



St. Mary's College of Maryland

at Historic St. Mary's City

NON-DEGREE STUDENT APPLICATION PROCESS

Thank you for your interest in taking classes as a non-degree student at St. Mary's College of Maryland. Individuals who wish to take a limited number of credit classes but do not intend to seek a degree from SMCM will apply for admission as a non-degree student.

If you have been enrolled at another institution or taken academic classes, within the last 3 (three) years, please contact the Admissions Office at 800-492-7181 for additional questions or concerns. If you have not taken any academic class or have not been enrolled at another institution for more than 3 (three) years, please contact the Office of Academic Services at 240-895-4388 for additional questions or concerns.

Registration Process:

The following four steps must be completed to be considered for admission as a non-degree student at St. Mary's College of Maryland:

1. Completion of a *Non-Degree Student Application* accompanied by a \$20 non-refundable application fee. (Checks should be written to *St. Mary's College of Maryland*.)
2. Documentation of education experience (see application form for details)
3. The Writing Placement Exam measures a student's ability to do college level work at St. Mary's College of Maryland. This can be completed in the following ways:
 - Completion of the on-line Writing Placement Exam with a score that places the student into English 102,
 - Successful completion of a course from another college in Maryland that is equivalent to English 101 or English 102,
 - An Advanced Placement (AP) score of 4 or 5 on either the English Language Comp or English Literature Comp test, or
 - An SAT verbal score of 600 or better.

Students who do not place into English 102 will not be accepted for continuing education at St. Mary's College of Maryland (SMCM). They will be directed to the College of Southern Maryland (CSM) where courses may be taken to prepare the student for English 102 and St. Mary's. The CSM course equivalent of English 101 is English 1010.

4. Completion of an in-person interview with a professional staff member.
5. Upon approval, all students must maintain a 2.0 gpa and meet with an academic advisor after the completion of 12 credits.

For further details, please see the [*FAQs for Non-Degree Students*](#). For additional information on fees, contact the [*Business Office*](#).

If you have any questions about this process, please contact either the Admissions Office at 800-492-7181 or the *Office of Academic Services* at 240-895-4388.



St. Mary's College of Maryland

at Historic St. Mary's City

NON-DEGREE STUDENT APPLICATION FORM

PERSONAL INFORMATION:

Name: _____

Other name(s) which may appear on your records: _____

Address: _____

Social Security Number (not required): _____

Phone: Home: _____ Work: _____ Cell: _____

E-mail Address: _____

Birth Date: _____

Gender: Male Female

Colleges and universities are asked by many, including federal and State governments and national surveys to describe the racial and ethnic backgrounds of our students and employees. You should answer both questions.

Are you of Hispanic or Latino origin? (*Hispanic or Latino- A person of Cuba, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*)

Yes

No

What is your race? Circle one or more of the following categories.

White (*A person having origins in any of the original peoples of Europe, Middle East, or North Africa.*)

Black or African American (*A person having origins in any black racial groups of Africa.*)

Asian (*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*)

American Indian or Alaska Native (*A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.*)

Native Hawaiian or Other Pacific Islander (*A person having origins in any of the Hawaii, Guam, Samoa, or other Pacific Islands.*)

U.S. Citizen: Yes No If no, type of visa: _____ Country: _____

Note: All non-immigrant alien students MUST provide a copy of an alien registration card (that is, visa, green card, etc.)

Person to contact in case of emergency: _____

Relationship: _____

Phone: Home: _____ Work: _____ Cell: _____

Are you an employee, spouse or dependent of SMCM or Historic St. Mary's City? Yes No

If your answer was "yes" to the previous question and you are not the employee, please provide the employee's name _____ and your relationship to the employee: _____

Please be sure to complete the tuition waiver form through the Office of Human Resources.

Have you ever been suspended, dismissed, or placed on probation for any disciplinary and/or academic reasons by any institution of higher education? Yes No

(If yes, please explain on a separate sheet and attach to this form)

Have you ever been convicted or found guilty of any criminal or military offense, excluding minor traffic violations? Yes No

(If yes, please explain on a separate sheet and attach to this form)

ENROLLMENT INFORMATION

Have you applied for admission to SMCM as a degree-seeking student with the Office of Admissions?
Yes _____ No _____

For which term do you plan to register for courses? Fall 20____ Spring 20____ Summer 20____

Have you previously applied to St. Mary's College of Maryland as a degree-seeking student?

If so, when? _____

Have you ever attended classes at St. Mary's College of Maryland? Yes No

If yes, list dates of attendance: From _____ to _____
as a degree candidate or non-degree (non-degree) candidate.

EDUCATIONAL BACKGROUND

The following documentation is required:

- a. A high school certificate of merit, a diploma for standard courses or a GED certificate, **or**
- b. A Concurrent Enrollment form if a student is concurrently enrolled in high school or home schooling **or**
- c. A college transcript.

High school attended (or currently attending): _____

City/State: _____

Year of graduation: _____

If not a high school graduate, date of GED: _____

Please list every college attended, beginning with most recent or currently attended

| Dates attended | College/University | City/State | Degree granted or expected | Major |
|----------------|--------------------|------------|-------------------------------|-------|
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| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

PERSONAL STATEMENT and PROPOSED COURSE OF STUDY

1) In the space provided, please indicate your reasons for pursuing course work as a non-degree student.

2) Please indicate the course(s) you plan to take. If you do not know the exact course(s), please indicate the subject(s) in which you are interested:

STUDENT AGREEMENT

I certify that the information on this application is complete and correct. If it is not, I understand that cancellation of admission as a non-degree student and registration may result.

I understand that, if I am accepted as a non-degree student, I will be expected to do the work required for each course for which I have registered and will receive a grade based on that work. I further understand that I will be classified as a non-degree student, not as a candidate for the St. Mary’s College of Maryland degree.

I understand completion of this application does not constitute regular admission to St. Mary’s College of Maryland. I also understand that acceptance into the non-degree program does not guarantee admission as a degree-seeking student.

In making this application, I agree to abide by the rules, policies and regulations of St. Mary’s College of Maryland, including those concerning drug and alcohol abuse, and I understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.

Signature of Applicant

Date

Signature of parent/guardian if applicant is under 18

Date

PLEASE RETURN THIS FORM ALONG WITH THE \$20 NON-REFUNDABLE APPLICATION FEE TO THE OFFICE OF ACADEMIC SERVICES.