The City College of New York

Graduate Non-Degree Admissions & Registration Procedures

The Office of Graduate Admissions	
College of Liberal Arts and Science and Grove School of Engineering Wille Administration Building, Room 101 160 Convent Avenue New York, NY 10031 Tel. (212) 650-6448 Fax (212-650-6417 graduateadmissions@ccny.cuny.edu	School of Education North Academic Center (NAC), Room 3/223A 160 Convent Avenue New York, NY 10031 Tel. (212) 650-6296 Fax (212) 650-6299 edgradadm@ccny.cuny.edu

1. Complete the attached Non-Degree application and obtain approval from the appropriate faculty advisor. (The application can be completed online, but must be printed out and submitted to the Office of Graduate Admissions after a faculty advisor has approved your application. The application **must** be accompanied by an official or unofficial transcript demonstrating a proof of bachelor's degree).

2. Submit your completed Non-Degree Application to the appropriate Office of Graduate Admissions (see above) and pay the $125 non-refundable application fee. (The application fee can only be paid by check, money order, or cash.) If paying by cash, please pay at the Bursar's window and attach a copy of the receipt to your application.

3. See your faculty advisor on the day assigned for new non-degree students to have your course(s) approved and your registration entered into the system, (Check the CCNY website at www.ccny.cuny.edu/registrar for the registration schedule).

4. Log onto your CUNYfirst account and select "semester Bill" from the menu, click on the semester you wish to pay and, when you are ready to make your payment, click on the "pay Now" tab at the bottom.

5. Obtain a City College Identification Card. Pleases show a copy of your semester bill to the ID office (NAC 1/204) for your picture identification. It is mandatory to show your ID to the security guard when entering any CCNY buildings.

6. New York State Public Health Law 2165 mandates that all incoming students born after December 31, 1956, must be immunized against measles, mumps, and rubella. Students need to submit their immunization records before registering for classes. All students (**regardless of age**) must complete the meningitis response form. You may fax your records to (212) 650-8227, mail them or hand them in. You may call Student Health Services at (212) 650-8222 to confirm that your fax was received. Even if you mail or fax your records, please be sure to bring a copy of this important information with you on the day of registration.

   The Immunization Record Form outlines the specific immunization requirements that students must met.

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Graduate Non-Degree Application

For office use ONLY
_____

Semester:_____   **CUNY EMPLID (if Known)** _____

_____ Non-degree Student   _____ Visiting Student   Fall 20 _____   Spring 20 _____   Summer 20 _____
School:
_____ School of Engineering   _____ College of Liberal Arts & Sciences   _____ School of Education
(Max. 6 credits)   (Max. 12 credits)   (Max. 9 credits)

Program: _____

Last Name: _____   **First Name:** _____   **MI:** _____

SS#: _____ / _____ / _____   **Date of Birth:** _____   **Gender:** M_____ F _____

Address: _____   **Apt. #** _____

City: _____   **State:** _____   **Zip Code:** _____

Day Phone: _____   **Evening Phone:** _____

Email: _____

Are you a returning CCNY student? _____ Yes _____ No   **If yes, last semester attended?** _____

Name of college that awarded your undergraduate degree   Degree (BA, BS, BFA, etc.)   Date Rec'd

How long have you lived in New York State?   Years: _____   Months: _____

Citizen Status: U.S. Citizen: _____   Perm. Resident/Alien Resident: _____   ID #: _____   Date Issued: _____

Please specify type of visa: _____

If you are not a U.S. citizen: Country of birth: _____ Country of citizenship: _____

Important Information

As of February 1, 1999, Graduate Non-Degree students are limited to a maximum of 9 credits for the School of Education, 12 credits for the College of Liberal Arts and Sciences, and 6 credits for the School of Engineering while in attendance at CCNY. No exceptions or exemptions are granted beyond the maximum allowance. In order to continue beyond the maximum allowed credits, students must apply for matriculation.

1. The School of Architecture, Branding + Integrated Communication, Computer Science MIS, Digital and Interdisciplinary Art Practice, Media Arts Production, Mental Health Counseling, and the Public Service Management programs *do not permit non-degree students*.
2. Education students who are planning to matriculate must take the New York State Teacher Certification Examination (NYSTCE) of the Academic Literacy Skills Test (ALST formally LAST) before completion of the 9 credit maximum as a non-degree student.

_____
Signature of Program Advisor/Dean*   Date   *Engineering
applicants require a signature from the Dean

I understand that this application is for admission as a non-degree student and that this is valid for those candidates who hold a bachelor's degree. City College, on its part, will consider a full application as a matriculated student, subject to payment of any required additional fees and submission of required documents, if and when I wish to apply for matriculation.

_____
Signature of Applicant   Date
The City College of New York does not discriminate on the basis of age, sex, sexual orientation, transgender, genetic predisposition or carrier status, religion, race, color, creed, national origin, physical or mental disability, marital status, alienage or citizenship status, or veteran's status.