

Procedure for Admission and Registration of Part-Time Students

“Part-time students” include Union College employees, their spouses and dependent children, high school students, home schooled students, matriculated students at colleges participating in the Hudson Mohawk Consortium, students matriculated at colleges outside the Capital District, Johns Hopkins scholarship recipients, UCALL Members, senior citizens, and other interested members of the community.

Part-time students, both matriculated and non-matriculated, are eligible to register for courses after the full-time students have prescheduled. This will occur during the tenth week of the fall term for winter courses and the tenth week of the winter term for spring courses. For fall courses, it will occur after the incoming first year students have had a chance to add/drop in September. All students taking a course for credit are required to submit an unofficial copy of their high school transcript (or equivalency) OR a copy of their most recent college transcript.

Forms are available at the office or online at <https://www.union.edu/offices/registrar/forms/>

I. PART-TIME STUDENTS SEEKING DEGREES

A. Union employees and families (not interested in engineering)

1. Speak to appropriate department chair about course selection.
2. Get written permission to take course from instructor at Union.
3. Get application, registration and Employee Verification forms.
4. Have Employee Verification form signed at payroll to verify eligibility status.
5. Submit completed forms to the Registrar's Office in Silliman Hall.
6. After completion of three courses, application and transcripts will be reviewed by Dean of Studies for matriculation decision.

B. Students interested in engineering (including Union employees & family)

1. Speak with appropriate engineering department chair.
2. Get written permission to take course from instructor at Union.
3. Get application, registration and Employee Verification (Union only) forms.
4. Have Employee Verification (Union only) form signed at payroll.
5. Submit completed forms to the Registrar's Office in Silliman Hall.
6. After completion of three courses, application and transcripts will be reviewed by Dean of Studies for matriculation decision.

II. PART-TIME STUDENTS NOT SEEKING DEGREES

A. Employees and families (except those interested in Engineering)

1. Get written permission to take course from instructor at Union.
2. Get application, registration and Employee Verification forms.
3. Have Employee Verification form signed at payroll to verify eligibility status.
4. Submit completed forms to the Registrar's Office.

B. Students interested in taking individual courses, including engineering

1. Get written permission to take course from instructor at Union.
2. Get application and registration forms.
3. Submit completed forms to the Registrar's Office.

C. High School Students including Home-Schooled

1. Get written permission from instructor at Union.
2. Get High School Application and registration forms; get permission from high school officials to take course at Union.
3. Submit completed forms to the Registrar's Office.

D. UCALL and Senior Citizens (auditors only)

1. Get written permission from instructor to audit course.
2. Have valid proof of current UCALL membership (UCALL members only)
3. Get application and registration forms.
4. Submit completed forms to the Registrar's Office.

E. Johns Hopkins Scholarship Recipients

1. Get written permission to take course from instructor at Union.
2. Bring your scholarship letter to Assistant Registrar.
3. Get application and registration forms.
4. Submit completed forms to the Registrar's Office.