

Handbook and Information for Non-Matriculated Students at Farmingdale State College

Definition: A Non-Matriculated student is a student who has not been admitted to a degree program at Farmingdale.

Reasons why an individual might wish to enroll in courses at Farmingdale as a Non-Matriculated student:

- You might wish to earn college credits during the summer break that will transfer back to your home institution
- You might want to complete courses that are required for admission into a degree program at Farmingdale or at another institution
- You want to brush up or gain new knowledge in an area of specialization that is required by your employer
- You might want to explore Farmingdale State College before applying to enter a degree program at Farmingdale as a Matriculated student.
- You might want to raise your GPA to become qualified for a Matriculated major

Admission of NEW Non-Matriculated students: If you have never attended Farmingdale and now seek permission to register for classes in the College as a Non-Matriculated student, you must first complete a simple on-line “Non-Matriculated Student Application” available on the Admissions section of the Farmingdale Web site: <https://www.farmingdale.edu/admissions/non-matric-student-app.shtml>

Once you have submitted the application, the Admissions Office will create a Ram ID number for you, as well as a Non-Matriculated student record.

After 3-5 business days, the Admissions Office will notify you via email on how you should proceed to register for courses.

A \$25 processing fee will be assessed to your bill once you have registered for classes.

Permission to continue enrollment in subsequent semesters as a Non-Matriculated student:

Non-Matriculated students who wish to continue taking courses with Non-Matriculated status after their initial semester or term at Farmingdale are required to submit official high school and/or college transcripts to the Admissions Office in order to maintain registration privileges for future semesters. Official transcripts can be mailed to: Farmingdale State College, Attn: Admissions, 2350 Broadhollow Road, Farmingdale NY 11735-1021.

Admission of Farmingdale Alumni who seek to attend as Non-Matriculated students after graduation: Farmingdale State College graduates will automatically receive Non-Matriculated status upon graduation. Priority registration dates are given to Non-Matriculated students who have graduated from Farmingdale State College within the past three years.

Admission of returning Non-Matriculated students who have not registered for two or more semesters: Non-Matriculated students returning after two or more semesters must complete the “Non-Matriculated Student Application” on the Admissions website, providing updated contact and other information.

Registering for courses: Non-Matriculated applications for students wishing to take a Spring or Summer class will open on November 1st. Registration will take place beginning in early January. Non-Matriculated applications for students wishing to take a Fall or Winter class will open on June 1st. Registration will begin in early August.

Non-Matriculated students can use OASIS (the Online Administrative Student Information System) to find and register for courses. After you have received your Ram ID number, you can log onto OASIS at: <https://oasis.farmingdale.edu>.

Follow the directions carefully – once you have logged into OASIS, you can maneuver through and register for courses. Non-Matriculated students are not required to enter a PIN (personal ID number) when registering via OASIS.

- As you browse through listings in the online course schedule, you’ll notice that many courses have multiple sections. Sections are versions of the course that meet on different days and times.
- Each section has a unique five-digit number called a Course Reference Number (CRN). This is a critical number to know—you must have it to register for a course. As you choose courses, keep track of the CRNs for the sections that you want.

Alternatively, Non-Matriculated students can complete their registration in person on a form available at the Registrar’s Office or on the Registrar’s page. This form must be presented to the Registrar’s office in Laffin Hall Rm. 225 for processing.

Registering for courses for which completion of a prerequisite course is required:

If you are a new Non-Matriculated student looking to take a course that requires a pre-requisite, please submit an official or verifiable copy of your transcript from another institution to the Academic Advisor for Non-Matriculated Students (Ms. Amber Kuchler) or the Registrar’s Office. To expedite the process, you can upload copies of your transcripts when you fill out the online registration form.

Please note: if a class you are looking to enroll in requires a pre-requisite, you must come to the Registrar’s Office in person to register or schedule an appointment with the Academic Advisor for Non-Matriculated Students. These courses cannot be registered for in the OASIS on-line system. Once the pre-requisite course is verified, the Academic Advisor for Non-Matriculated Students or the Registrar’s Office will complete your registration.

If you are a Farmingdale State College graduate, no transcripts are required for proof of the pre-requisite provided that such proof appears on your Farmingdale transcript.

Maximum credits allowed in any single semester or term: Non-Matriculated students are limited to 5 courses (including associated labs) for a maximum of 16 credits per semester.

Students seeking to take more than 16 credits must meet with the Academic Advisor for Non-Matriculated Students and apply for permission to do so (see “Advisement” below).

Farmingdale State College limits its winter intersession registration (January) to 7 credits per student. For summer sessions, students may not register for more than 8 credits in either Session A or Session B. The maximum number of credits for which a student may register during the combined terms of the entire summer session is 16. Exceptions to these credit limits are few. Non-Matriculated students wishing to exceed these credit limits for winter or summer sessions must obtain prior approval from the Academic Advisor for Non-Matriculated Students.

Maximum total number of credits that a Non-Matriculated student is permitted to take at Farmingdale: The maximum number of credits a Non-Matriculated student may take at Farmingdale is 32 credits. After accumulating 32 credits, the Non-Matriculated student must discuss the advisability of completing a degree at Farmingdale with the Academic Advisor for Non-Matriculated Students. Any student seeking to continue beyond 32 credits with Non-Matriculated status must petition the Provost’s Office for permission to do so. Students seeking such permission should begin by meeting with the Academic Advisor for Non-Matriculated Students to complete an appeal entitled “Request to Remain in Non-Matriculated Student Status Beyond 32 Credits” (see “Advisement” below).

Advisement: Advisement for Non-Matriculated students begins approximately three weeks before the start of each semester. Advisement for winter intersession and summer sessions is available at the start of registration: beginning in October for summer sessions and March for the winter intersession.

Non-Matriculated students fall into two categories:

- **New** Non-Matriculated students seeking advisement should meet with an Admissions Office Advisor. One can schedule an appointment with an Admissions Advisor by contacting the Admissions Office at (631)420-2200. Appointments are available Monday – Friday from 9:30 am until 3:30 pm.
- **Continuing** Non-Matriculated students who need advisement should schedule an appointment with Farmingdale’s designated Academic Advisor for Non-Matriculated Students: Ms. Amber Kuchler. Ms. Kuchler’s office can be found in the Academic Advisement and Information Center (AAIC) located in the lower level of Greenley Library. Students seeking advisement can schedule an appointment with Amber Kuchler on the AAIC website: <http://www.farmingdale.edu/academics/academic-advisement/academic-advisement-information-center/index.shtml>.

Once you have met with the Academic Advisor for Non-Matriculated Students, a file of your records and appointments will be kept in the AAIC for future reference.

As indicated earlier, **special appeals** for exceeding the limits on credits permitted in a single semester or winter intersession or summer term, or on total number of credits permitted for Non-Matriculated students, must begin with Ms. Amber Kuchler who will advise you and send your appeal to the appropriate offices.

Financial Aid: Non-Matriculated students are not eligible for federal and state financial aid.

Good Academic Standing: Non-Matriculated students are in good academic standing when their GPA (grade point average) is 2.0 or higher.

Academic Probation: Non-Matriculated students who fail to obtain a minimum GPA (grade point average) of 2.0 in any particular fall or spring semester will be automatically placed on academic probation. Such students are permitted to continue their studies at Farmingdale but are encouraged to meet with the Academic Advisor for Non-Matriculated Students for guidance and assistance in improving their academic performance.

Academic Suspension: Non-Matriculated students who are on academic probation twice in succession (not including summer or winter intersession) are subject to suspension. Students who have been suspended for poor academic performance are not permitted to enroll at the College in any coursework for one academic semester (fall or spring) from the date of suspension. After the required period has passed, Non-Matriculated students who have been suspended must appeal for re-admission by meeting first with the Academic Advisor for Non-Matriculated Students.

Appeal of Academic Suspension: Any student who has been suspended for academic reasons may appeal that decision by submitting a petition, in writing, requesting a review of the evidence. The appeal should include supporting evidence such as medical explanations or changes in grades that might justify a reversal of academic suspension. To initiate an “Appeal of Academic Suspension for Non-Matriculated Students,” the student should first meet with the Academic Advisor for Non-Matriculated Students who will send the appeal on to the Provost’s office.

Academic Reinstatement Following Suspension: Academic reinstatement refers to the process by which a student is granted permission to return to Farmingdale State College following an absence of one or more semesters due to suspension for reason of poor academic performance. A student seeking reinstatement should meet with the Academic Advisor for Non-Matriculated Students and prepare a petition that is entitled “Request for Reinstatement to Non-Matriculated Student Status.” Supporting evidence, such as successful completion of coursework at another institution while on suspension from Farmingdale State College, must be submitted along with the petition. The Academic Advisor for Non-Matriculated Students will handle the petition and inform the student of the Provost’s decision. Academic reinstatement permits the student to resume Non-Matriculated status in a subsequent semester following an absence of at least one semester. Please note: students seeking reinstatement should meet with the Academic Advisor for Non-Matriculated Students and begin the petition process at least one week prior to the start of the course registration period for Non-Matriculated students.

Policy for Repeating Courses (failing grades, minimum required grades, non-attendance, withdrawals): Students may repeat the same course once (total of two attempts). If a grade for the course is received, it counts as an attempt, including grades of N, W and UW. Additional repeats of the same course may only be authorized by the Academic Advisor for Non-Matriculated Students. Students who do not achieve a satisfactory grade on their second attempt may not be eligible for matriculation into certain programs.

Student Misconduct: The Farmingdale Student Code of Conduct defines individual rights and responsibilities. All students – Matriculated and Non-Matriculated – are expected to abide by that code. Alleged violations of the Student Code of Conduct or of local, state, or federal statutes on campus will not be tolerated and are subject to the campus judicial process. Disciplinary action by the College shall be independent of any criminal or civil proceedings.

Health Forms: According to New York State Law, all students born on or after January 1, 1957, who are attending an institution of higher education are required to submit proof of immunity to measles, mumps, and rubella. At Farmingdale all students physically taking at least one class on campus, regardless of the number of credits, must submit proof of immunization to the College Health and Wellness Center prior to the beginning of the semester.

Parking: Farmingdale State College requires all cars parked on campus to display a Farmingdale State parking decal. During a visit to campus you can obtain a fee one-day pass at the University Police office BEFORE parking. Before you park to attend class you will need to obtain a parking decal. You can purchase a permit at <https://farmingdale.t2hosted.com/Account/Portal>.

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