



**NON-MATRICULATED STUDENT
APPLICATION FORM**
STUDENT ADMINISTRATIVE SERVICES
PO BOX 5575
POTSDAM, NY 13699-5575
P. 315-268-6576 · F. 315-268-2321

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

Name (Mr./Ms.) _____ **Student Number*** _____
Last First

Gender: Female Male **Social Security Number** _____

Are you married? Yes No **Date of Birth** _____
MM/DD/YYYY

Are you a US citizen? Yes No **If no, are you a permanent resident of the US?** Yes No

What is your country of citizenship? _____ **Country of birth?** _____

Mailing address _____ **Home Address** _____

City State Zip Code City State Zip Code

Home Phone _____ **Cell Phone** _____

Email Address _____ @ _____

High School _____ **Dates** _____

College / University _____ **Dates** _____

Degree(s) attained _____ **Date(s)** _____

Are you currently enrolled in a degree program at another college or university? Yes No

Have you ever attended Clarkson University? Yes No

How will you attend class? (select one) on-campus (Potsdam) online via CU's distance learning program
 other, explain _____

A \$50.00 deposit must accompany this application. Checks should be made payable to Clarkson University.

Racial Group (optional)

- Black, Non-Hispanic American Indian or Alaskan Native Asian or Pacific Islander
 Hispanic White, Non-Hispanic

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

Signature of Graduate Advisor, if applicable

Course(s) of interest: _____
(Required pre-requisites will need to be verified prior to enrollment.)



NON-MATRICULATED STUDENT INFORMATION SHEET

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

- A student wishing to be admitted as a non-matriculated student will need to fill out the enclosed application and a personal data sheet and pay the admission deposit of \$50. This will be refunded to you if there are no outstanding charges on your account when you leave Clarkson. The refund will be sent to you approximately six weeks after your withdrawal from Clarkson University.
- Tuition and charges for non-matriculated students are assessed per semester hour for each course. You can find the current year tuition and fees listed at http://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-matriculated students.
- If you are taking six semester hours or more and were born after January 1, 1957, you are required to provide proof of immunization against measles, mumps and rubella. If not provided by the stated deadline, you will be dropped from the University. Questions should be directed to the Student Health Center, 103 Hamlin Powers, 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 are required to acquire a Clarkson photo ID card, and to open a Clarkson mailbox (where all official communication will be sent). Students must also obtain a parking permit if they will be driving a car on campus. You will need to provide your car registration to obtain your parking permit. After completing necessary paperwork in Student Administrative Services, this may be done in Cheel Center. The ID and parking permit may be obtained at Campus Safety & Security, and the mailbox key is available at the mailroom window.
- The Undergraduate academic advisor will be **Catherine Avadikian**; her office is located in 154 ERC and her phone number is (315) 268-3948.
- Students taking Graduate courses must speak to the Graduate Coordinator of the course department:
 - Engineering: **Kelly Sharlow** (315) 268-4139
Location: CAMP 102
 - Arts & Sciences: **Jeni Reed** (315) 268-3802
Location: Snell Hall 305D
 - Business: **Karen Fuhr** (315) 268-6613
Location: Snell Hall 322A
- Students are considered registered after paying for the course and verifying their local address with Student Administrative Services, either in person or online.
- Students may take no more than 15 credit hours as a non-matriculated student. Students wishing to continue will need to apply for admission.