



Undergraduate Non-Degree Student Application Form

STUDENT ADMINISTRATIVE SERVICES
Box 5575, 8 Clarkson Avenue
Potsdam, NY 13699
315-268-6451

Thank you for your interest in becoming a non-degree student at Clarkson University. Guidelines for attending Clarkson University as a non-degree student are as follows. If you have any questions, please contact Student Administrative Services at 315-268-6576.

- Non-degree student applicants* will need to complete the Non-Degree Student Application Form and pay a \$50 non-refundable administrative fee to assure course enrollment activity and/or transcript release.
- Tuition and fee charges for non-degree students are assessed per credit hour for each course. You can find the current year tuition and fees listed at: www.clarkson.edu/sas/student_accounts/index.html. For students enrolled in six or more hours, an activity fee will be assessed and for 12 or more hours, a facility usage fee will also be assessed. (Fees not applicable to summer.) Methods of payment include cash, personal check, money order or ePayment online. Financial aid is not available for non-degree students.
- The undergraduate academic advisor will be **Catherine Avadikian** located in 154 ERC, 315-268-3948.
- Students taking graduate courses should fill out the Graduate Non-Degree Student Application, available at www.clarkson.edu/sas/form/index.html.
- Students are considered registered after paying for the course and verifying their local address with Student Administrative Services, either in person or online.
- If you are taking six credit hours or more and were born after January 1, 1957, you are required to provide proof of immunization against measles, mumps and rubella. You are also required to complete the meningococcal response form included with signature or proof of the meningitis vaccine as this is a NYS requirement. If not provided by the stated deadline, you will be dropped from the University. Questions should be directed to the Student Health Center, 1300 Educational Resources Center, and 315-268-6633.
- All students must have health insurance and will be required to provide policy information. Health insurance is also available for purchase through Clarkson University.
- All students will be issued an official Clarkson University email address, where all official communication will be sent. Students must also obtain a parking permit if they will be driving a car on campus.
- The OIT HelpDesk will create the student's accounts (email, PeopleSoft, Moodle, etc.) and contact the student with this information by emailing the student's email address as listed on this registration form.
- Students may take no more than 15 credit hours as a non-degree student. Students wishing to continue will need to apply for admission.

* Applicants excluded from the \$50 administrative fee include Cross-Registered Students, Clarkson Employees, Beacon River Institute Summer Students and Exchange Program Students.



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Please type or print all information and return to the above address.

Student Information

Last Name: _____ First Name: _____ Middle Initial: _____

Social Security #: _____ Gender: _____ DOB: _____

Email address: _____ Marital Status: _____

Permanent Home Address: _____ Mailing Address: _____

Country: _____ Phone: _____ Home Mobile

Optional: Are you Hispanic or Latino? Yes No
 Optional: Select one or more of the following races:
 Black or African American American Indian or Alaska Native
 Native Hawaiian Asian or Other Pacific Islander
 White

Required: Are you a US Citizen? Yes No (if no, complete the following):
 Country of Citizenship: _____ Current Immigration Status: _____

Course Information

Term: Fall Semester Spring Semester Summer Semester Year: _____

	Subject & Catalog #	Section #	Course Title	Instructor Name	Credits
1.					
2.					
3.					

Please indicate why you wish to take courses as a non-degree student:

Please list all high schools and colleges attended:

Name & Location of Institution	Degree Earned	Major	Date Awarded

Have you ever attended Clarkson University?: Yes No

I understand that I am only being permitted to register for a course(s) as a non-degree student. If I wish to pursue a degree program at Clarkson University, it will be necessary to be admitted through the appropriate admissions office.

 Signature of Applicant Date Undergraduate Advisor Date