

ENROLLMENT PROCEDURES for NON-MATRICULATED STUDENTS

Qualified non-matriculated students may take courses from the College of Nursing, College of Health Professions, College of Graduate Studies, or the MPH program on a space available basis. Non-matriculated students are students who have not been formally accepted into a degree granting program at Upstate Medical University but who are interested in taking a course at Upstate Medical University.

Procedure for a non-matriculated student to register for a course:

1. Complete the [Add/Drop form](#) AND the [Non-matriculated Student Registration form](#)
2. Obtain approval to take the course and have the appropriate individual sign the [Add/Drop form](#). Policies regarding eligibility to enroll as a non-matriculated student and the limit to the number of credits a non-matriculated student may take are specific to the College in which the course is offered.
 - a. College of Nursing courses: Qualified non-matriculated students may take courses provided space is available. Approval of the Course Instructor and/or the Program Director is required. Additional approval may be required from the Dean or the Assistant Dean for the College as well. Please refer to the CON website for their specific policy on enrollment for qualified non-matriculated students.
<https://upstate.ellucid.com/documents/view/10734/?security=7d604b7896d5f4a2bf021f0e62832769e9409778>
 - b. College of Health Professions courses: Qualified non-matriculated students may take courses provided space is available. Approval of the Course Instructor and/or the Department Chair of the course is required. No more than nine credits may be earned as a non-matriculated student without special approval of the Dean of the College. A student may take no more than two courses totaling no more than eight credit hours per semester without special approval of the Dean of the College.
 - c. College of Graduate Studies (<http://www.upstate.edu/grad/>): To be eligible for registration in a graduate course as a non-matriculated student, the candidate must have a Bachelor's Degree from an accredited college or university and meet the prerequisite requirement for the course(s) the candidate wishes to take. Furthermore, the candidate will be responsible for obtaining approval from the Department Chair(s)/Program Director(s) and Course Instructor(s). Final approval must be obtained from the Dean of the College of Graduate Studies. Due to space limitations, priority for non-matriculated student status will be given to Upstate Medical University employees, students matriculated in the University's other colleges, and bonafide students matriculated at other accredited colleges and universities. Non-matriculated students can take only two 500 level courses through the College of Graduate Studies. Registration forms are obtained at the Office of Graduate Studies, Room 3116 Weiskotten Hall, 766 Irving Avenue, Syracuse, NY.
 - d. Upstate Public Health program (<https://www.upstate.edu/mph/index.php>): Qualified non-matriculated students may take courses that are offered in the Upstate Public Health program on a space available basis. Registration forms and Add/Drop forms are obtained from the Program Coordinator, Room 2263, Weiskotten Hall, 766 Irving Avenue, Syracuse, NY (publichealth@upstate.edu, phone: 315-464-1700)

3. Return the completed [Add/Drop form](#) AND the [Non-matriculated Student Registration form](#) to the Registrar's Office in person (Room 203, Campus Activities Building, 155 Elizabeth Blackwell Street), via fax to 315-464-8822, via email to registrar@upstate.edu, or via US mail to Registrar's Office, Upstate Medical University, 155 Elizabeth Blackwell Street, Syracuse, NY 13210
4. Remit payment for tuition and fees. If you submit the forms in person, payment will be made at that time to the [Bursar's Office](#). If you mail, fax, or email the forms to the Registrar's Office, you will receive an email within 48 hours directing you to make payment. Failure to make payment will result in your registration being automatically canceled.
5. Obtain an Upstate ID Badge from the [Payroll Services](#) Office (Room 100, Jacobsen Hall)
6. Obtain your Upstate Groupwise email account and Blackboard account information, which will become available on [MyUpstate](#) at <http://bannerweb.upstate.edu/> once you have attained your Upstate ID Badge or had your uploaded photo approved.

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