



Undergraduate Non-Matriculated Student Application Form

STUDENT ADMINISTRATIVE SERVICES

Box 5575

Potsdam, NY 13699-5575

(315) 268-6451

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.

- Non-matriculated student applicants will need to complete the Non-Matriculated 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 http://internal.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**; her office is located in 154 ERC and her phone number is (315) 268-3948.
- Students taking Graduate courses should fill out the [Graduate Non-Matriculated Student Application](#).
- 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, and will be on-campus for course-related activities, 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 Resource 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-matriculated student. Students wishing to continue will need to apply for admission.

* Applicants excluded from the \$50 administrative fee include Cross-Registered Students, Clarkson Employees, LIM Program Students, Students registering through an NIH Grant program, and Exchange Program Students.



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Student Information

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

Social Security #: _____ Gender: _____ DOB: _____

Non-Clarkson Email address: _____

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: American Indian or Alaska Native

Black or African American Asian or Other Pacific Islander

Native Hawaiian 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-matriculated 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-matriculated 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