

East Stroudsburg University of Pennsylvania

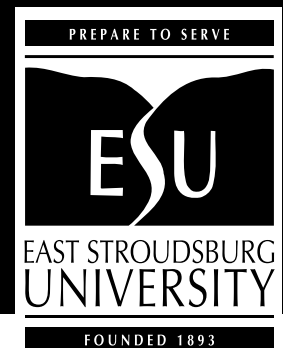
Undergraduate Non-Degree Student

Application Instructions

2010

Completed applications should be mailed to:

Office of Admission
East Stroudsburg University of Pennsylvania
200 Prospect Street
East Stroudsburg, PA 18301



DEFINITION

A non-degree student is one who is permitted to take courses at the university, but is not admitted to the university or to any degree program. Typically, non-degree students are those who wish to take courses for the purpose of personal enrichment and/or to improve his/her academic standing prior to gaining admission as a degree student, either at ESU or elsewhere.

High school seniors and those persons who have attended college(s) previously are not permitted to apply as non-degree students; these individuals must apply as freshmen or transfer students, respectively.

Exceptions:

1. Students enrolled in degree programs at other colleges or universities may enroll as non-degree students at ESU in order to earn credit to transfer to their home institution. A statement of good standing as well as an official transcript indicating at least a 2.3 average (on a 4 point scale) are required to be submitted before you can be admitted as a non-degree student for this purpose.
2. Applicants who have been denied admission as degree-seeking students may enroll as non-degree students upon approval of the Director of Admission.
3. High school students who wish to enroll in college while also attending high school should enroll as non-degree students. Highly motivated students with a minimum GPA of "B" or higher in a college preparatory program must be recommended to the University by their guidance counselors. Students with less than a "B" average but who have demonstrated a particular skill or talent in a given area may be recommended by their counselors to pursue coursework in that area. Before applying, contact the Office of Admission at 570-422-3542 for further details.

GENERAL INSTRUCTIONS AND INFORMATION

Complete the enclosed non-degree application for admission. No application fee is required. Also, sign the **CONDITIONS OF ENROLLMENT** form and send both to Office of Admission, East Stroudsburg University, 200 Prospect Street, East Stroudsburg, PA 18301. As long as you register and enroll for courses in a given semester you do not have to re-submit a non-degree application for the next semester. However, if you "sit out" for a semester (not including summer sessions) you must re-submit a non-degree application.

SPECIFIC APPLICATION INSTRUCTIONS:

Item #:

1. Self-explanatory.
2. If you have a question concerning legal residence call the Center for Enrollment Services at (570)422-2800.
3. Self-explanatory.
4. On campus- housing is not available for non-degree students; therefore Commuter is already checked.
5. This item has been completed for you.
- 6-12. Self-explanatory.
13. Sign and date.

Additional Instructions ...

GENERAL INSTRUCTION AND INFORMATION - *CONTINUED*

Register for classes. - Registration is on a "space available" basis. That is, non-degree students may register for classes after degree-seeking students have had the opportunity to register. Therefore, the following registration periods are available:

For Spring 2010 Semester (January): Registration will begin on January 4th and continue through the first day of classes, January 11th.

For Summer 2010 Sessions: Contact the Continuing Education Office concerning Summer registration at (570) 422-2871.

For Fall 2010 Semester (August): Registration will begin on August 24th and continue through the first day of classes, August 30th.

*If you have a bachelor's degree and wish to take **graduate courses** on a part-time, non-degree basis, please do not complete this application. Contact the Graduate School (570-422-3536) for information about graduate courses. The Graduate School is located in Zimbar-Liljenstein Hall Room #154.

*On-campus Housing is not available for non-degree students. Contact the Office of Residence Life and Housing (570-422-3138) for information regarding off-campus housing.

***Non-degree students are not eligible for any financial aid including veterans benefits.** If you have questions concerning financial aid, contact the Center for Enrollment Services, 570-422-2800. The Center for Enrollment Services is located in Zimbar-Liljenstein Hall.

2010 Undergraduate Non-Degree Application

East Stroudsburg University of Pennsylvania
East Stroudsburg, PA 18301-2999

NOTE: Read the non-degree student application instructions carefully before completing this form.

Office Use Only

Code _____ Date RIC _____ NIC _____ / _____

Personal Data:

Social Security Number _____ - _____ - _____

Name _____
First Name M.I. Last Name

Address _____
Street
City State Zip Code

Telephone _____

County (*PA residents only*) _____

Date of Birth _____ - _____ - _____ Male _____ Female _____
Month Day Year

Former/Maiden Name, if any. _____
First Name M.I. Last Name

E-Mail Address _____ @ _____

2 Are you a legal resident of Pennsylvania? _____ Yes _____ No

3 Semester in which you desire to enroll: _____ Spring 2010 (January)
_____ Fall 2010 (August)

4 Housing request: _____ Commuter

5 Academic program name: Non-Degree
Academic program code: ND-SPEC

High School information

Name of High School _____

6

Address _____
City State Zip Code

County _____ Graduation Date _____
Month Year

Next of Kin:

Name _____

7

Address _____
Street
City State Zip Code

Telephone _____

Relationship: Parent _____ Guardian _____ Spouse _____ Other _____

Are you a U.S. citizen or permanent resident alien? _____ Yes

_____ No

8

If you answered "No" to this question, indicate:

Country of Citizenship _____

Current immigration status (F-1, J-1, B-2, etc.) _____

A. What is your ethnicity? _____ Hispanic or Latino

_____ Not Hispanic or Latino

If not Hispanic or Latino, go to 9B.

9

B. What is your race?

Mark one or more races to indicate what you consider yourself to be.

_____ White

_____ Black or African American

_____ American Indian or Alaska Native

_____ Native Hawaiian or Pacific Islander

10

Have you ever previously applied to ESU? _____ Yes
_____ No

If yes, indicate date: _____

11

Have you ever previously attended ESU? _____ Yes
_____ No

If yes, indicate dates: _____

12

Other than East Stroudsburg University, please list the college most recently attended or currently attending:

Name of Institution:	Location:	Attended From:	Attended To:	Credits:

13

I certify that the above statements are true and correct to the best of my knowledge and belief. I understand that if I am offered admission to ESU and choose to attend, I am legally responsible to pay all tuition and fees on or before the due dates. I also understand that I am responsible for attorney's fees and costs charged for the collection of any unpaid bills.

Signature

Date

Note: If you would like information on accommodations or services related to a disability, please contact the Office of Disability Services located in Rosenkrans Hall, East Wing. The phone number is 570-422-3954 V/TTY. Information provided by that office is used in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

East Stroudsburg University of Pennsylvania

East Stroudsburg, PA 18301-2999

Conditions of Enrollment for Undergraduate Non-Degree Students

I understand and agree that my enrollment into college-level credit courses at the main campus of East Stroudsburg University, or at one of its designated off-campus locations, is not a commitment on the part of the university to my being admitted to any of its degree programs of study. I understand that course registration is on a "space available" basis and that degree-seeking students will have the opportunity to register prior to all non-degree students. **As a non-degree student, I understand and agree that I am not eligible for financial aid.**

I also understand and agree that if I wish to be admitted to a degree program of study, I must apply through the Office of Admission by the admission deadline at the University, and I must forward all required information necessary for evaluation by this date.

I further understand and agree that the grades I earn and the credits I complete may be used as part of the evaluation for determining my qualifications for admission. These courses may be used to satisfy the requirements for the designated program of study, if and when I am admitted.

I certify that I have not been dismissed, for academic or any other reasons, from another college or university within the last 12 months.

Date

Student Signature

TEAR OFF THIS PORTION AND KEEP FOR FUTURE REFERENCE

You may continue to enroll as a non-degree student in the semester following your initial enrollment without having to re-submit an application through the Office of Admission. Registration materials will be sent to you automatically for each succeeding semester. You will be permitted to register only after all degree-seeking students have done so. Remember that financial aid is not available to non-degree students.

To change to degree status, you must apply by the deadline through the Office of Admission. Follow the instructions on the regular application for admission to determine whether you must apply as a Freshman or Transfer student. An application fee of \$35 will be charged and your previous academic records (high school and, if applicable, college transcripts) must be forwarded for review and evaluation. You must submit your completed undergraduate application by November 15th for the Spring (January) semester and by May 1st for the Fall (August) semester. Contact the Office of Admission between September 14th and November 1st if you wish to apply for degree status beginning with a Spring (January) semester or between October 1st and March 1st for the Fall (August) semester.