



NON-DEGREE SEEKING APPLICATION INSTRUCTIONS

Please read this information carefully before completing the form

Submit To Registrar

Non-Degree Students are those who do not intend to pursue a degree or certificate at NCC but rather, plan to take courses for personal enrichment, for transfer to another college or professional growth. They are not eligible for state, federal financial or loan programs.

Requirements For Non-Degree Admission: In Order To Be Considered For Admission As A Non-Degree Student, You Are Required To:

1. Complete the application for Non-Degree Seeking Students
2. Submit proof of graduation from either an accredited High School or College
3. Pay the appropriate application fee

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

Deadlines

Completed applications will be processed on a first-come, first-served basis. Nassau Community College reserves the right to close admission at any time. Do not delay the application process. You must submit: proof of High School graduation and/or completion of a college degree. Non-Degree students are not required to take the College's Placement Tests; however, students who have not taken the College's Placement Test will be prohibited from enrolling in many college-level courses.

NOTE: Mailed or faxed applications are accepted only up to six (6) weeks prior to the posted deadlines. Information on specific deadlines is available on www.ncc.edu/admissions/apply

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 to those who 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, a student 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 the information Desk in the Student Services Center. For students commencing study in the fall semester, the certificate will cover a full year, including fall and spring semesters and summer sessions. Certificates of Residency must be renewed each year. Students with (F1) visa 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 a Request for Admissions Review Committee form. In order for the College to make a decision, all supporting documentation regarding your individual situation should be submitted along with your application within thirty (30) 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.

To Become A Degree-Seeking Student

Once registered as a non-degree student and you wish to change to Degree-Seeking (matriculated status) you must submit to the Office of the Registrar WITHIN 30 DAYS from the start of the term 1) Official High School and College/University transcripts, 2) Request to Become Degree Seeking Form (you should review the Program Requirements section of the catalog at collegecatalog.ncc.edu/current/programs 3), and comply with the College's Placement Test requirements, unless a permanent exemption from the applicable area of the placement test can be granted based on documentation provided.

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 signing up for 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:

NON-DEGREE SEEKING APPLICATION

Non-Degree Students are those who do not intend to pursue a degree or certificate at NCC but rather, plan to take courses for personal enrichment, for transfer to another college or professional growth. Students must complete an application for admission, provide required documentation and pay the application fee. Check out the Class Schedule for class availability, and select the semester for which you are planning on enrolling. There is a non-refundable application fee charged.

Admission Semester being Requested: Summer 20_____ Fall 20_____ Winterim 20_____ Spring 20_____

Social Security Number _____ - _____ - _____ **Date of Birth:** ____/____/____ (MM/DD/YYYY)
 (Enter your United States of America Social Security Number (SSN). Your SSN 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: Legal Last (Family) _____ Legal First _____ Middle _____

Preferred First Name _____ The College reserves the right to: a) deny a request for chosen name based on its unsuitable nature (i.e., the use of profane, obscene, hate-speech-derived, offensive or derogatory names), and b) remove any chosen name from College records without prior notice to the individual.

Previous Legal Name(s): _____

Permanent Address: (Po. Box cannot be used as perm. address) _____ Apt. # _____

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

Mailing Address _____

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

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

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

Legal Sex: Male Female

Gender*: Male Female Non-Binary Other _____ **d) Pronouns*:** He/Him She/Her They/Them Other _____

Citizen of the United States of America: Yes No

If not a USA 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

Have you ever been suspended from any college for disciplinary reasons? Yes No

If you answered "Yes" to this question, you must submit a **Request for Admissions Review** form to the Registrar's Office.

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 include diploma date: ____/____/____ (MM/DD/YYYY)

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

Declaration By checking this box, I declare that all statements made in this application are, to the best of my knowledge, true and correct, and that reporting any information on this application inaccurately can result in the revocation of an offer of admission. I understand that if I was born on or after January 1, 1957, I must provide the College with proof of immunization against measles, mumps and rubella, prior to the 30th day of the semester. ALL students, regardless of age, must fill out the meningitis survey, which is available at www.ncc.edu/healthservices. My failure to comply with this New York State law NO LATER THAN 30 days from the start of the semester will result in my disenrollment from classes without refund of tuition and fees.

In addition, with respect to tuition and fees, the College may refer all amounts in arrears to a collection agency or litigate to ensure payment, and I will be responsible for payment of all attorneys' fees, reasonable collection costs and other charges necessary for collection of any amount not paid when due. Further, I understand that the College may have such default information forwarded to credit reporting agencies.

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.