SUNY ONEONTA

Office of Continuing Education/Summer Sessions
SUNY Oneonta
132 Netzer Administration Building
Oneonta, NY 13820
Phone: 607.436.2548 Fax: 607.436.2164
Email: conted@oneonta.edu

DEADLINE: The absolute last day to submit a non-degree application for the fall or spring term is the Friday of the first week of classes. Deadline for summer term is the first class day. For further information contact the Office of Continuing Education

NON-DEGREE APPLICATION

Social Security# ☐☐☐ ☐☐ ☐☐☐☐ ❑ FALL ❑ SPRING ❑ SUMMER 20_____

_____ _____
Last Name First Name MI Date of Birth

❍ Female ❍ Male _____
Email (required)

If you have academic records under another name, please indicate former full name: _____

Permanent Mailing Address:	Local Mailing Address (if different than permanent):
_____ Street Address	_____ Street Address
_____ City/Town	_____ City/Town
_____ State Zip Code	_____ State Zip Code
(____) _____ Home Phone (____) _____ Cell Phone	(____) _____ Home Phone (if different than permanent)

Are you a veteran? ❍ Yes ❍ No Are you a US Citizen? ❍ Yes ❍ No Are you a NY State Resident? ❍ Yes ❍ No

County of Residence: _____ How long have you been a NYS Resident? _____

Highest level of completed education:
❑ GED ❑High School _____ ❑ Associate's degree _____
Institution and date received Institution and date received
❑ B.A. ❑ B.S. degree _____ ❑ M.A. ❑ M.S. degree _____
Institution and date received Institution and date received

List all institutions attended not previously listed above:
_____

Have you previously attended SUNY Oneonta as a student? ❑ Yes ❑ No

Official transcripts from all schools attended must be provided for spring and fall semesters. If you have no college experience, you must submit documentation of satisfaction of high school requirements or receipt of GED/HSED.

Student Type:
☐ Pre-matriculated: plan to enroll in a degree program, either graduate or undergraduate at Oneonta
Anticipated major: _____
☐ Lifelong Learner: taking courses for personal or professional enrichment but **do not** plan to seek a degree at Oneonta
☐ Visiting Student: Wish to transfer this credit to my degree program at _____
☐ Current High School student- High School name: _____

Briefly explain why you wish to take courses as a non-degree student: _____

Answering the following questions is voluntary:
Are you Hispanic/Latino? ❒ Yes ❒ No
If Hispanic/Latino, is your background (select one):
❒ Central American ❒ Dominican Mexican ❒ Puerto Rican ❒ South American ❒ Other Hispanic/Latino
Please indicate your race (select one or more):
❒ American Indian or Alaska native ❒ Asian ❒ Black or African American
❒ Native Hawaiian or Other Pacific Islander ❒ White

Please register me for:

CRN#	SUBJECT	COURSE#	GRADE MODE	S.H.	INSTRUCTOR SIGNATURE/DATE
			❒ Letter ❒ P/F		❒ ADD (only if seats available) ❒ ADD (overriding all restrictions)
			❒ Letter ❒ P/F		❒ ADD (only if seats available) ❒ ADD (overriding all restrictions)
			❒ Letter ❒ P/F		❒ ADD (only if seats available) ❒ ADD (overriding all restrictions)
			❒ Letter ❒ P/F		❒ ADD (only if seats available) ❒ ADD (overriding all restrictions)

Please be advised that you are financially and academically liable for classes that appear on your course schedule. Once you have been registered for a course, you will be charged tuition and receive a grade unless you drop or withdraw before the deadline. You will **NOT** be automatically withdrawn from a course in which you are registered if you do not attend it.
You must submit **WRITTEN** notification to the Office of Continuing Education to be withdrawn from a course.

Regulations Governing Admission & Retention of Non-Degree Undergraduate Students:

1. Students applying for admission to SUNY Oneonta as a non-degree student must meet admission requirements determined by the Office of Continuing Education.
2. Acceptance as a non-degree student is not to be understood in any way as an acceptance for matriculation toward a bachelor's or master's degree at SUNY Oneonta.
3. Acceptance as a non-degree student does not guarantee availability of courses.
4. Approval for study as a non-degree student is granted on a semester by semester basis. Approval to take course work during subsequent semesters is contingent upon maintenance of "C" average, i.e., a minimum 2.0 grade point average (GPA) if you are an undergraduate, or a "B" average (3.0 GPA) if you are taking graduate courses. A non-degree student who does not maintain the minimal GPA is subject to ineligibility to continue.
5. At the end of each semester, the Director will review academic records of all non-degree students and will notify students who are not eligible to continue study at the college.

NOTE:

- High School students must be rising seniors who submit with their application, high school transcripts and a letter from their guidance counselor or principal attesting to the student's ability to do college level work.
- Visiting students are required to determine how courses taken at SUNY Oneonta will transfer back to their home institution. We are not responsible for determining applicability of transfer credit to other colleges.

Check if you have been:
Convicted of a felony?* ❍Yes ❍ No Suspended or Dismissed from college for disciplinary reasons?** ❍Yes ❍ No

Any falsification or omission of data may result in a denial of admission or in dismissal from the college.

_____ _____
Applicant's signature Date

_____ _____
Parent's signature (required if student is under the age of 18) Date

*A felony as defined by New York State law is a crime for which more than one year in prison may be imposed. The felony question applies to you if you have been convicted as an adult. If you have adjudicated as having juvenile delinquent status, you are not required to respond in the affirmative to the felony question.
**Suspended or Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior. An affirmative response to either question will not automatically prevent admission, but you will be asked by SUNY Oneonta to provide additional information. This information will be reviewed by a campus committee to ensure campus safety.

For Office Use Only

Acceptance Status

❒ This student is accepted as a non-degree student. ❒ This student is not accepted as a non-degree student.

_____ _____ Acceptance Term: 20_____
Continuing Education Authorization Date ❒Fall ❒Spring ❒Summer

Comments: _____