

# Handbook for Non-Matriculated (Non-Degree) Students at Farmingdale State College

## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>1</b>
<b>II. ADMISSIONS .....</b>	<b>2</b>
New First Time Non-Matriculated students .....	2
Recent Farmingdale Graduates (Alumni) .....	2
Continuing Undergraduate Students .....	3
<b>III. REGISTRATION .....</b>	<b>3</b>
General Registration information .....	3
Registering for Courses for Which Prerequisite Courses are Required .....	4
Maximum Permitted Credits in any Single Semester or Term .....	4
Maximum Permitted Total Number of Credits .....	4
<b>IV. ADVISEMENT .....</b>	<b>5</b>
General Advisement Information .....	5
Good Academic Standing .....	5
Academic Probation .....	5
Academic Suspension .....	6
Appeals .....	6
Academic Reinstatement .....	6
Repeating Passed Courses .....	7
<b>V. GENERAL INFORMATION .....</b>	<b>7</b>
Financial Aid .....	7
Student Misconduct .....	7
Health Forms .....	7
Parking .....	7

## Handbook for Non-Matriculated (Non-Degree) Students at Farmingdale State College

### I. INTRODUCTION

**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 might 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

### II. ADMISSIONS

**Admission of NEW First Time Undergraduate 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 application on the Admissions section of the Farmingdale Web site: <https://www.farmingdale.edu/admissions/non-matric-student-app.shtml>

**Undergraduate Students:** Fill out the “Undergraduate Non-Matriculated Student Application” and pay the \$50 application fee:  
[https://www.farmingdale.edu/admissions/non-matric\\_application/index.shtml](https://www.farmingdale.edu/admissions/non-matric_application/index.shtml)

**Graduate Students:** Fill out the “Graduate Non-Matriculated Application” and pay the \$75 application fee: [https://www.farmingdale.edu/admissions/graduate\\_non\\_matric\\_form.shtml](https://www.farmingdale.edu/admissions/graduate_non_matric_form.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.

Your application will not be processed until you pay the application fee. Please allow 7-10 business days for the Admissions Office to notify you via email on how you should proceed to register for courses.

**Recent Farmingdale Graduates (Alumni):** If you have graduated from Farmingdale State College in the last 5 years, please complete the Non-Matriculated Re-Admit Form.  
[https://www.farmingdale.edu/admissions/admissions-non-matric\\_readmit\\_form/index.shtml](https://www.farmingdale.edu/admissions/admissions-non-matric_readmit_form/index.shtml)

Farmingdale State College graduates will automatically receive Non-Matriculated status upon graduation, but need to complete this form in order to register for classes. Priority registration dates are given to Non-Matriculated students who have graduated from Farmingdale State College within the past five years and the application fee is waived.

**Continuing Undergraduate Students:** Students who have taken classes within the last 12 months do not need to complete an application. Please visit the [Registrar's website](#) for registration information.

Students who have not taken classes within the last 12 months, must complete the Undergraduate Non-Matriculated Application and pay the \$50 application fee:

[https://www.farmingdale.edu/admissions/non-matric\\_application/index.shtml](https://www.farmingdale.edu/admissions/non-matric_application/index.shtml)

Non-Matriculated Applications for new students, or non-matriculated students who have not taken courses in the last 12 months at Farmingdale, will open on the Admissions webpage as follows:

- June 1<sup>st</sup> for Fall classes
- Early September for Winter session classes
- November 1<sup>st</sup> for Spring classes
- Early February for Summer session classes

### III. REGISTRATION

**General Registration Information:** Fall and Winter registration for currently registered Non-Matriculated Students will take place beginning in **early August**. Spring and summer registration will begin in **early January**.

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 electronically on the Registrar's Office webpage.

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

If you are a 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 Admissions Office prior to registration. To expedite the process, you can also 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 complete the online registration form found on the Registrar's webpage. These courses cannot be registered through OASIS on-line system. Once the pre-requisite course is verified, the Registrar's Office will complete your registration. The Academic Advisors in the Academic Advisement and Information Center (AAIC) are also available for appointments in the case that students have difficulty completing this process.

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:**

**Undergraduate Student:** 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 an Academic Advisor in the AAIC and apply for permission to do so (see "Advisement" below).

Farmingdale State College limits its winter intersession registration (January) to 4 credits per student. For summer sessions, students may not register for more than 7 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 14. 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 and should see an Academic Advisor in the AAIC.

**Graduate Students:** Graduate non-matriculated students are limited to 2 courses for a maximum of 6 credits per semester.

**Maximum total number of credits that a Non-Matriculated student is permitted to take at Farmingdale:**

**Undergraduate Students:** The maximum number of credits a Non-Matriculated student may take at Farmingdale is 32 credits. **Students that have accumulated 32 or more credits** are advised to schedule an appointment with an Admissions Counselor to discuss options for gaining matriculated student status and potential educational outcomes. Students who would like to continue enrollment as a non-matriculated student for specific purposes must petition the Provost's Office for permission to do so. Students seeking such permission should begin by meeting with an Academic Advisor at the AAIC to complete an appeal entitled "Request to Remain in Non-Matriculated Student Status beyond 32 Credits" (see "Advisement" below).

**Graduate Students:** The maximum number of credits a Non-Matriculated graduate student may take at Farmingdale is 6 credits. After accumulating 6 credits, the Non-Matriculated graduate

student must discuss the advisability of completing a degree at Farmingdale with the Graduate Program Coordinator. Any student seeking to continue beyond 6 credits with Non-Matriculated graduate student status must petition the Provost's Office for permission to do so. Students seeking such permission should begin by meeting with the Graduate Program Coordinator to complete an appeal entitled "Request to Remain in Non-Matriculated Student Status beyond 6 Credits" (see "Advisement" below).

#### IV. ADVISEMENT

**General Advisement Information:** 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.

Non-Matriculated students fall into three 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 the Academic Advisement and Information Center (AAIC) located in the lower level of Greenley Library. Students seeking advisement can schedule an appointment with on the AAIC website: <http://www.farmingdale.edu/aaic>. Once you have met with an Academic Advisor at the AAIC, a file of your records and appointments will be kept in the AAIC for future reference.
- **Graduate:** Advisement for Non-Matriculated graduate 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. New and continuing Non-Matriculated graduate students must be advised by the Graduate Program Coordinator.

#### Good Academic Standing:

**Undergraduate Students:** Non-Matriculated students are in good academic standing when their GPA (grade point average) is 2.0 or higher.

**Graduate Students:** Non-Matriculated graduate students are in good academic standing when their GPA (grade point average) is 3.0 or higher.

#### Academic Probation:

**Undergraduate Students:** 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 an Academic Advisor in the AAIC for guidance and assistance in improving their academic performance.

**Graduate Students:** Non-Matriculated graduate students who fail to obtain a minimum GPA (grade point average) of 3.0 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 Graduate Program Coordinator for guidance and assistance in improving their academic performance.

**Academic Suspension:** Non-Matriculated students who fall below a 2.0 for two semesters 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.

**Undergraduate Students:** After the required period has passed, Non-Matriculated students who have been suspended must appeal for re-admission by meeting first with an Academic Advisor at the AAIC.

**Graduate Students:** After the required period has passed, Non-Matriculated graduate students who have been suspended must appeal for re-admission by meeting first with the Graduate Program Coordinator.

**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.

**Undergraduate Students:** To initiate an “Appeal of Academic Suspension for Non-Matriculated Students,” the student should first meet with an Academic Advisor at the AAIC, which will send the appeal on to the Provost’s office.

**Graduate Students:** To initiate an “Appeal of Academic Suspension for Non-Matriculated Graduate Students,” the student should first meet with the Graduate Program Coordinator 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.

**Undergraduate Students:** A student seeking reinstatement should meet with an Academic Advisor at the AAIC 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 AAIC 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 an Academic

Advisor and begin the petition process at least one week prior to the start of the course registration period for Non-Matriculated students.

**Graduate Students:** A student seeking reinstatement should meet with the Graduate Program Coordinator and prepare a petition that is entitled “Request for Reinstatement to Non-Matriculated Graduate 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 Graduate Program Coordinator 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 Graduate Program Coordinator and begin the petition process at least one week prior to the start of the course registration period for Non-Matriculated graduate 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, except grades of N, W and UW. Additional repeats of the same course may only be authorized by an Academic Advisor of the AAIC or by the Graduate Program Coordinator for graduate students. Students who do not achieve a satisfactory grade on their second attempt may not be eligible for matriculation into certain programs.

## V. GENERAL INFORMATION

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

**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>.