



# 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](http://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](http://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](http://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) 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 a Request for Admissions Review Committee form available in the Registrar's Office. 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 the refund period of the full semester. 1) Official High School and College/University transcripts, 2) Change of Program form from the department in which you wish to major 3) 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. 4) If you have international university/college credentials from outside of the U.S., submit an evaluation by professional evaluation company that is a member of AACRAO, NAFSA, NACES, AICE, ATA and Better Business Bureau (i.e. World Education Service, AACRAO etc.)

\*\*Students interested in only studying English through the Language Immersion Program at NCC (LINCC) will be required to take the placement test in English and reading. Students in this program are not eligible for financial aid. It is a full-time day program only.

## 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:** 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

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

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.

**Send your application as an attachment to: registrar@ncc.edu**

**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.