



# 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 are in the process of applying to SMCM as a degree-seeking student, you do not need to go through the non-degree student application process, but only need to sign a separate *Authorization to Release Information from the Admissions office.*

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. Placement into English 102 as a measure of 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 English 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 102 is English 1020.*

4. Completion of an in-person interview with a professional staff member in the Office of Academic Services or the Registrar's Office.

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 the *Office of Academic Services,* 240-895-4388.



# St. Mary's College of Maryland

at Historic St. Mary's City

## NON-DEGREE STUDENT APPLICATION FORM

**Please note: If you are in the process of applying for admission to St. Mary's College of Maryland as a degree-seeking student, you do not need to complete this form. Please sign the separate form, *Authorization to Release Information from the Admissions office of St. Mary's College of Maryland.***

### 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

Ethnic Group (Check all that apply) (*Voluntary response—not a criterion for admission but requested for federal and state reporting purposes*):

- |   |  |
|---|--|
| <input type="checkbox"/> African American         | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Caucasian (non-Hispanic) | <input type="checkbox"/> Native American           |

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**

For which term do you plan to register for courses? Fall 20\_\_ Spring 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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**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.

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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:

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**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.**