

## Application—Nondegree Undergraduate Study For High School Students

**SEE INSTRUCTIONS ON REVERSE OF THIS FORM**

*Please Print Legibly*

**Name:** \_\_\_\_\_  
Last First Middle

**Sex:**  Male  Female      **Date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day yr

**Permanent Address:** \_\_\_\_\_  
Street  
 \_\_\_\_\_  
City State Zip

**County of Permanent Residence:** \_\_\_\_\_

**Home Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Cell Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Parent/Guardian Email:** \_\_\_\_\_

**High School Student Status as of start of semester?** (please check one)  
 Senior  Other (Attach explanation)

**High School now attending:** \_\_\_\_\_

**Have you applied for degree admission at the University at Albany for an upcoming term?**  Yes  No

ADVISOR NOTES:

Office Visit       Mail or Fax

\_\_\_\_\_ / \_\_\_\_\_

**OFFICE USE ONLY**      Student ID: \_\_\_\_\_  
 AVN: \_\_\_\_\_      PIN: \_\_\_\_\_

**Are you a U.S. Citizen?**  Yes  No

If no, list country of citizenship: \_\_\_\_\_;  
 Type of U.S. Visa \_\_\_\_\_; Green Card # \_\_\_\_\_  
A copy must be provided

**Are you Hispanic/Latino:** \_\_\_\_ Yes \_\_\_\_ No

**If Hispanic/Latino, is your background (circle one):**

Central American      Dominican      Mexican      Puerto Rican  
 South American      Other Hispanic/Latino

**All applicants, please indicate your race (circle one or more):**

American Indian/Native Alaskan      Asian      Black or African American  
 Native Hawaiian or Other Pacific Islander      White

**Course Enrollment:**

I have read the course schedule and descriptions and request enrollment in the following undergraduate classes:

1. Catalog #: \_\_\_\_\_ Class #: \_\_\_\_\_  
 Course Title: \_\_\_\_\_
2. Catalog #: \_\_\_\_\_ Class #: \_\_\_\_\_  
 Course Title: \_\_\_\_\_

**I have read and understand the rules printed in the University Undergraduate Bulletin regarding registration, fees, and refunds.**

\_\_\_\_\_  
 Student's Signature Date

\_\_\_\_\_  
 Parent's (Guardian) Signature (for students under 18 yrs.) Date

(over)

# INSTRUCTIONS

## Nondegree Undergraduate Study—High School Students

### Eligibility Requirements

Students attending high school and in good standing can undertake University coursework on a part-time, non-matriculated basis concurrent with their grade 12 secondary school program. Summer coursework between grades 11 and 12 is also allowable. High school students should use this application to enroll in lower-division undergraduate courses through the Office of General Studies and Summer Sessions.

### Admission Requirements

To be admitted, each student must:

1. Complete an application.
2. Attach to the application a current high school transcript.
3. Attach a letter of reference from the student's guidance counselor. This letter, written on school letterhead, should attest to the student's emotional and intellectual readiness for college coursework and indicate that he/she can reasonably be expected to compete academically with other students.
4. Meet all stated prerequisites for the course(s) in question.

Should you fail to meet conditions 2 and/or 3 as specified above, you may ask a particular instructor or department chair at this University to recommend to the Office of General Studies and Summer Sessions that you be enrolled.

### Registration Requirements

Please list courses for which you wish to be registered using catalog number (e.g. A Psy 101), class number (e.g. # 3095), and title (e.g. Introduction to Psychology).

- If you do not wish to attend after you have registered:  
If your plans change and you do not wish to attend classes at the University at Albany after you have registered, you must officially withdraw to cancel your tuition liability. You may withdraw in person, or by fax or letter to our office. You may also use *MyUAlbany*, the University's web-based registration system. No withdrawals via telephone will be accepted.
- If you want a different course than the one for which you are registered:  
You may change your schedule using *MyUAlbany*, the University's web-based registration system, or by coming to our office.

### Payment Requirements

You will receive a bill for the total credit hours listed on your schedule. Please pay your invoice by the due date or late charges will be assessed. Refunds or relief from charges due are based on dates of official withdrawal notification, not nonattendance. Please consult [www.albany.edu/studentaccounts](http://www.albany.edu/studentaccounts) for details.

### Deadline Requirements

Applications for registration are due in our office two weeks prior to the start of the semester you wish to attend.

- Please mail your completed application to:  
The Office of General Studies and Summer Sessions, University at Albany, SS-110, 1400 Washington Avenue, Albany, NY 12222.