



## ***Non-Degree Registration Form*** ***INSTRUCTION SHEET***

Use the following form to register for one or more classes as a **non-degree seeking student**. Non-degree enrollment status is available for students who wish to take courses at Cayuga but do not plan to pursue a **degree** at Cayuga. Non-degree students **do not qualify for financial aid** and are part-time students who enroll in less than 12 credits per term.

Review our schedule of classes online:

<https://www.cayuga-cc.edu/academics/schedule-of-classes/>

If you wish to enroll as a **new student in a degree program**, either full-time or part-time or require financial aid (including student loans), apply for admission:

<https://www.cayuga-cc.edu/apply/admissions/>

### **HOW TO SUBMIT**

Complete the form and **MAIL** to:

**AUBURN CAMPUS**  
197 Franklin Street  
Auburn, NY 13021

or **FAX** the completed form to:

Auburn Campus: (315) 255-9983

or scan and **E-MAIL** the completed form to:

[registrar@cayuga-cc.edu](mailto:registrar@cayuga-cc.edu)



# Non-Degree Registration Form

Office of The Registrar: FAX, MAIL OR EMAIL TO: registrar@cayuga-cc.edu  
AUBURN CAMPUS 197 Franklin Street Auburn, NY 13021 Tel: (315) 294-8516 Fax: (315) 255-9983

**INSTRUCTIONS:** This form must be completed by part-time students who are not seeking a degree. If you need or want financial aid (including student loans), you must apply for admission (<https://www.cayuga-cc.edu/apply/>).

**REQUIRED: Date of Birth** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Social Security Number** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Date Year For federal tax reporting purposes only  
MM DD YYYY

**MY LEGAL NAME** (the name that appears on your Social Security card or passport) **LEGAL SEX** (optional)  Female  Male

\_\_\_\_\_  
Last Name First Name M.I. Preferred Name (If different from legal name)

\_\_\_\_\_  
Preferred Gender Identity (optional) Preferred Gender Pronoun (optional) Former Name/Maiden Name

\_\_\_\_\_  
Permanent Address (address where you reside when you are NOT attending school) City State Zip

\_\_\_\_\_  
Local Mailing Address (address where you reside WHILE at school) City State Zip

Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Personal Email Address\* \_\_\_\_\_  
Avoid using affiliated email accounts, i.e. school emails

I have resided in New York State as a permanent resident for the 12 months immediately preceding this application  Yes  No

If yes, county of permanent residence: \_\_\_\_\_

\_\_\_\_\_  
Previous mailing address if you have resided in New York State less than 12 months City State Zip

**Do You Need a Certificate of Residence?**

- If you have resided in Cayuga County for less than 6 months or live in a New York State county other than Cayuga, you must either enclose a copy of Certificate of Residence with your tuition payment or pay double the tuition rate.
- The Certificate is issued by the treasurer of your county, not by Cayuga Community College. This should be done as soon as possible-and no sooner than 60 days before the start of class and within 14 days after the class starts.

**Colleges and Universities Last Attended** (do not include Cayuga Community College)

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

**High School** (please use school's formal name)

Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Dates Attended \_\_\_\_\_

**If You Did Not Graduate From High School Please Check One of The Boxes Below:**

- I earned my GED Date \_\_\_\_\_  I did not graduate or receive a GED
- I am now taking a course at Cayuga  I've previously taken a course at Cayuga

**OFFICE USE ONLY**  
C# \_\_\_\_\_  
Today's date \_\_\_\_\_

**INFORMATION IN THIS BOX IS OPTIONAL.** It will be kept confidential and used only to help you use college services. This information will not be used in a discriminatory manner, nor will you be penalized in any way if you choose not to respond.

**ARE YOU HISPANIC/LATINO?**  Yes  No

If **YES**, check one:  Central American  Dominican  Mexican  Puerto Rican  South American  Other Hispanic/Latino

**ARE YOU?**  Am. Indian/Alaskan Native  Asian  Black/African American  Native Hawaiian/Other Pacific Islander  White

**Have You Ever Served In The U.S. Armed Forces (including Reserves or National Guard)?**  Yes  No

If yes, DO YOU PLAN TO SEEK V.A. EDUCATIONAL BENEFITS?  Yes  No

**Citizenship Status**  U.S.  Dual U.S./Canadian  Permanent Resident  Refugee/Asylee  Other

If not U.S., Country of Citizenship \_\_\_\_\_ Country of Birth \_\_\_\_\_ Visa Type \_\_\_\_\_

If you are **NOT** a U.S. citizen or permanent resident, please go to <http://www.cayuga-cc.edu/international>

**Is English Your Primary Language?**  Yes  No

**PLEASE CHECK BOX IF YOU HAVE EVER:**

Have you ever been dismissed from a college for disciplinary reasons?  Yes  No

**PRIMARY GOAL IN ATTENDING CAYUGA**

- Earn a degree or certificate from Cayuga, then transfer to another college
- Transfer to another college without earning a degree or certificate from Cayuga
- Earn a degree or certificate, then seek or upgrade employment
- Enroll in coursework to learn or improve job skills (not for a degree or certificate)
- Enroll in coursework for personal enrichment (not for a degree or certificate)
- Enroll in coursework to earn a high school GED
- Uncertain

**HOW DID YOU LEARN ABOUT CAYUGA COMMUNITY COLLEGE?** \_\_\_ Postcard mailed home \_\_\_ Poster in school  
\_\_\_ Cayuga website/internet \_\_\_ Social media \_\_\_ Family member/friend told me about it \_\_\_ Other: *Please specify:* \_\_\_\_\_

**COURSE AUDIT** (Only applies if you wish to audit the course and not receive credit for the course. Full tuition applies.)

- I wish to audit (take a course for no grade or transcript credit) **AND**
- I am under age 60 (regular tuition charged)  I am age 60 or over (tuition waived with valid ID, certain fees may apply)

**COURSE SELECTION\***

Year \_\_\_\_\_  FALL  INTERSESSION  SPRING  SUMMER

CRN#	Course Name	Course#	Section #	Course Title	Campus	Dates

\*If you are registering for a course with a prerequisite, please enclose documentation that you have fulfilled the prerequisite. Prerequisite information can be found in the on-line college catalog and the course schedule at [www.cayuga-cc.edu](http://www.cayuga-cc.edu). English and mathematics courses may require placement testing; if you are a new student, contact the admissions office for details.

**I Would Like Information About Accessibility Resources** Contact the Office of Accessibility Resources (OAR) at 315-294-8422 (Auburn) or 315-593-9327 (Fulton) [www.cayuga-cc.edu/cas/services/accessibility-resources](http://www.cayuga-cc.edu/cas/services/accessibility-resources)

*I certify that the information on this application is complete and accurate. I understand that this application cannot be processed if it has not been completed according to its instructions, and that any deliberate falsification or omission of data could result in denial of admission or dismissal from the college.*

**APPLICANT SIGNATURE\*** \_\_\_\_\_ **DATE** \_\_\_\_\_

OFFICE USE ONLY: ADMISSION FORM FOR NON-MATRICULATED (NON-DEGREE SEEKING) STUDENTS