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 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.

Select Visiting Student from the dropdown menu.
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.

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.

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 to access your existing account.
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, than 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.

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.

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).
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.

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

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.

2. Click Activate your account for the first time.
3. Read the terms and click I agree.

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.

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 or click Return to Portal.

7. Click the myHeliotrope link to access the self-service system, including the online course search and registration.
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.”