

## Non-Degree Student FAQs

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

*No. You will need to complete the application, take the English 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.*

**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 to make an appointment.*

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

*Upon successful completion of the four-step admission process, the non-degree student will be permitted to 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 in the process of applying to SMCM as a degree-seeking student, but I want to take courses now as a non-degree student, do I still need to complete a non-degree application?**

*You do not have to complete the non-degree student application.*

*You will need to sign the release form giving Academic Services and the Registrar's Office access to a copy of the admissions application and high school or college transcripts.*

**If I have already applied to SMCM as a degree-seeking student but have been denied admission, can I take classes as a non-degree student?**

*If you have applied for admission but have not been accepted to SMCM as a degree-seeking student, you may take courses as a non-degree student. You may not be enrolled as a full-time student.*

**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 stating 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, employees of Historic St. Mary's City and their dependent, 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. If you choose to apply for admission as a degree-seeking student, you will need to provide official documentation at that time.*

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

*Yes. We use the English Placement test as a measure of college readiness. The English Placement test is administered in the Office of Academic Services by appointment. Allow two hours for this testing. Students must place into English 102 to be eligible as a non-degree student.*

**What happens if I do not place into English 102 on the SMCM English Placement test?** *Students who do not place into English 102 are referred to the College of Southern Maryland, the local community college, for preparation for English 102.*

**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. This is administered by the department chairperson for International Languages and Cultures. If you are beginning a language you have never studied, you do not need to take the placement test but must contact the department chairperson for clearance to register.*

*If you have experience with a foreign language, contact Academic Services to make arrangements to take the placement test. The test is offered during New-Student Days, the week before Fall Reading Days, in January before spring classes, and the week before Spring Break.*

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

*Non-degree students must apply for admission to the College 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?**

*Our experience is that once a student has taken 12 courses or the equivalent of three (3) semesters, it is easy to forget to apply for admission to the College. The requirements for a degree are 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 be a major 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 Margaret Brent Hall. There is a \$10 fee for this.*