



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

FULTON CAMPUS

11 River Glen Drive
Fulton, NY 13069

or **FAX** the completed form to:

Auburn Campus: (315) 255-9983

Fulton Campus: (315) 593-7014

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

registrar@cayuga-cc.edu



For Office Use Only: C# C_____

Non-Degree Registration Form

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

FULTON CAMPUS 11 River Glen Drive Fulton, NY 13069 Tel: (315) 593-9395 Fax: (315) 593-7014

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/>).

Today's Date -- Social Security Number --

Student Name (the name on your Social Security card)

Last First MI

Date of Birth -- Other Name(s)

Daytime Phone -- Cell Phone --

E-Mail Address

Once you are assigned a Cayuga Community College e-mail address, all e-mails will be sent to that address.

Permanent Address (Must be a valid street address; no P.O. Boxes or temporary college addresses)

Number and Street Apt. #

City State Zip Code County

How long have you resided at this address? Years Months

If your current New York State address is less than 12 months, have you resided in New York State for the last twelve months? Yes No

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. You must submit the application below with proper documentation to your county treasurer's office, according to that office's rules. 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 _____ Date Graduated _____

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

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.

GENDER (please check) Female Male **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 <https://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 <https://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 Disability Services Contact the Office of Accessibility Resources (OAR) at 315-294-8422 (Auburn) or 315-593-9327 (Fulton) <https://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** _____