

**St. Mary's College of Maryland**  
**2010 -2011 Non-Degree Student FAQs**

**Will you have graduated from high school within three years at the time you wish to take classes at SMCM?**

*If you answered yes, please contact the Admissions Office at 800-492-7181 to apply for admission as a matriculating student. If you answered no, please contact the Office of Academic Services to apply for status as a non-degree seeking student.*

**If I want advising before I apply, is this available?**

*Yes. We would like to help you with your academic decision-making. Feel free to contact the Office of Academic Services at 240-895-4388 or the Admissions Office at 1-800-492-7181 to make an appointment.*

**Can I just show up and register if I don't know what courses I want to take?**

*No. You will need to complete an application, take the Writing Placement test, meet for an interview, provide documentation of your educational background, and pay the non-refundable \$20 fee before being considered for non-degree student status.*

**How many credits per semester can I take as a non-degree student?**

*Upon successful completion of the admission process, you may take up to 11 credit-hours per semester. Under special circumstances, a student may apply to take 12 or more credits and pay full-time tuition and fees.*

**\*If I am currently enrolled as a degree-seeking student at another college/university, can I take courses at SMCM while on a leave of absence?**

*Yes. You will need a statement from your college documenting that you are in good academic standing (at least a 2.0 GPA) and good social/disciplinary standing (not on probation, suspension or dismissal).*

**Is an application fee required?**

*Yes. There is a one-time, non-refundable \$20 processing fee for the non-degree student application. All non-degree students pay this fee with the exception of employees of St. Mary's College of Maryland or employees of Historic St. Mary's City, the dependents of these employees, and Senior Citizens. The application fee is also waived for St. Mary's County high school students with a completed Concurrent Enrollment form.*

**Does my educational documentation for admission have to be official and original?**

*No. We will accept an unofficial transcript for non-degree students.*

**Do I have to take the Writing Placement test if I don't want to take an English course?**

*Yes. We use the Writing Placement test as a measure of college readiness. The Writing Placement test is by appointment only. Allow two hours for this test. (Note: If you scored 600 or better on the verbal part of the SAT you do not need to schedule the exam)*

**What happens if I do not meet the required score on the Writing Placement exam?**

*The exam is designed to measure college level writing proficiency. If you do not meet the required score, you will need complete a composition course at another institution.*

**Is there a math placement test?**

*No. We do not currently offer a mathematics placement exam. Your previous academic record will be used as a measure of readiness for a math course.*

**Is the Foreign Language Placement test required?**

*No. Only when a student desires to take a course in a foreign language is the Foreign Language Placement test required*

**How many cumulative credits can I take as a non-degree student?**

*Non-degree students must apply for admission to the College if they wish to continue their studies after completing 48 credit-hours at the College. (Students who are senior citizens or who hold a four-year degree are not held to this requirement.)*

**Why is there a 48-credit limit for non-degree seeking students?**

*Once a student has taken 12 courses or the equivalent of three (3) semesters, he or she should apply for admission to the College. The requirements for a degree vary according to the year of the catalog under which the student is admitted as a degree-seeking student, not the year the non-degree student started taking courses at SMCM. It is possible that degree requirements may have changed and a course taken as a non-degree student would no longer meet a particular degree requirement. Also, non-degree students are not eligible to graduate.*

**What are the tuition costs for non-degree students?**

*Charges are per credit-hour for up to 11 credits. If a student is permitted to register for 12 or more credits, they will pay the same amount as full-time tuition for degree-seeking students. Please contact the Business Office (240-895-4302) for details.*

**Is Financial Aid available to non-degree seeking students?**

*The only financial aid for non-degree students is the federal Stafford loan for one year and a minimum of six (6) credits. Please contact the Financial Aid Office at 240-895-3000 for additional information.*

**When can I register for courses?**

*Registration for non-degree students takes place in mid-August for the fall semester and early January for the spring semester. During this time, non-degree students may register for any course that is open and for which they have the required prerequisite. If a course is full at the time of registration, students may try to get into the course through the add/drop process during the schedule adjustment period.*

**If I have already been accepted as a non-degree student and I am returning to take courses for another semester, what do I need to do?**

*Non-degree students must meet with an adviser every semester before they register for classes. This is to update information and provide advising.*

**Can a non-degree student audit a class?**

*Yes. To audit a class, the student must complete the audit form available in the Registrar's Office. The tuition costs are the same even if the audit option is selected.*

**How can I obtain a parking decal?**

*Parking decals can be obtained at the Cashier's window in Glendening Hall. There is a \$10 fee for this.*