



## Student Data Form

## Visiting Students

### Introduction

The Student Data Form must be completed by incoming non-degree students to create their student record and register for courses.

Use the Student Data Form for **Visiting Students** if you:

- Are registering at Purchase College for the **first time**
- Are **non-matriculated**, or do not want to pursue a degree from Purchase College
- Want to take courses **for credit**

**Do not use the Student Data Form if you have taken courses at Purchase before.**

If this is **not** your first registration at Purchase:

- Log in to myHeliotrope via <https://www.purchase.edu/current-students/> using your Purchase ID and password
- Follow the [Non-Degree Student Registration Guide](#) to register for courses.
- If you cannot remember your Purchase ID and password, go to [www.purchase.edu/reset](http://www.purchase.edu/reset) and click the link to reset your password.

### Accessing the Student Data Form

To access the Student Data Form, follow the instructions on the [Visiting Students](#) page.

### Completing the Student Data Form

Create your Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. **Your PIN must be six numbers. Please remember your Login ID and PIN** in case you need log back in to your Student Data Form.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

[Return to Homepage](#)

Select **Visiting Student** from the dropdown menu.

Application Type: Visiting Student

Continue

[Return to Homepage](#)



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Select the term in which you would like to enroll from the dropdown menu then enter your name. Required fields are marked by a red asterisk. Click **Fill Out Application**.

Select a Term and enter your name. Please use upper and lower case accordingly.

\* - indicates a required field.

Application Type: Visiting Student

Admission Term: \* Winter 2018 ▼

First Name: \*

Middle Name:

Last Name: \*

**Fill Out Application**

[Return to Menu](#)

You will be taken to the application checklist. **Incomplete application sections** will be marked with **blue info buttons** and **complete sections** will be marked with **red check marks**. Click on **Name** to begin completing your application. Fields with red asterisks are required.

Please submit your student data. A checklist is provided to help you.

Select Application is Complete when you have completed the application.

- Name**
- Permanent Address and Phone
- Personal Information
- High School
- Previous College
- Additional Information
- International Information

**Application is Complete** **Finish Later**

Fill in your legal name. Only your first name and last name are required. Indicate whether you have attended Purchase College in the past.

**If you have attended Purchase before, do not complete this application.**

**Go to [www.purchase.edu/activate](http://www.purchase.edu/activate) to access your existing account.**

**Name** (Checklist item 1 of 7)

Enter your name information. Please use upper and lower case accordingly.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

Prefix:

First Name: \*  John

Middle Name:

Last Name: \*  Test

Suffix:

Previous Last Name:

Have you previously attended classes or a Youth Camp here?: \* ☐ Yes ☐ No

**Checklist** **Continue** **Finish Later**

[Return to Checklist without saving changes](#)



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You can either click **Checklist** to return to your application checklist or **Continue** to move directly to the next application section.

You'll then complete the information as it's requested, first permanent address and phone number, then personal information, then high school and previous college.

Fill in the high school you attended. You can auto-fill the information by clicking **Lookup High School Code** and searching for your high school by location. You will need to provide your date of graduation before continuing. If your school is not found, please fill in all required information.

**High School** (Checklist item 4 of 7)

Enter your High School code. If you do not know the code, select the Lookup High School Code link. If you cannot find your high school through the lookup page enter the information on this page.

Select Enter or View another High School to enter information about additional high schools you attended.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

High School Code:  [Lookup High School Code](#)

Enter your college information, if any. You can auto-fill the information by clicking **Lookup College Code** and searching for your high school by location. You will need to indicate whether you are currently attending. If your school is not found, please fill in all required information.

**Previous College** (Checklist item 5 of 7)

Enter all previous or current college codes for institutions you have or are attending. If you do not know the code, select the Lookup College Code link to search for it. The page will display the state or province, or by the country will display. If you cannot find your college through the lookup page enter the information on this page. If you have not attended college you must enter None.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

If yes, please enter College Code:  [Lookup College Code](#)

**If College not found:**

College Name:

Street1:

Street2:

Street3:

City:

Zip Code:

College State:

Are you currently taking classes at this other institution? \* ☐ Yes ☐ No

[Enter or View another College or Degree](#)

[Checklist](#) [Continue](#) [Finish Later](#)

If you have attended additional colleges, click Enter or View another College or Degree to repeat the process.

Next, provide your biographical information (image on next page).



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### Additional Information (Checklist item 6 of 7)

Please enter your answers to the questions.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

\* - indicates a required field.

Are you a veteran?

☐ Yes ☐ No ☒ No Response

Have you been dismissed and/or suspended from a college and/or university for disciplinary reasons? If yes, please provide a brief summary of the incident.\*

☐ Yes ☐ No

Have you ever been convicted of a felony?\*

☐ Yes ☐ No

How did you learn about us? Family/Friend Mailing Website

Checklist

Continue

Finish Later

The last section is for use by international students only. If you are an international student, complete the information in this section to the best of your ability.

If all sections are complete, clicking **Checklist** or **Continue** will take you back to the application checklist.

### International Information (Checklist item 7 of 7)

Please enter your visa and international information. If a visa type is entered, then a visa number and without entering any visa information.

When completing sections, selecting Checklist saves your changes and displays the Checklist. Continue moves to the next section. Finish Later saves your changes and displays the Menu. Use the Return to Checklist without saving changes link to navigate to different sections.

Visa:

Visa Number:

Visa Issue Date: Month  Day  Year (YYYY)

Visa Expiration Date: Month  Day  Year (YYYY)

Citizenship Country:

Birth Country:

Checklist

Continue

Finish Later

When your application checklist is complete, all sections will be marked with a red check mark. To proceed, click **Application is Complete**.

Please submit your student data. A checklist is provided to help you.

Select Application is Complete when you have completed the application.



Name



Previous College



Permanent Address and Phone



Additional Information



Personal Information



International Information



High School

Application is Complete

Finish Later



## Student Data Form

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In order to proceed, you'll need to agree to the terms of Enrollment and Community Standards of Conduct. Please make sure to read the College policies at [www.purchase.edu/policies](http://www.purchase.edu/policies).

You must agree to the terms below, or you will be directed back to the Menu page and your application will not be submitted. If you have questions, contact information can be found in the HELP link above.

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to the college or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

Your registration for course(s) means you assume responsibility for paying all tuition and fees associated with your registration. Unless you drop courses or withdraw from the College by the published deadlines, you are responsible for the charges even if you do not attend or log into a single class. The liability and refund policy is available on the [Student Financial Services](#) web page.

My acknowledgement below indicates that I understand that College policies including the Community Standards of Conduct as referenced in the Purchase College Student Handbook and the Institutional Response to Alcohol and Other Drugs are available online at <http://www.purchase.edu/Policies>.

☒ I agree to the terms

☐ I do not agree

Your Student Data Form is now complete and you may move on to course registration.

## Next Steps

Allow 15 minutes for your Purchase College email address to be created. You'll then be able to activate it using the instructions below.

1. Navigate to [www.purchase.edu/current-students](http://www.purchase.edu/current-students) and click **Account Activation**.

**Quick Links**

- Academic Calendar
- Account Activation / Password Reset
- Email
- Moodle
- MyHeliotrope

2. Click **Activate your account for the first time**.

**Welcome to the Online Account Activation/Password Reset Site at Purchase College.**

For technical assistance, please contact the CTS Helpdesk at (914) 251-6465 or email [helpdesk@purchase.edu](mailto:helpdesk@purchase.edu).

**Please pick an option**

[Activate your account for the first time](#)

[Reset your password \(if you forgot or want to change your password\)](#)



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3. Read the terms and click **I agree**.

### Welcome to the Online Account Activation/Password Reset Site at Purchase College.

#### Students:

If you are an admitted or registered student at Purchase College, your college credentials and email account have been created and are ready for you. Your account should be activated right away since you will receive important notices and information from the College via email. The College uses email as its primary communication channel. Activation or use by anyone other than the student is a violation of the Federal Family Educational Rights and Privacy Act. The student's parent(s), guardian(s), family and friends may NOT use this account nor activate it.

#### Faculty and Staff Employees:

If you are a faculty or staff member, and your appointment paperwork has been completed, your account can be activated. If you are having trouble locating your account to activate it, please contact your hiring department to ensure your appointment has been completed.

#### Non-Student and Non-Faculty/Staff:

If you are a Research Foundation employee, visitor, contractor, intern, volunteer, or other non-student/faculty/staff category, your sponsoring department/unit is responsible for creating your record in our system. If you are having trouble locating your account to activate it, please contact your sponsor department to ensure your record has been created.

**Please Note:** This account should only be activated and used by the student for whom it is created. Activation or use by anyone other than the student is a violation of the College's Computer Ethics Policy.



4. Enter your initials and your date of birth. Then enter either your social security number, if you provided it on your student data Form, **or** your alternate email.

### Welcome to the Online Account Activation/Password Reset Site at Purchase College.

For technical assistance, please contact the CTS Helpdesk at (914) 251-6465 or email [helpdesk@purchase.edu](mailto:helpdesk@purchase.edu).

Please enter your initials

First \*      Last \*  
     

Please enter your date of birth \*

Month      Day      Year  
           

Please enter your social security number or alternate email\*

Social security number            Please do not include your SSN in any mail or communication

<<<<<<<<<<<<<<>>>>>>>>>> **OR** <<<<<<<<<<<<<<>>>>>>>>>>

Alternate email            Please do not enter your Purchase College email.

5. You will be given your Purchase College username and temporary password. Follow the password guidelines to create your new password. Make sure to record your username and password for later reference.
6. Navigate back to [www.purchase.edu/current-students](http://www.purchase.edu/current-students) or click **Return to Portal**.
7. Click the **myHeliotrope** link to access the self-service system, including the online course search and registration.



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**Quick Links** ▼

- [Academic Calendar](#)
- [Account Activation / Password Reset](#)
- [Email](#)
- [Moodle](#)
- [MyHeliotrope](#) ←

Now that you have activated your account and logged into the myHeliotrope self-service system, you are ready to register for courses. See the [Course Search](#) guide and [Non-Degree Registration](#) guide for information about enrolling in classes.

Non-Degree students have 24 hours to pay the bill in order to keep their registration.

You may pay online through myHeliotrope by selecting “Student Accounts” and then “Payment Center.”