



NEW YORK INSTITUTE OF TECHNOLOGY

EXPRESS APPLICATION AND REGISTRATION INSTRUCTIONS FOR NON-MATRICULATED STUDENTS

New York Institute of Technology offers non-matriculated student status to graduate and undergraduate students who want to take a limited number of courses before making a commitment to a degree program, or to those who wish to take courses for professional development or personal enrichment.

You must complete and submit the Express Application and Registration Form for Non-Matriculated Students to the Office of Admissions prior to registering for the first semester you intend to enroll. You are encouraged to apply and register early since many courses fill quickly. Both the admissions and registration process may be completed by using the attached form.

A maximum of nine (9) graduate and twenty-four (24) undergraduate credits may be applied toward an NYIT degree. To register beyond these limits, a non-matriculated student must be admitted as a matriculated degree candidate.

Academic requirements and regulations stated in the NYIT catalog and current class schedule apply to all non-matriculated students.

Should you decide to pursue a degree, you will be expected to submit a formal application for matriculation along with the required credentials. These required credentials are outlined in the instructions that accompany the formal application for admission.

As a non-matriculated student, you are not eligible for any Title IV Federal or New York State financial aid. If you are interested in financial aid, you will need to fill out an application for matriculation.

Each non-matriculated student must complete the following steps to enroll at NYIT.

Step 1. Be sure you have the following items:

1. Express Application and Registration Form for Non-Matriculated Students
2. Current Schedule of Classes
3. Catalog
4. Immunization Records*

Step 2. Meet with a faculty advisor in the department offering the course(s) you plan to take. Be sure to get the advisor's signature on the Express Application and Registration Form.

Step 3. Submit a complete Immunization Record to the Office of Wellness Services. In the event that this form is not completed, you must file the appropriate waiver with that Office.

Step 4. Submit your Express Application and Registration Form to the Office of Admissions. At this time you will have the opportunity to meet and discuss your educational goals with an admissions advisor. Bring the form to the registrar's office to have your registration completed.

Step 5. Make payment to the Office of Student Accounts by the required date.

Step 6. Visit campus security office to have a photo ID card issued.

Please Note: Non-matriculated students seeking a degree are advised to allow adequate time for processing and evaluating the application for admission.

***New York State Law requires each student registering for six (6) or more credits to show evidence of immunization against measles, mumps, and rubella. The appropriate forms may be obtained through the Office of Admissions. Your complete record must be on file with the Office of Wellness Services at the time you register.**

Office of Admissions

Old Westbury Campus
Northern Boulevard
P.O. Box 8000
Old Westbury, NY 11568-8000

Manhattan Campus
1855 Broadway
New York, NY 10023-7692

Express Application and Registration Form for Non-Matriculated Students

Please Print

Name: _____ Social Security number: _____

Address: _____ City _____ State _____ Zip _____

Home phone# (____) _____ Mobile# (____) _____ E-mail: _____@_____

Date of Birth: ____/____/____ Employer: _____

Semester registering for: Fall Spring Summer Intersession 20_____

Campus Preferred Manhattan Old Westbury Other

Level of study for which you are registering: Undergraduate Graduate Professional

Program of Study or Major Desired: _____

Have you previously applied to NYIT? Yes No

If Yes – To which program of study? _____

Did you complete the program? Yes No Last semester attended? _____

I would like to register for the following course(s)

Course/Reference #	Course Title	Credits / Units	Course/Reference #	Course Title	Credits / Units

Under Title VI of the Civil Rights Act of 1964 the following information is required for the compliance report for institutions of higher education and is not used for admission purposes.

(Check one)

- American Indian or Alaskan Native
 Black (Non Hispanic)
 Hispanic
 Asian / Pacific Islander
 White (Non Hispanic)
 Other
 Do not wish to respond

NYIT is an equal opportunity institution. Students are admitted without regard to race, religion, sex, age, national origin or handicap in compliance with the Executive order 11246. Revised Order #4 and Section 504.

I understand that by authorizing a registration, and or dropping or withdrawing from the courses that I have registered for during this semester, I agree to be charged in accordance with the published schedule of charges set forth in the college catalog with respect to payment of tuition, fees, refunds, the dropping and adding courses and the withdrawal policy procedures that are also available online at www.nyit.edu. I agree to be bound by this registration form and abide by the rules and regulations published in the current catalog. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. In the event that all charges are not paid when due, I agree to pay NYIT all of the costs associated with the collection of my delinquent account, which includes the payment to NYIT of the principal sums due, plus all costs, which may also include, but are not limited to collection agency fees constituting 33% of the principal balance due if NYIT engages a collection agency to secure payment, or legal fees constituting 50% of the principal balance due, if NYIT engages legal counsel to secure payment, plus any and all interest on the outstanding balance at the maximum legal rate allowed by law, and any and all other costs that will be associated with the collection of the delinquent amounts. All collection matters shall be governed by New York law; the courts of New York shall have exclusive jurisdiction in these matters.

Student's Signature

Date

PLEASE NOTE: ENROLLMENT USING THIS EXPRESS APPLICATION DOES NOT GRANT OR IMPLY ADMISSION TO A DEGREE PROGRAM AT NYIT. THIS APPLICATION MAY NOT BE USED BY INTERNATIONAL STUDENTS SEEKING A STUDENT VISA.

FOR OFFICIAL USE ONLY

Indicate Student Type:

APPROVED BY _____ Date _____ Admissions Office _____ Date _____
Faculty Advisor Date Admissions Office Date

COMMENTS: _____