

enrollment policies and related information

Undergraduate Credit Courses

ENROLLMENT POLICY

Undergraduate credit courses offered by the School of Liberal Studies & Continuing Education are open to anyone qualified to do college-level work. Proficiency in English is required, and students must meet any course prerequisites.

Adults with a high school diploma or its equivalent may enroll in credit courses, provided the requirements above are met.

Senior citizens (New York State residents, age 60 and above) interested in auditing Fall 2011 credit courses on a tuition-free basis should consult page 31 in the registration guide.

High school students who have completed their junior year may also enroll in credit courses. *To enroll in credit courses, high school students must:*

(1) have a solid academic record (85% or B average); and (2) send a letter of recommendation from their guidance counselor or principal and a copy of their transcript to the School of Liberal Studies & Continuing Education before registration. High school students normally take lower-level (1000–2999) credit courses and are responsible for meeting any prerequisites.

Purchase College matriculated students in the School of Liberal Arts and Sciences and the School of the Arts may enroll on a space-available basis in credit courses offered by the School of Liberal Studies & Continuing Education.

Visiting students from other colleges who plan to return to that college to complete their degree are welcome to enroll as visiting students at Purchase College through the School of Liberal Studies & Continuing Education. Visiting students are responsible for obtaining approval from their college to transfer Purchase College credits back to their college *before* registering for credit courses. They are also personally responsible for the College's tuition, fees, and other applicable charges and are bound by all College policies. To

enroll as a visiting student, select the course(s) from this catalog and follow the registration instructions on page 28. For financial aid, please contact the financial aid office at your home college.

ADDITIONAL CREDIT COURSES OPEN TO THE PUBLIC

During the academic year, many undergraduate courses in the School of Liberal Arts and Sciences at Purchase College are open to Continuing Education non-matriculated students on a limited enrollment basis. For the Fall 2011 index of these courses, see pages 38–41. For course descriptions and the most current schedule information, go to **student services.purchase.edu** and:

- Click on the “Course Search” link under “Records and Course Registration”
- User name: **web.guest**
- Password: **Go2Purchase**
- Sort as needed by area of study, board of study, day, time, instructor, and general education requirements. You can also check for cancelled courses on this site.

ACADEMIC ADVISING

All nonmatriculated students, including those who are interested in the Liberal Studies degree program or a credit-bearing professional certificate program at Purchase College, are invited to discuss their educational plans, course selections, and programs with an academic advisor in the School of Liberal Studies & Continuing Education. Please schedule appointments well in advance of the beginning of the semester as demand for advising increases as the first day of classes approaches. Day and evening appointments are available. To schedule an appointment, call **(914) 251-6500**.

ACADEMIC POLICIES

Academic policies in the School of Liberal Studies & Continuing Education are available at www.purchase.edu/ce, under “General Information.”

GRADES AND TRANSCRIPTS

Information on the grading system is available at www.purchase.edu/ce, under “General Information.” Final grades are obtained online at studentservices.purchase.edu. A transcript request form and instructions are available at www.purchase.edu/registrar.

Noncredit Courses

ENROLLMENT POLICY

Noncredit courses offered by the School of Liberal Studies & Continuing Education are open to anyone qualified to do college-level work. Proficiency in English is required.

Adults may enroll in noncredit courses, provided the requirements above are met.

High school students at least 16 years old with the ability to do college-level work may enroll in noncredit adult courses with parental permission and at the discretion of the School of Liberal Studies & Continuing Education Appeals Committee.

Purchase College matriculated students may also enroll in noncredit courses (excluding the “noncredit option” in credit courses). To guarantee space in a noncredit course, Purchase matriculated students need to register early and pay the full noncredit tuition.

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NONCREDIT TUITION AND FEES

Noncredit tuition rates are the same for New York State and out-of-state residents. *In addition to tuition, a \$25 nonrefundable noncredit registration fee (per student) is paid once per semester.*

If you register only for noncredit courses, you are not required to pay certain fees (e.g., College, ID, technology, transcript), *but you are responsible for any lab fees listed in the course description(s) and for parking costs.* Please see “Parking on Campus” on page 32 for additional information. While you are not required to purchase a student ID (More Card), we encourage you to do so. For information on its benefits and on obtaining a More Card, see page 32.

ABOUT THE INSTRUCTORS

Information on noncredit instructors is available at www.purchase.edu/ce (follow the links under “Professional Certificate Programs” or “Personal Enrichment Courses”).