

# APPLICATION INSTRUCTIONS

## ADMISSIONS

A non-degree student may accumulate up to 24 credits before they are required to matriculate into a degree program.

Non-degree students must complete and submit the following application for non-degree and visiting students. Please retain a copy for your own records.

Credits earned as a non-degree student at St. Joseph's College are often transferable. Visiting students who plan to transfer SJC credits to another institution must receive prior approval from their home college (the college or university where they are currently enrolled as a full-time matriculated student).

St. Joseph's College invites visiting students to take courses during the fall and spring semesters, as well as during our winter intersession and three summer sessions. Available SJC course offerings can be viewed at [webadvisor.sjcnj.edu](http://webadvisor.sjcnj.edu). Pre-requisites may apply. Please check our course catalogue for course descriptions and pre-requisites needed. On the application for non-degree students, you may select the courses of interest to you. For more information or more detailed instructions, please call the Office of Admissions at 631.687.4500.

Please note that payment for tuition and fees is due in full. You may view your billing account online through your MYSJC portal.

## CONSIDER SJC

Students taking courses on a non-degree basis may apply for matriculation into a degree program at St. Joseph's College. To do so, please contact the Office of Admissions at 631.687.4500 or apply online at [www.sjc.edu/long-island](http://www.sjc.edu/long-island). For graduate programs, please call 631.687.4501.

## NON-DEGREE STUDENT APPLICANT CHECKLIST

To apply, please submit the following:

- a completed, signed and dated Application for Non-Degree Undergraduate and Graduate students.
- a nonrefundable application fee of \$25 in the form of a check (include your name on the check).
- a completed course registration form obtained from the registrar's office. Please verify seating availability in your chosen course.
- payment in full for the course(s) in which you wish to enroll.

Make sure your name appears on all documents. Please retain copies of your application and all materials submitted for your records. Submit your completed application online or submit a paper application to:

**SJC LONG ISLAND**  
Office of Admissions  
St. Joseph's College  
155 West Roe Boulevard  
Patchogue, NY 11772

## STUDENTS WITH DISABILITIES

St. Joseph's College ensures that all students are afforded fair and equitable access to its programs and activities. The director of the Office of Student Accessibility Services assists students with disabilities in accessing reasonable accommodations and in determining which accommodations are appropriate. The College complies with the Americans with Disabilities Act. Reasonable accommodations typically include, but are not limited to, recorded materials, testing modifications, note-taking support, special parking permits and help with class registration.

## CAMPUS VISITS

Students interested in St. Joseph's College are encouraged to visit the campus. A campus visit provides prospective students with a clear understanding of St. Joseph's academic programs, environment and social setting. Students and families have the opportunity to learn more about academic offerings, student services and campus life, as well as the admissions and financial aid processes and procedures.

Individual appointments, SJC Preview Days, Information Sessions and guided campus tours are held throughout the year on weekdays and most Saturdays. Please call the Office of Admissions at 631.687.4500 (Undergraduate) or 631.687.4501 (Graduate) to arrange a visit.

St. Joseph's admits qualified students without regard to race, color, religion, gender, age, national or ethnic origin or disability. This policy is implemented in accordance with applicable federal, state and local statutes and requirements.

# APPLICATION FOR NON-DEGREE UNDERGRADUATE & GRADUATE STUDENTS

## PART I — BIOGRAPHICAL DATA (Please type or print neatly.)

\$25 non-refundable application fee.  
Tuition is due in full upon registration.

Social Security number (optional) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Student ID: \_\_\_\_\_  
Supplied by Admissions Office.

Title  Mr.  Ms.  Mrs.

Name \_\_\_\_\_  
Last First Middle

Former or other name \_\_\_\_\_  
Last First Middle

Home address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Mailing address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home phone \_\_\_\_\_ TTY/TDD (if applicable) \_\_\_\_\_

Cellphone \_\_\_\_\_ Email \_\_\_\_\_

Citizenship status  U.S. citizen  Permanent resident  Foreign  Other \_\_\_\_\_  
Country of birth \_\_\_\_\_

Mark the box with an "x" if you wish to indicate:

Your native language is not English.

\_\_\_\_\_ is your primary 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

If you would like the opportunity, we invite you to share more about your gender identity below.

## ETHNICITY INFORMATION (OPTIONAL)

Ethnicity information is not required. Response is voluntary and information is used for statistical purposes only. Confidentiality is maintained.

1. Are you of Hispanic/Latino decent (a person of Cuban, Mexican, Puerto Rican, South American, Central American or other Spanish culture or origin regardless of race)?

No  Yes, Hispanic/Latino (including Spain)

If yes, please describe your background \_\_\_\_\_

2. Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more and describe your background on the lines below.)

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

Asian (including Indian subcontinent and Philippines)

Native Hawaiian or other Pacific Islander (original peoples)

Black or African-American and Caribbean

White (including Middle Eastern)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PART II — ADMISSIONS DATA

Term	Course Level	Intended Course Load
<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Full time
<input type="checkbox"/> Spring 20____	<input type="checkbox"/> Graduate	<input type="checkbox"/> Part time Number of credits____
<input type="checkbox"/> Summer 20____		
<input type="checkbox"/> Winter intersession 20____		

A maximum number of 24 credits is permitted as a non-degree student.

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

Have you ever taken an SJC course?  Yes  No

If yes, were you a non-matriculated or matriculated 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-matriculated student?

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## PART III — COURSES REQUESTED

Course number	Course title	Credits

If course has prerequisites, please provide transcript.

## PART IV — ADDITIONAL INFORMATION

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.)

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.)

## 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 that all requested documentation must be 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.

# MORE ABOUT US

## OVERVIEW

Ranked among the best regional universities in the north by *U.S. News & World Report* and also included in *Forbes* magazine's "America's Best Colleges" online issue, St. Joseph's College provides an exceptional liberal arts education that is rooted in the core values of integrity, service, social responsibility and spiritual and intellectual values. Independent, private and coeducational, St. Joseph's emphasizes career preparation and represents an affordable opportunity for the diverse populations that live within commuting distance of SJC Brooklyn and SJC Long Island.

# QUICK FACTS ABOUT ST. JOSEPH'S COLLEGE

## ENROLLMENT

### SJC LONG ISLAND

Total: 3,437

Undergraduate: 2,766

Graduate: 671

*Note: Enrollment numbers are from spring 2016.*

## STUDENT/FACULTY RATIO

15:1 (average class size: 20)

## AFFORDABILITY

St. Joseph's is one of the most affordable private colleges in the New York Metropolitan area with ample scholarship, work-study, grant and loan opportunities available. Please contact the Office of Financial Aid at 631.687.2600 for more information.

