

Non-matriculated Student Course registration for credit

How do I apply to Skidmore as a non-matriculated student?

- complete the Skidmore non-matriculated student application
- submit college transcripts (or high school if never attended college)
- submit standardized test scores
- mail to the Registrar's Office at 815 N. Broadway, Saratoga Springs, NY 12866
- There is no application fee for non-matriculated students
- The Registrar's Office will notify you of the outcome of your application

How do I choose a course?

- Utilize the Online Skidmore College Course Catalog
<http://www.skidmore.edu/catalog/2007-08/contents.htm>
- Locate the course days/times by viewing the Online Master Course Schedule
<http://www2.skidmore.edu/MasterSchedule/>
- Paper copies of both Catalog & Master Schedule are available at the Registrar's Office if you do not have access to the web.
- Check the College Catalog for course pre-requisites, lab and studio fees.

When do classes start? September 3, 2008

When can I enroll for classes?

Aug 1 st – Sept 10 th	9:00-11:30am & 1:30-4:00pm (no appointment is necessary)
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Where do I sign up? In person at the Registrar's Office- Starbuck Center, room 203 (phone: 518-580-5710)

What are the fees to take a class for credit?

	Adults	High school students (1/2 tuition benefit)
Registration Fee (per semester)	\$25.00	\$25.00
Tuition per credit hour:	\$1,270.00	\$635.00
Student Activity Fee & General Fee (required for student taking 12 or more credits; per semester)	\$367.00	\$367.00
Studio fees; for Studio Art/Dance/ Theater courses	varies – see catalog	
Lab fees; (if applicable)	varies – see catalog	

----- You will not be allowed to register without payment; Skidmore only accepts checks or cash as payment-----

Are there any restrictions?

- Registrations are allowed on a space available basis
- Physical Activity (PA) and Scribner Seminar (SSP) courses are not available to non-matriculated students
- There must be no academic, financial or library holds on your account
- You will be required to get a signature from the course instructor if the course is **closed or if you do not meet the course prerequisites**. (A copy of the permission form can be obtained at the registrar's office. An email from the course instructor to the Registrar's Office at register@skidmore.edu will also suffice for permission). Once you have identified the instructor's name on the master course schedule, you may check the online directory or call Information at 580-5000 to obtain the phone number for the instructor or the department. If you can't get in contact with the instructor before the first day of classes, please go to the first class and ask the instructor if she/he is willing to sign you into the class. Once you have a signed permission form, please bring it to the Registrar's Office along with your payment.
- Some courses have a quantitative reasoning requirement of a SAT math score of at least 630 or a passing score on Skidmore's quantitative reasoning (QR) test. Please call Kim Newsom at 580-5280 to schedule an appointment for taking the QR test.
- You will not be able to register after September 10, 2008

What do I need to know about after I register, before classes start:

Student Identification Card: This card can be used to obtain a campus parking sticker, to checkout books, or to use facilities at the Sports Center. To get an I.D. card, take your registration receipt to the Card Office in Starbuck Center, Lower Level 103. The card gives you access to student services only for the term you are enrolled. You will need to go to the card office to get your card reactivated each semester you enroll.

Parking: You must have a Skidmore sticker affixed to your car in order to park on campus. Go to the Security Office located in the basement of Jonsson Tower. Upon presentation of your I.D. card and your vehicle registration, you will be able to register your car for campus parking privileges. Information about campus parking regulations will be given to you and you will receive a parking sticker for your vehicle. The parking sticker is valid only for the academic year (Fall & Spring). A new sticker must be obtained each academic year.

Books and Supplies: Textbooks, paper, pens, and other supplies can be purchased at the Skidmore Shop on the lower level of Case Center. Textbooks are in the back of the store, arranged alphabetically by department. Staff is available to provide assistance.

Health Regulations Apply: Immunization records are needed for anyone born after January 1, 1957 and enrolled for 6 or more hours per semester. Submit them directly to Health Services in Jonsson Tower on campus. Failure to submit records will result in withdrawal from the College. According to New York State law, it is illegal for Skidmore College to enroll you without these records being on file.

Dropping, adding or withdrawal for course procedures:

Dropping/Adding Courses: Courses may be dropped or added during the first week of classes with written permission of the course instructor and during the second week of classes with instructor permission and approval of the Committee on Academic Standing. Drop/Add forms are available in the Registrar's Office. For special students – a dropped course may entitle you to a partial refund only if the course is properly dropped during the first two weeks of classes. Additional tuition and any appropriate fees will be charged for an added course. The form can be downloaded from http://hudson2.skidmore.edu/registrar/forms/Course_Registration.pdf

Course Withdrawal without Grade Penalty: A student may withdraw from a course without grade penalty from the 3rd week through the 11th week of classes in the term, but no tuition refund will be given. A grade of "W" is assigned for the course. The maximum number of course withdrawals (W) is two. Withdrawal forms are available in the Registrar's Office. The course instructor's signature is required. The form can be downloaded from <http://hudson2.skidmore.edu/registrar/forms/WithdrawWOpenalty.pdf>

*****Penalty:** Any student who stops attending a class and does not take appropriate measures to drop or withdraw from that class will receive an "F" (failing) grade.

*****Remember** - you must notify the instructor, get his/her signature on the appropriate form, and return it to the Registrar to leave a class.



Continuation Standards for Special (Non-Matriculated) Students

Non-matriculated students are expected to complete their academic work according to the following gpa standards as seen in the chart below. Failure to meet these standards will result in a review by the Committee on Academic Standing and possible withdrawal from the institution.

*****Maximum number of course withdrawals is 2, regardless of GPA.*****

<i>After _ number of Courses taken at Skidmore</i>	<i>Cumulative GPA Required to continue as a non-matriculated student</i>	Maximum number of course withdrawals is 2, regardless of GPA.
1	1.50	
2	1.67	
3	1.85	
4 – 10	2.00	
After 10	Must matriculate or withdraw	

Students who fall below these standards may apply for a one-time nonrenewable waiver in order to continue enrollment. Petitions will be reviewed by the Committee on Academic Standing, and the decision of the Committee will be based on academic evidence indicating the student’s potential for success.

Employees taking courses but not interested in pursuing/obtaining a degree may petition the Committee on Academic Standing for a waiver of the ten course limit.