Student Data Form

Introduction

The Student Data Form must be completed by incoming non-degree students to create their student record and register for courses. **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 my.purchase.edu using your Purchase ID and password and 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/activate and click the link to reset your password. You will need to enter your social security number and date of birth to complete the password reset process.

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**

Please be sure to visit the School of Liberal Studies and Continuing Education website for useful information about attending Purchase as a non-degree student, such as course offerings, required health records, payment policies and procedures, and more.

Accessing the Student Data Form

To access the Student Data Form, follow the **Student Data Form** link on the School of Liberal Studies and Continuing Education website at www.purchase.edu/ce. You can also follow this direct link:

**Student Data Form**

Completing the Student Data Form

On the login screen, click **First time user account creation**.
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.
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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. Required fields have a red asterisk next to them, but you are encouraged to provide as much information as possible.

Fill in your name. Only your first name and last name are required, however, please fill as much information as possible. Indicate whether you have attended Purchase College in the past. If you have, you do not need to complete this process as you have an existing student record. 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.
Next, provide your permanent address and phone number. Entering your zip code a tabbing to the next field will automatically fill in your city and state. Click Checklist to return to your application checklist or Continue to move directly to the next application section.

Next, fill in your personal information including US citizenship status, email address, cell phone number, date of birth, social security number, gender, and New York State residency status. You may also fill in information about your ethnicity.
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Please note: Although it is not required, you are strongly encouraged to provide your social security number. This will help us to identify you and keep all of your records together, and it will make your email account activation easier later on in the enrollment process.

Once this section is completed, click Checklist to return to your application checklist or Continue to move directly to the next application section.

In the next section, 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.

Click Checklist to return to your application checklist or Continue to move directly to the next application section. In the next application section, you will be asked to provide information about your previous or current college. 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.
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If you have attended additional colleges, click Enter or View another College or Degree to repeat the process. When you are done, click Checklist to return to your application checklist or Continue to move directly to the next application section.

In the next section, provide some biographical information, including if you are a veteran, if you have ever been suspended or dismissed from school for disciplinary reasons, if you have ever been convicted of a felony, and how you heard about Purchase College. Once complete, click Checklist or Continue will take you back to the application checklist.

The last section is for use by international students only. If you are a 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**.

After you complete your application, you must 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. See the next page for the Next Steps for non-degree students.
Next Steps

After your Student Data Form is complete, wait roughly 15 minutes to allow time for your Purchase College email address to be created. When you are ready to activate it, follow the steps below:

1. Navigate to 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.