

## **Procedure for Admission and Registration of Part-Time Students**

“Part-time students” include Union College employees, their spouses/domestic partners 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, first week of the fall term. **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, with the exception of UCALL, Senior Citizens and matriculated students from one of the colleges in the Hudson Mohawk Consortium.**

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 their immediate family members**

1. Speak to appropriate department chair about course selection.
2. Obtain written permission from instructor to take course.
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 no more than six courses, application and transcripts will be reviewed by Dean of Studies for matriculation decision.

#### **B. All other students interested in pursuing a degree part-time**

1. Speak with appropriate department chair about course selection.
2. Obtain written permission from instructor to take course.
3. Get application and registration forms.
4. Submit completed forms to the Registrar's Office in Silliman Hall.
5. After completion of three courses, and being in touch with the Transfer Coordinator, fill out the Common Application or Coalition Application, which will be reviewed by the Dean of Studies for a matriculation decision.

### **II. PART-TIME STUDENTS NOT SEEKING DEGREES**

#### **A. Union employees and their immediate family members**

1. Obtain written permission from instructor to take course.
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. Matriculated students from other colleges interested in taking individual courses**

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

**C. High School Students including Home-Schooled**

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

**F. Matriculated students from the Hudson Mohawk Consortium**

1. Obtain written permission from instructor to take course.
2. Submit a completed Cross-registration form, signed by the home school, to the Registrar's Office.

**G. Any other person interested in taking individual courses**

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