Graduate Non-Degree Admissions &
Registration Procedures

<table>
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<tr>
<th>The Office of Graduate Admissions</th>
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<td>College of Liberal Arts and Science and Grove School of Engineering</td>
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<td>Wille Administration Building, Room 101 160 Convent Avenue New York, NY 10031 Tel. (212) 650-6448 Fax (212-650-6417) <a href="mailto:graduateadmissions@ccny.cuny.edu">graduateadmissions@ccny.cuny.edu</a></td>
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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 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 cash, please pay at the Bursar’s window.

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. Pick up your bill and pay by the date noted on the lower left-hand portion of your bill. This may be done in person at the Bursar’s Office (A-103) or online. Online bills will be available approximately 24 hours after registering for courses. To access your bill online, log into the CUNY Portal and make payment using either MasterCard or Discover. Your PIN will be activated the day after registration. The PIN is your date of birth in the following format MMDDYY. Please note that you must have your bill validated by the Bursar by the due date or you will be de-registered!

5. Obtain a City College Identification Card. Once you have your bill, go 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. If you were born after Dec. 31, 1956 and are planning to register for six (6) or more credits, you must provide proof of immunization (measles, mumps, and rubella immunity) to the Wellness & Counseling Center (WCC) in Marshak Hall Room 115. You may also show proof of immunity by having a blood test (titer). Failure to follow this procedure will result in a delay in registration. Please contact the WCC at (212) 650-8222 for additional information prior to registering.
Graduate Non-Degree Application

Please check one:  
___ Non-degree Student  ___ Visiting Student  

Semester:  
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 admit me 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.