



RE-ADMIT APPLICATION INSTRUCTIONS

Please read this information carefully before completing the form

Readmission: This application is for you if you are a previous NCC student and:

- **HAVE attended another college** since enrolling at NCC. Complete this form and submit it to the **Office of Admissions**. Official transcripts from all other colleges attended must be provided by the semester deadline.
- **HAVE NOT attended another college** since enrolling at NCC. Complete this form and submit it to the **Office of the Registrar** to be re-admitted by the semester deadline.

There is a non-refundable re-admit fee that you will be charged. The College will readmit you based on the requirements in effect at the time of your readmission into the program that you were previously pursuing unless that program is no longer offered. Returning Nursing, Allied Health Programs, and Mortuary Science students must speak to their academic department to be readmitted into those programs. In the meantime, these students will be admitted into an alternate program.

Photo Identification: Students are required to present photographic identification when receiving services from the Office of the Registrar.

Academic Dismissal from NCC:

If you were academically dismissed from the College, you must contact the Dean of Students Office before your application can be processed. If you were dismissed due to 3 attempts at passing a remedial course, you must wait one (1) full year since your dismissal and either a) show the Office of Admissions that you have successfully completed appropriate college level courses at another college, or b) contact the Placement Testing Center to retest.

Immunization Requirement:

New York State Public Health law requires that all students attending college in the state who were born on or after January 1, 1957 and who are enrolled for 6 or more chargeable contact hours file with the College proof of immunization against measles, mumps, and rubella. **ALL students, regardless of age who are enrolled for six or more credit hours, must fill out the meningitis survey which is available at the Student Health Services.** Failure to comply with this law within 30 days from the start of the semester will result in a student's disenrollment from classes, without refund of tuition and fees. Additional information regarding this regulation will be mailed to all admitted students. **Immunization Link:** www.ncc.edu/healthservices.

Center for Students with Disabilities (CSD):

A variety of services are available if you have a documented physical, psychological, hearing, visual or learning disability. For more information, contact the CSD department or call at 516-572-7241, TTY 516-572-7617. **CSD Link:** www.ncc.edu/csd

Residency Requirements:

To be eligible for the resident tuition rate, you must have one year's legal residency in New York State and six months in the County of Nassau. The legal residency of unmarried students under 21 is deemed to be that of their parents. New York State students from counties other than Nassau may have the non-residency tuition rate waived by submitting a Certificate of Residency from their home county fiscal office prior to payment of tuition and fees. The submission of a valid Certificate of Residency qualifies students who reside in counties other than Nassau for the Nassau County resident tuition rate. Applications for a Certificate of Residency are available in the Bursar's Office, Student Financial Affairs or at the Information Desk in the Student Services Center. For students commencing study in the fall semester, the certificate will cover a full year. Students with (F1) visas do not qualify for in-state tuition. Individuals on certain visas may qualify for in-state tuition and Certificate of Residency.

Disciplinary Dismissals:

If you have been dismissed from another college, you must ask for the Request for Admissions Review Committee form available in the Registrar's Office and Admissions Office. In order for the college to make a decision, all supported documentation regarding your individual situation should be submitted along with your application within thirty (30) days of the start of the semester. Documentation provided later will only further delay your admittance to the college. If the committee does not meet before the semester begins, you will need to wait for the College's decision and postpone attendance until the following term.

Change of Program:

If you are applying through the Office of the Registrar and you want to pursue a different program than you were previously pursuing, a Change of Program form must be processed after you are readmitted into your last degree program with the exemption of Nursing, Allied Health Programs, and Mortuary Science which may have additional requirements. If you attended another college and are applying through the Office of Admissions, a Change of Program form is *not* necessary; however, you **must** specify the new program code. Students with a degree/certificate from Nassau must also apply for a second degree/certificate with the appropriate Academic Department. The application must be approved before you pursue courses for the second degree/certificate program.

Registration for Classes:

Once you are admitted you will be able to enroll in your classes for the semester. You are responsible for knowing the prerequisites for the classes that you wish to register. If you are enrolling in a class for which the prerequisites have not been met at Nassau Community College, you will be required to contact the Chairperson of the department to get an override waiving the prerequisites.



OFFICE OF THE REGISTRAR
 One Education Drive
 Garden City, NY 11530
 www.ncc.edu

FOR OFFICE USE ONLY:

READMIT APPLICATION

Apply through the **Office of Admissions** if you have attended another college since you last enrolled at NCC. Apply through the **Office of the Registrar** if you have not attended any other college(s) since you last enrolled.

PLEASE WRITE LEGIBLY AND CLEARLY

Re-Admission Semester being Requested: Summer 20____ Fall 20____ Winterim 20____ Spring 20____

Are you applying as **degree seeking** or **non degree seeking?**

NCC-ID or SSN _____ - _____ - _____ **Date of Birth:** ____/____/____ (MM/DD/YYYY)

(If you provide your United States of America Social Security Number (SSN), it is used to coordinate the collection of information for all your student records. Authority to collect the SSN is granted under Section 355 of the New York Education Law. Your response will be held confidential. Please double check the number for accuracy.)

Name: Last (Family) _____ First _____ Middle _____

Previous Name(s): _____

Permanent Address: _____ Apt. # _____

City _____ State _____ Zip _____ If other than the U.S.A., specify COUNTRY _____

How long have you resided in Nassau County? _____ Years **How long have you resided in New York State?** _____ Years

Home Number: (_____) _____ - _____ **Cellular Number:** (_____) _____ - _____

Personal email address: _____ **Confirm your email address:** _____

Gender: Male Female

Citizen of the United States of America: Yes No

If not a Citizen of the U.S.A, what is your Country of Citizenship/Birth? _____ AND check your status below

- Legal permanent resident of the United States (Attach a copy of your permanent resident card)
- Have a visa (please identify) A, B, E, F, G, H, K, L, M, N, O, P, R, S, T, U, V (Attach a copy)
- Status Pending _____
- Other (specify) _____

Ethnicity (optional): Are you Hispanic/Latino? Yes No

If you are Hispanic/Latino, is your background (select one)

- Central American Cuban Dominican Mexican Puerto Rican South American Other Hispanic/Latino

Race (optional): White Black or African American Asian Native Hawaiian or other Pacific Islander American Indian or Alaskan Native

1. Are you changing the program you are pursuing? Yes No **If Yes, Read Application Instructions for Change of Program.**

If so, enter the new Program Code you would like to pursue: _____

Write out the program name: _____

Did you stop attending NCC due to academic dismissal? Yes No

Did you stop attending NCC due to failure to pass remedial courses? Yes No

Have you ever been suspended from a college for disciplinary reasons? (see instructions) Yes No

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, less than permanently. 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 and not on academic performance. An affirmative response to this question will not automatically prevent admission, but you will be asked by your college choices to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Please note, the College reserves the right to inquire into whether a student who enrolls in a degree/certificate programs leading to licensure, or students wishing to participate in internships or study abroad programs have a prior felony conviction.

PROOF OF GRADUATION

High School: _____ **Graduation Date:** _____

If your school is outside of New York, list the state or if outside of the U.S.A., list country _____

If you received a high school equivalency (HSE), formerly known as the GED, please date: ____/____/____ (MM/DD/YYYY)

COLLEGES/UNIVERSITIES ATTENDED:	Dates Attended		Date of Graduation	Degree Received
School name, city and state, (specify country if outside the U.S.A.)	From	To	MM/DD/YYYY	

I declare that all statements made in this application are, to the best of my knowledge, true and correct. I understand that if I was born on or after January 1, 1957, and if I enroll for 6 or more chargeable credits, I must provide the College with proof of immunization against measles, mumps and rubella. **ALL students, regardless of age, who are enrolled for six or more credit hours must fill out the meningitis survey which is available at the Health Service Office.** My failure to comply with this New York State law within 30 days from the start of the semester will result in my disenrollment from classes without refund of tuition and fees.

Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection costs processes.

Further, I understand that the College may have such default information forwarded to credit reporting agencies. By providing your mobile number you are giving permission to the college to send you text message notifications.

Student Signature _____ **Date** _____

Nassau Community College is a comprehensive, full-opportunity College, open to all qualified applicants without regard to age, race, color, religion, marital status, national origin or disability.