



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:  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City/Town  
 \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Home Phone Cell Phone

Local Mailing Address (if different than permanent):  
 \_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 City/Town  
 \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 ( ) \_\_\_\_\_ (if different than permanent)  
 Home Phone

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

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**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.**  
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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
			<input type="checkbox"/> Letter <input type="checkbox"/> P/F		<input type="checkbox"/> ADD (only if seats available) <input type="checkbox"/> ADD (overriding all restrictions)
			<input type="checkbox"/> Letter <input type="checkbox"/> P/F		<input type="checkbox"/> ADD (only if seats available) <input type="checkbox"/> ADD (overriding all restrictions)
			<input type="checkbox"/> Letter <input type="checkbox"/> P/F		<input type="checkbox"/> ADD (only if seats available) <input type="checkbox"/> ADD (overriding all restrictions)
			<input type="checkbox"/> Letter <input type="checkbox"/> P/F		<input type="checkbox"/> ADD (only if seats available) <input type="checkbox"/> 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:**

- Students applying for admission to SUNY Oneonta as a non-degree student must meet admission requirements determined by the Office of Continuing Education.
- 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.
- Acceptance as a non-degree student does not guarantee availability of courses.
- 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.
- 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 ( typed name will be accepted as 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.

Continuing Education Authorization \_\_\_\_\_ Date \_\_\_\_\_ Acceptance Term: 20\_\_\_\_\_  
 Fall  Spring  Summer

Comments: \_\_\_\_\_