU. FORMS THAT ARE DROPPED OFF OR FAXED WILL NOT BE PROCESSED

REQUIRED SIGNATURES

Student Signature		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE			INSERT
Program Chair / Director Approval		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE			INSERT
Approval of Current Advisor		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE			INSERT
Approval of Certificate Coordinator		Date	
PLEASE TYPE YOUR NAME IN THE BOX ABOVE			INSERT

IMPORTANT STUDENT REMINDERS:

Forms are due to the Office of the Registrar no later than the first Friday of the term. Forms received after this date will be effective the subsequent term. Forms submitted after the first Friday of the term and during registration may not be processed. Incomplete forms will be returned.

Registrar's Office Use Only:

Registrar's Office Representative Signature and Date Received (*with all signatures*): _____

Registrar's Office Representative Signature and Date Processed: _____

Registrar's Office Representative Signature and Date Audit Reviewed for Previous Course Exceptions: _____



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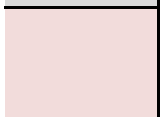


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