

NON DEGREE GRADUATE APPLICATION

Q: How is the non degree application different from the degree application?

A: If you would like to take a single course and do not want to apply for a degree at this time, you should use this form. It is required for both SUNY Learning Network online and in-class courses. Please note that you may take up to four classes before being required to matriculate into a degree program and only two classes before applying to a certificate program.

Q: How will I know if space is available in the course that I am interested in?

A: You should contact the department offering the course to see if space is available. If space is available, you should notify the department's Assistant to Chair (below) and inform them that you will be submitting the non degree graduate application so that a seat can be reserved for you. Please note that preference will be given to students already enrolled for a degree at the School of Public Health.

- Caitlin Reid (reid@wadsworth.org) - Environmental Health and Biomedical Sciences
- Nikki Malachowski (nikkim@albany.edu) – Epidemiology and Biostatistics
- Linda Gauvain-McNulty (lmg@albany.edu) – Health Policy, Management and Behavior

Q: What are the requirements to take a graduate level course?

A: You must hold a bachelors degree with a minimum grade point average of approximately 2.5. A degree or coursework in biology, chemistry, physics, math or a related field is preferred.

Q: Where can I find the non degree application?

A: You can download this application and mail it to the Office of Graduate Studies. (<http://www.albany.edu/graduate/pdfs/nondegreeapplication.pdf>). You can also fill out and submit the application online at http://www.albany.edu/admiss/grad/online_application_nondeg.shtml; however, it is recommended that you mail your application so that you can include your transcript (see below).

Q: When should I submit the non degree application?

A: It takes approximately three weeks to process a non degree application, so you should submit it at least one month before your course starts.

Q: Do I need to submit other materials with the non degree application?

A: Yes, a transcript from your highest degree granting institution must be submitted to the Office of Graduate Studies. Again, it is recommended that prospective applicants submit the downloadable application (rather than online version) in order to submit the transcript and application together.

Q: Is there a fee associated with this application?

A: There is a \$20 fee associated with this application.

Q: How do I know which non degree program I should apply to? (Program Information Section of the application)

A: Applicants should designate a School of Public Health program as their area of study (see page 2 of application for options). For more information about the Academic Departments available at the School of Public Health, visit: <http://www.albany.edu/sph/>.

Note: Designating a program is necessary even if interested in taking a single course.

Q: How will I know if I have been admitted for nondegree study?

A: It takes approximately three weeks to process the application. You will receive a letter from the Office of Graduate Studies informing you of their decision.

Q: What are my next steps after being admitted to the University?

A: Once you have been admitted to the University at Albany, you must complete and submit the following two forms:

- **Confirmation of Acceptance Form**
<http://www.albany.edu/graduate/acceptanceconfirmation.shtml>
- **Confidential Health Report Certificate (click on Domestic Student and International Health Form)**
http://www.albany.edu/health_center/forms/ghealthform.pdf

Q: How do I enroll in my course?

A: You can enroll in your course via the MyUAlbany website (<http://albany.edu/myualbany/>). On the left side of this page click on Student Guide. (This document is designed to walk you through the simple steps associated with enrolling for classes). *Note: You will not need to complete steps 3 and 4 under Getting Ready to Enroll (Register) in Courses'.*

There are four pieces of information you need to register for your course at the MyUAlbany website.

- **PIN number** - You will receive your PIN number in a letter, mailed to your home address, from the Chief Information Officer of the Office of Graduate Studies. If you don't receive it in the mail one week before you course starts, call the ITS Help Desk at (518) 442-3700 (press 3).
- **AVN number** – This is your Advisement Verification Number. Contact the department offering the course for this number.
- **Class permission number** – Contact the department offering the course for this number.
- **Class Number** – This number corresponds to the class in which you are enrolling. You can find this in the University Schedule of Classes (http://www.albany.edu/schedule_of_classes/) or from the department offering your course.

Q: What if I want to take more classes and eventually matriculate (apply for a degree) at the School of Public Health.

A: You will be required to fill out and submit the degree application (Application and instructions available at: <http://www.albany.edu/graduate/>). Please note that non degree students are allowed to take no more than four classes before they must matriculate into a degree program (two classes for certificate programs).