

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 Agreement, students matriculated at colleges both inside and 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. Registration for **Fall term courses will occur the first week** of the Fall term after the incoming first year students have had a chance to add/drop in September. Registration for **Winter term courses will occur after Fall term exams have concluded**. Registration for **Spring term courses will occur after Winter term exams have concluded**. All students taking a course for credit are required to submit an official copy of their high school transcript (or equivalency) OR an official copy of their most recent college transcript, with the exception of UCALL, Senior Citizens and matriculated students cross-registering from one of the colleges in the Hudson Mohawk Consortium.

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

For first time applicants: Mail your \$25 check to Union College, Registrar's Office, Silliman Hall, Schenectady, NY 12308. You can also have unofficial transcripts mailed to this address.

I. PART-TIME STUDENTS SEEKING DEGREES

A. Union employees, and their immediate family members

1. Speak to appropriate department chair about course selection.
2. Complete the Application and mail application fee. (First time applicant only)
3. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
4. Complete the Employee Verification form (must be signed by Payroll or HR to verify eligibility status).
5. Email all completed forms and documentation to parttime@union.edu
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. Complete the Application and mail application fee. (First time applicant only)
3. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
4. Email all completed forms and documentation to parttime@union.edu
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. Complete the Application and mail application fee. (First time applicant only)
2. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
3. Complete the Employee Verification form (must be signed by Payroll or HR to verify eligibility status).
4. Email all completed forms and documentation to parttime@union.edu

B. Matriculated students from other colleges interested in taking individual courses

1. Complete the Application and mail application fee. (First time applicant only)
2. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
3. Email all completed forms and documentation to parttime@union.edu

C. High School Students including Home-Schooled

1. Complete the Application and mail application fee. (First time applicant only) - Obtain permission from high school officials to take course at Union.
2. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
3. Email all completed forms and documentation to parttime@union.edu

D. UCALL and Senior Citizens (65+) (Audit 1 per academic year, if you are both 2 per academic year)

1. Complete the Application and mail application fee. (First time applicant only) Submit valid proof of age and/or of current UCALL membership (UCALL members only).
2. Complete the Part Time Registration form / obtain written permission from the instructor to audit the course.
3. Email all completed forms and documentation to parttime@union.edu

E. Johns Hopkins Scholarship Recipients

1. Complete the Application and mail application fee. (First time applicant only) Upload or send your scholarship letter.
2. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
3. Email all completed forms and documentation to parttime@union.edu

F. Matriculated students from the Hudson Mohawk Consortium

1. Complete the Cross-Registration form, signed by the home school / obtain written permission from the instructor to take the course.
2. Email all completed forms and documentation to parttime@union.edu

G. Any other person interested in taking individual courses

1. Complete the Application and mail application fee. (First time applicant only)
2. Complete the Part Time Registration form / obtain written permission from the instructor to take the course.
3. Email all completed forms and documentation to parttime@union.edu