

Information and Application Instructions For Non-degree Students

GENERAL ADMISSIONS INFORMATION

Non-degree students are allowed to take a maximum of 12 Adelphi University credits. To register for courses as a non-degree student, you must complete and return the attached application along with the non-refundable application fee of \$35 for undergraduate students and \$50 for graduate students, made payable to Adelphi University. Should you decide to continue your studies at Adelphi University beyond 12 credits, you must apply for degree candidacy. Please feel free to contact the Office of University Admissions at (516) 877-3050 with any questions.

NON-DEGREE VISITING STUDENT

If you are a non-degree visiting student and want to take courses at Adelphi University with the intention of having them transferred back to the degree granting institution, a letter from the college where you are matriculated must be submitted each semester and must include the following:

- a recommendation that includes the courses and credit hours that the student can take at Adelphi University
- a statement that the credits earned from these courses will be accepted in transfer by the degree-granting institution

NON-DEGREE GRADUATE STUDENT

If you are a non-degree graduate student and want to take undergraduate prerequisite courses at Adelphi University, the following information must be submitted:

- proof of baccalaureate degree

PAYMENT OPTIONS

Credit card payments are also accepted. If you wish to pay by credit card, please call the Adelphi University Cashier's Office at (516) 877-3070. Applicants should enter credit card information in the space provided on this application. When mailing, enclose a check or money order payable to Adelphi University. When faxing, include a copy of the check or money order.

NON-DEGREE SPECIAL STUDENT

Non-degree special students will be permitted to attend Adelphi University on an individual basis. The following information must be submitted:

- proof of high school diploma demonstrating graduation at least one year before applying as a non-degree student

NON-DEGREE STAFF MEMBER

Non-degree staff member students are employees of the University who want to take courses but do not intend to pursue a degree from Adelphi. The following information must be submitted:

- name of University division in which the student is employed
- proof of high school diploma or baccalaureate degree

TO SUBMIT YOUR APPLICATION

ALL NON-DEGREE APPLICATIONS SHOULD BE SENT DIRECTLY TO THE OFFICE OF ADMISSIONS

Office of University Admissions
One South Avenue
Garden City, NY 11530-0701

FAX: (516) 877-3039

EQUAL OPPORTUNITY

Adelphi University is committed to extending equal opportunity in employment and educational programs and activities to all qualified individuals and does not discriminate on the basis of race, religion, age, color, creed, sex, marital status, sexual orientation, ethnicity, national origin, disability, genetic disposition or carrier status, veteran status, status as a disabled or Vietnam-era veteran, or any other basis protected by applicable local, state, or federal laws. The discrimination coordinator for student concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is Rosemary Garabedian, Coordinator, Disability Support Services, Room 310, University Center, (516) 877-3145; the discrimination coordinator for employee concerns pursuant to Section 504 of the Rehabilitation Act of 1973 and for Title IX concerns is Jane Fisher, Manager of Employment, Employee, and Labor Relations, Room 203, Levermore Hall, (516) 877-3222; the coordinator of Title VII and the Affirmation Action Officer is Lisa S. Araujo, Assistant Vice President for Human Resources and Labor Relations, Room 203, Levermore Hall, (516) 877-3224.



Adelphi University Non-degree Application

PERSONAL DATA

(Please type or print clearly)

Mr. Mrs. Miss Ms. _____
(Last) (First) (Middle)

Social Security Number								
			-			-		

Other name(s) which have been used on transcripts _____

Street Address _____ Apt., if applicable _____

City/Town _____ State _____ ZIP _____

Home Phone _____ Email _____

Date of Birth

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 Male Female Fax Number _____
(Mo) (Day) (Yr)

Were you born in the United States? Yes No If no, what is your country of birth? _____

What is your country of citizenship? _____

Are you a citizen of the United States? Yes No If no, are you a permanent resident of the United States? Yes No

If you are a permanent resident, please indicate your resident alien number _____

How long have you lived in the United States? _____

Have you ever been charged with, convicted of, or pled guilty or no contest to a felony or misdemeanor charge? (An affirmative response will not automatically prevent admission, but any omission or falsification is ground for denial or rescission of admission, or expulsion.) Yes No

If yes, provide an explanation. _____

CLASSIFICATION

My enrollment status: Visiting Non-degree Graduate Non-degree Special Non-degree Staff Member Non-degree

Courses of Interest: Online HIV/AIDS Prevention in Education Other (please be specific): _____

Semester applied for: Fall, 20____ Spring, 20____

I plan on attending: Full Time Part Time

Have you previously applied to Adelphi? Yes No If yes, date (semester and year) _____

Have you previously attended Adelphi? Yes No If yes, date (semester and year) _____ Degree Non-degree

PREVIOUS EDUCATION

List in chronological order all educational institutions attended.

If there has been any interruption in your education, please attach a written explanation.

High School	Street/City/State	Dates Attended	Degree/Diploma
		To	
		To	

College/University	Street/City/State	Dates Attended	Degree/Diploma
		To	
		To	
		To	

Have you ever been dismissed from an institution of higher education for academic or disciplinary reasons? Yes No

If yes, please specify institution and date, and attach a written explanation.

UNIVERSITY RELATIONSHIP INFORMATION

Please list the name(s) of any relative(s) who are alumnus/a, faculty, or administrative staff of Adelphi.

Name	Relationship to Adelphi	Relationship to you

Are you currently employed by Adelphi University? Yes No

Please list department, title, phone extension _____

WRITTEN STATEMENT

Please use the space provided to explain why you would like to attend Adelphi University as a non-degree student with the enrollment status that you indicated on the previous page of this application.

RACE AND ETHNICITY

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

Ethnic Origin: Do you consider yourself Hispanic, Latino, or of Spanish origin? Yes No

If you wish to identify yourself with a particular racial group, please check all that apply:

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or Other Pacific Islander White

SIGNATURE AND PAYMENT

Please check to ensure this Non-degree Application is complete and accurate. Make your check payable to Adelphi University. Please note the application fee for undergraduate students is \$35 and \$50 for graduate students.

I certify that the information provided in this application is complete and correct to the best of my knowledge. I understand that permission to register for these courses does not constitute admission to Adelphi University as a candidate for a degree and that to be accepted as a degree candidate I must file a formal application for degree status and meet normal degree program admission standards.

Enclosed is my check made payable to Adelphi University.

Please bill my Visa MasterCard American Express

Account Number: _____ Exp Date: _____

Signature _____ Date _____