



Office of Continuing Education  
 SUNY College at Oneonta  
 135 Netzer Administration Building  
 Oneonta, NY 13820  
 Phone: 607-436-2548 Fax: 607-436-3084  
 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**

Semester:  Fall  Spring  Summer 20\_\_\_\_\_ Social Security #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name: \_\_\_\_\_  
 Last First MI

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

Highest level of completed education:  GED  H.S. diploma  Associate's degree  Bachelor's degree  Master's degree  
 Currently enrolled in High School at \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Local Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: \_\_\_\_\_

Are you a Veteran?  Yes  No Are you a U.S. Citizen?  Yes  No Are you a NY State Resident?  Yes  No

County of Residence \_\_\_\_\_ For how long have you been a NYS resident? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Status: Please check which applies to your situation.

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.

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

List the courses you wish to take this semester (**this is not your registration - you will also fill out a registration form**):

High School : \_\_\_\_\_

Date of High School Graduation or Receipt of GED: \_\_\_\_\_

SAT Scores: Verbal \_\_\_\_\_ Analytical \_\_\_\_\_ ACT Score \_\_\_\_\_

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

List all educational institutions attended since high school, dates of attendance and degree received:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you ever applied for admission to SUNY Oneonta as a degree student?  Yes  No If yes, when? \_\_\_\_\_

Were you accepted?  Yes  No

Have you previously attended SUNY College at Oneonta?  Yes  No If yes, when? \_\_\_\_\_

Were you a  degree student  non-degree student

Do you have teacher certification?  Yes  No

Have you ever been convicted of a felony?\*  Yes  No

Have you ever been dismissed and/or suspended from a college for disciplinary reasons?\*\*  Yes  No

Answering the following questions is *voluntary*:

Is your native language English?  Yes  No

Are you physically or learning disabled?  Yes  No

(If so, you must contact Student Disabilities at 436-2137 to arrange any necessary accommodations.)

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

---

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

1. Students applying for admission to the College at Oneonta as non-degree students 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 College at Oneonta.
3. Acceptance as a non-degree student does not guarantee availability of courses.
4. Approval for study as 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.

#### Notes

- High School students must be rising seniors and 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.
- The Office of Continuing Education does not evaluate transfer credit from other colleges. Transfer credit is only evaluated for matriculated students.
- Visiting students are required to determine how courses taken at the College at Oneonta will transfer back to their home institution. We are not responsible for determining applicability of transfer credits to other colleges.

**NOTE:** Applicants born after January 1, 1957, must have 2 doses of live measles vaccine administered after 1967. The combined measles, mumps, rubella vaccine (MMR) is recommended. Physician documentation concerning date and type of vaccine is required to register for courses. NYS Public Health Law 2165, enacted June 1989, requires that students entering college comply with these mandates concerning immunizations or immune status. Further, the meningitis vaccination is also recommended, and all students must sign a form indicating that they have received information about this vaccine in order to be eligible to enroll in courses. Failure to indicate your receipt of this information will result in a hold on your registration. Send records to Health Center, SUNY College at Oneonta, Oneonta, NY 13820 or fax to 607-436-2074.

**NOTICE:** Have you *never* attended college before? Are you both academically and economically disadvantaged? Upon admission, will you be the first in your family to attend college? If you answered yes to at least two of these questions, you may qualify for a special admissions program. To be eligible, you must contact the EOP Office at 607-436-2407 or [www.oneonta.edu/development/eop](http://www.oneonta.edu/development/eop) before registering for any classes.

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

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

---

#### Acceptance Status

- This student is accepted with a non-matriculated, non-degree status and may enroll in courses on an as-available basis.  
Status:  Pre-matriculated  Lifelong Learner  Visiting Student  High School Student
- This student is not accepted as a non-degree student.

Continuing Education Authorization \_\_\_\_\_

Date \_\_\_\_\_

Acceptance Term: 20 \_\_\_\_\_

Fall  Spring  Summer

Comments \_\_\_\_\_

\* 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 or youth offender status, you are not required to respond in the affirmative to the felony question.

\*\* 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 the College at Oneonta to provide additional information. This information will be reviewed by a campus committee to ensure campus safety.