

Application Instructions for Non-Degree Students

Admissions

A non-degree student may accumulate up to 18 credits before they are required to matriculate into a degree program.

Non-degree students must complete and submit the Application for Non-Degree Students.

Note: Credits earned as a non-degree student at St. Joseph's College (SJC) are often transferable. However, you may be required to obtain prior approval from the college or university at which you are enrolled as a full-time matriculated student.

Non-Degree Student Applicant Checklist

To apply, please submit the following:

- a completed, signed and dated Application for Non-Degree Students.
- a nonrefundable application fee of \$25 in the form of a check or money order (include your name).
- a completed course registration form obtained from the registrar's office.
- payment in full for the course(s) in which you wish to enroll.

Your application and course payment should be submitted in person to ensure placement in courses.

Submit your completed application to: **SJC Brooklyn**
Office of Admissions
245 Clinton Avenue
Brooklyn, NY 11205

or

SJC Long Island
Office of Admissions
155 West Roe Boulevard
Patchogue, NY 11772

Consider SJC

Students taking courses on a non-degree basis may apply for matriculation into a degree program. Please visit sjcny.edu/applynow to complete an application. Current SJC course offerings can be viewed at webadvisor.sjcny.edu.

Application Form for Non-Degree Studies

(Please type or print neatly.)

Part I — Personal Data

Social Security Number _____ - _____ - _____

Title Mr. Ms. Mrs.

Name _____
Last First Middle

Former or Other Name _____
Last First Middle

Home Address _____ Apt. _____

City _____ State _____ ZIP _____

Mailing Address (if different from home) _____ Apt. _____

City _____ State _____ ZIP _____

Home Phone _____ TTY/TDD (if applicable) _____

Cellphone _____ Email _____

Citizenship Status U.S. citizen Permanent U.S. resident Other _____
Country of Birth _____

Is English your native language? Yes No

If not, indicate your native language: _____

Are you a New York State resident? Yes No If yes, in which county do you reside? _____

Gender Male Female Date of birth ____/____/____
Month Day Year

Have you ever been charged with, convicted of or pled guilty or no contest to a felony charge?

Yes No (If yes, attach a detailed explanation)

Demographic Information (Optional)

The following items are optional. No information you provide will be used in a discriminatory manner.

1. Are you of Hispanic/Latino decent (including Spain)? Yes No

2. Regardless of your answer to the previous question, please indicate how you identify yourself (check one or more).

American Indian or Alaska Native (including all original peoples of the Americas)

Asian (including Indian subcontinent and Philippines)

Black or African-American (including Africa and Caribbean)

Native Hawaiian or other Pacific Islander (original peoples)

White (including Middle Eastern)

Part II — Admissions Data

Start Term

Fall 20____

Spring 20____

Summer 20____

Winter intersession 20____

Application Type

Non-degree

Intended Load

Full time

Part time Number of credits _____

Have you previously applied to SJC? Yes No If yes, when? ____ / ____
Month Year

Have you ever taken a course at SJC? Yes No

If yes, were you a non-degree or degree-seeking student? _____

High school attended _____ Year of graduation _____

Are you currently attending another institution as a matriculated student? Yes No

If yes, where? _____ Date of entrance _____

What are your reasons for attending St. Joseph's College as a non-degree student?

Have you ever been suspended, expelled or required to withdraw for disciplinary reasons from any high school or college?

Yes No (If yes, attach a detailed explanation)

PART III — Courses Requested

Course number	Course title	Credits
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Course number	Course title	Credits
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If course has prerequisites, please provide transcript. If you would like to request additional courses, please attach a list that includes the course number, course title and number of credits.

Part V — Signature

All students: I certify that the information I have provided on this application is accurate and complete to the best of my knowledge. I authorize St. Joseph's College to make reasonable inquiries into the accuracy of the information provided, including a background check. I understand that this application must be complete and all requested documentation submitted before an admissions decision can be rendered. I further understand that any misrepresentation or omission of requested information may result in admission being rescinded or in dismissal at any time after admission.

Applicant's signature _____ Date _____

It is the policy of St. Joseph's College not to discriminate on the basis of race, color, religion, sex, national or racial origin, age, handicap or marital status in its educational programs, admission policies, employment policies, financial aid or other school-administered programs. This policy is implemented in compliance with all applicable federal, state and local statutes or regulations.

Admission approved _____ Date _____
Director of Admission