

NON-MATRICULATED STUDENTS

Non-matriculated students are students who have not formally been accepted into a degree granting program, but who are interested in taking a course at Upstate Medical University. Qualified non-matriculated students may take up to two courses totaling no more than eight credit hours a semester and up to a total of nine credit hours before matriculating at Upstate Medical University.

Non-matriculated students should use the following steps to register for a course:

Download and print the [Add/Drop form](#) and the [Non-matriculated Student registration form](#).

Complete all parts of the registration form. Call 315-464-4604 or email registrar@upstate.edu with any questions.

Obtain approval from the course instructor or the department to take the course.

Select one of the following options to submit your course registration paperwork:

Walk-in: Room 203, Campus Activities Building, Upstate Medical University

Fax to: 315-464-8822

Email to: registrar@upstate.edu

Mail to: Registrar's Office, Upstate Medical University, 155 Elizabeth Blackwell Street, Syracuse, NY 13210

Obtain your Upstate Medical University ID badge from the [Payroll Office](#), Room 100, Jacobsen Hall. Business hours are 7:00am to 4:30pm Monday through Friday.

When you receive your bill from Upstate Medical University, remit payment to the [Bursar's Office](#) by the payment due date. If you fail to make timely payment, you will be dropped from your course(s).