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 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: **Semester:**

_____ 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

1. 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.
2. The School of Architecture, Computer Science MIS, Media Arts Production, Mental Health Counseling, and the Public Service Management programs do not permit non-degree students.
3. Education students who are planning to matriculate must take the New York State Teacher Certification Examination (NYSTCE) of the Liberal Arts and Science Test (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