



Created: 4/18/2013  
Last Approved: N/A  
Last Revised: 4/9/2019  
Next Review: *1 year after approval*  
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Policy Area: *Academics - Admissions*  
References:

## Non-Degree Seeking Students Policy

NUNM welcomes non-degree seeking students as members of our community based upon the following policies and procedures.

### POLICY

This policy addresses the non-degree seeking student who wishes to attend a course for credit or audit. A non-degree seeking student is defined as an individual who is not matriculated in an NUNM degree or certificate program and has met the qualifications for and been granted permission to enroll in program specific courses at NUNM.

Individuals who wish to attend a course as a non-degree seeking student must follow the policies and procedures and receive all approvals detailed in the "Non-Degree Seeking Student Registration Form". In addition, non-degree seeking students must be able to meet the prerequisite requirements for the degree program that oversees course offerings. The procedures below provide an overview of the application and approval process.

A list of approved courses for non-degree seeking students is available from the Office of the Registrar or the Office of Admissions. Some hands-on courses such as laboratory, clinical, small group discussion, or nutrition cooking classes, may only be taken for credit and not for audit or educational enhancement. Non-degree seeking students can only attend approved courses.

Non-degree students are welcome to apply for admission to a degree program at NUNM. Credit towards degree requirements will only be considered if the student is taking the course for credit, receives a grade of C or better, and it meets a program requirement. Credits earned by non-degree seeking students are subject to the Transfer of Core Credits Between NUNM Program or Transfer of Elective Credit Among NUNM Program policies, depending on the course taken.

This policy does not apply to:

- Individuals seeking Continuing Education Units. (See the CE department under the Office of Development.)
- NUNM employees desiring to take a course for credit or audit. (See the Employee Handbook for applicable policies and procedures.)

### PROCEDURES

A non-degree student agrees to abide by the policies and procedures outlined in the Student Handbook,

including the Student Code of Conduct and Honor Code. Signing the *Non-Degree Seeking Student Registration Form* is confirmation of this agreement.

Non-degree seeking students will be required to meet some or all screenings and immunizations required for other members of the NUNM community, depending on course enrollment. This may include providing immunization records, completion of a TB test, a drug screen and completion of a background check.

NUNM lockers, mailboxes, and e-mail addresses are only provided to degree-seeking students.

Following are the steps outlined in the *Non-Degree Seeking Student Registration Form* :

1. Contact the Office of Admissions for the *Non-Degree Seeking Student Registration Form*.
2. Complete the application portion of the form and declare if they wish to take the course for credit or audit.
3. Verify with the Office of Admissions that all program and course prerequisites have been met.
4. Obtain the signature of the course faculty member.
5. Meet with the Program Dean or designee to sign an acknowledgement of receipt of a Student Handbook and any other required documents, and to obtain an authorizing signature.
6. Submit the approved *Non-Degree Seeking Student Registration Form* to the Office of Admissions.
7. Verify requirements for screenings and immunizations with Admissions and submit necessary paperwork.
8. With the assistance of the Registrar, register for the course utilizing our student information system, SONIS.
9. Submit payment to the Business Office for the course.

Degree-seeking students are given priority registration in courses. Non-degree seeking student registration will be held until a week before the class begins to verify there is space in the class. Non-degree seeking students are ineligible for financial aid or for priority registration.

## References

Pre PolicyStat Number: SA.1.10

## Attachments

No Attachments

## Approval Signatures

Step Description	Approver	Date
Admissions	Beth Woodward: VP Enrollment Management and Marketing	pending
Admissions	Elizabeth Hayward: Director of Admissions and Recruitment	pending