

REQUEST TO BECOME DEGREE-SEEKING INSTRUCTIONS

Read this information carefully before completing the form.

For students currently registered as Non-Degree students requesting matriculation for the CURRENT Fall or Spring term please note the following and follow the instructions below:

- Students must submit all required official academic credentials for their requested program to the [Office of the Registrar](#).
- Requests for matriculation are only reviewed up to the 30th business day of the semester. In order to meet that deadline, all credentials must be received by the [Office of the Registrar](#) within the first 20 business days of the semester.
- Students requesting programs with specific admissions application deadlines must submit all required documents by that deadline in order to be considered for the program.
- A student must be matriculated and accepted into an approved program of study no later than the 21st day of the semester to be considered for federal or state financial aid.
- Students cannot be matriculated for the Winter or Summer semesters unless a documented request is made to, and approved by, the NCC Registrar or his/her designee.

For students currently registered as Non-Degree students requesting matriculation for a FUTURE Fall or Spring term please note the following and follow the instructions below:

- Students requesting matriculation for a future semester (Fall/Spring) must complete the degree-seeking admissions application.
- Students must submit all required official academic credentials to the [Office of Admissions](#) to be reviewed for admission.
- Students requesting an academic program with a specific admissions application deadline must submit their admissions application and all required credentials by that deadline in order to be considered for the program.
- A student must be matriculated and accepted into an approved program of study no later than the 21st day of the semester to be considered for federal or state financial aid.
- Students cannot be matriculated for the Winter or Summer semesters unless a documented request is made to, and approved by, the Dean of Admissions or his/her designee.

Required Documents to be matriculated:

1. Official High School Transcript or High School Equivalency
2. Official transcripts from all attended colleges and universities
3. College's placement test in English, Reading and Mathematics. For testing waiver details, visit the [Placement Testing website](#).
4. Other supporting documents may be requested upon the review of your request by the Office of the Registrar.



Office of the Registrar
1 Education Dr.
Garden City, NY 11530

REQUEST TO BECOME DEGREE-SEEKING FORM

Matriculation for current semester of: _____ Program Requested: _____

NCC-ID: _____

Last Name: _____ First Name: _____

Are there any changes with your permanent address or mailing address? _____ Yes _____ No

Are there any changes with your citizenship/visa/immigration status? _____ Yes _____ No

Previous Educational Level Completed (indicate all that apply):

Name of High School: _____ Graduation Date: _____

If your High School is not in the U.S.A, please indicate country: _____

Passed the TASC/high school equivalency on: _____

Completed the New York State 24 college-credit high school equivalency (HSE) program on: _____

Completed associate degree on: _____ Specify degree: _____ AA _____ AS _____ AAS _____ AOS

Completed bachelor's degree or higher on: _____

Previous College(s): List in chronological order starting with the LAST college, university or other post-secondary school attended.

School name, city and state, (specify nation if outside the U.S.A.)

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- I declare that all statements made in this application are, to the best of my knowledge, true and correct, and that reporting any information on this application inaccurately can result in the revocation of an offer of admission.
- I understand that if I was born on or after January 1, 1957, I must provide the College with proof of immunization against measles, mumps and rubella prior to the 30th day of the semester. ALL students, regardless of age, must fill out the meningitis survey, which is available at ncc.edu/campus-services/health-services. My failure to comply with this New York State law NO LATER THAN 30 days from the start of the semester will result in my disenrollment from classes without refund of tuition and fees.
- I have read the Programs & Admissions Requirements chart located at https://www.ncc.edu/admissions/pdfs/Programs_Chart.pdf. I understand that completing an academic program does not guarantee that I will be able to obtain licensure in my chosen profession.
- I am responsible for understanding any licensing requirements for the particular program in which I intend to enroll. Such licensing requirements may include submitting to a criminal background check, providing proof of work authorization, or fulfilling other specified conditions.
- In addition, with respect to tuition and fees, the College may refer all amounts in arrears to a collection agency or litigate to ensure payment, and I will be responsible for payment of all attorneys' fees, reasonable collection costs and other charges necessary for collection of any amount not paid when due.
- Further, I understand that the College may have such default information forwarded to credit reporting agencies. Students with overdue tuition and fees may be referred to a collection agency and will incur additional liabilities of up to 33% to cover all associated collection costs processes.
- Further, I understand that the College may have such default information forwarded to credit reporting agencies. By providing your mobile number you are giving permission to the College to send you text message notifications.

Student Signature: _____ **Date:** _____

Nassau Community College is a comprehensive, full opportunity College, open to all qualified applicants. Nassau Community College does not discriminate on the basis of race, religion, sex, sexual orientation, color, national origin, age, disability, marital status, physically challenged status or status as a disabled or Vietnam-era veteran in admissions, employment and treatment of students and employees.