

ENROLLMENT PROCEDURES
(for non-matriculated students only)

NON-MATRICULATED STUDENTS

Qualified non-matriculated students may take courses from the College of Health Professions, College of Graduate Studies, or College of Nursing on a space available basis. Graduate Students should contact the office of Graduate Studies – contact information may be obtained online at: <http://www.upstate.edu/grad/> Non-matriculated students may enroll and register during the first five days of classes. After that date, late fees will be charged. The following steps are required:

1. Obtain the appropriate forms from the Office of the Registrar.
2. Obtain the signatures of instructors for all courses in which you intend to enroll. Consortium courses require the signature of Margaret Braungart (464-5404). Show evidence of completion of all course prerequisites at the time of seeking the instructor's approval.
3. Obtain the signature of the department chair for coursework in all departments except Arts and Sciences.
4. Submit to the Office of the Registrar the completed Add/Drop form and the completed Registration form. All information on this form must be completed to be considered fully registered.
5. **Payment to the Bursar's Office must be made at time of enrollment and registration.** Fees including college, activity, and technology will be included in your charges (please refer to tuition and fee information schedule).

Non-matriculated students may take no more than two courses totaling no more than eight credit hours in any semester with a total of nine credits earned as a non-matriculated student. Any exception to this policy requires written approval of the Dean of the College through which the student is registering.

Special Note for non-matriculated students: Parking in the SUNY Upstate Medical University's visitor parking is available. You may also find parking on the street. After 3:00 p.m., the control gates on some of the "B" lots may be lifted and parking is available for students (see your campus map). **NOTE:** There is a fee for parking in these lots on nights when Syracuse University has a Dome event.