

INSTRUCTIONS FOR NON-DEGREE APPLICANTS

An application for admission to LaGuardia Community College as a non-degree student must meet the following requirements to be considered.

1. **Education:** An applicant must submit proof of high school graduation, a H.S.E. diploma or the equivalent of 24 earned college credits from an accredited U.S. institution by submitting one of the following:
 - A. Original high school diploma or a letter sent by high school verifying date of graduation, **OR**
 - B. Original High School Equivalency and Scores, **OR**
 - C. Official college transcripts, **OR**
 - D. Original college diploma.
 - **Course Pre-requisites or Co-requisite Exemption:** Transfer non-degree applicants need to bring an official transcript from the institution(s) indicating the courses taken and final grade to the Admissions Office in C-102. Students may hand-carry transcripts to Admissions for processing.
 - Transfer non-degree applicants need to check the college catalog for course **Pre-** and **Co-Requisites** (Course Descriptions, pages: 101-194)
<http://www.laguardia.edu/academics/catalog/>

NOTE: Applicants presenting credentials in a language other than English must also supply an official English translation.

2. **Immigrant status:** Non-Degree applicants born outside of the United States must submit one of the following:
 - A. Proof of Citizenship (Certificate of Naturalization, United States Passport), **OR**
 - B. Alien registration Card (If permanent resident), **OR**
 - C. Proof of immigration status or pending status
3. **Residency status:** To be eligible for New York City/New York State resident tuition rates, Non-Degree applicants must submit the following:
 - A. Proof that you have been living in New York City for a minimum of one year prior to the start of classes.
 - B. New York State Residents **must** submit a Certificate of Residency from your County Clerk's office, i.e., Nassau, Westchester, Orange, Suffolk, Rockland, Putnam, etc. (Registration is blocked if this certificate is needed.)

GENERAL NOTES:

1. A \$65.00 application fee is charged to all applicants. This fee will be added to your bill when you successfully register.
2. Please submit all required documents with the application. Partial or incomplete applications will not be accepted.
3. Acceptance of this application does not guarantee space in a specific course. Non-degree students register for classes on a space available basis only.

4. Non-degree students must satisfy all course prerequisites and co-requisites unless a waiver is received from the appropriated academic chairpersons.
5. Non-degree students are not eligible for financial aid. The College expects bills to be paid on the date required. Non-payment of a bill will cause cancellation of your registration.
6. Students with an F-1 Visa status should be aware that registration may affect their visa status.
7. The above information is subject to change without prior notice.
8. Please be aware that **NON-DEGREE ADMISSION DATES ARE SUBJECT TO CHANGE.**

IMPORTANT NOTICE:

All non-matriculated (non-degree) students are required to provide CUNY Assessment Test results or to prove exemption from placement in Basic Skills courses. They are also required to meet all pre-and co-requisites for all courses for which they register unless they receive a waiver from the appropriate academic chairpersons. Course Registration will not be allowed until these exemptions are on file.

Test Scores Exemption: Bring to the Admissions Office in C-102 proof of exemption as follows:

- Bachelor's Degree: Must be a bachelor's degree from an accredited U.S. institution.
- SAT/High School ACT exemptions: Scores a 480 or above on the verbal or 500 on the math section of the SAT or a 20 or above on the verbal or 21 on the math section of High School ACT.

NY State Regents exemptions:

- N.Y. State English Regents score of 75 or higher
- N.Y. Math Regents
 - Score of 70 or higher in Algebra I (Common Core) AND successful completion of the Algebra 2/Trigonometry or higher-level course.
 - -Score of 80 or higher in either Integrated Algebra, Geometry or Algebra 2/Trigonometry AND successful completion of the Algebra 2/Trigonometry or higher-level course
 - Score of 75 or higher in one of the following: - Math A or Math B or Sequential II or Sequential III

-Transfer from another City University of New York campus: Submit scores from previous CUNY placement tests. They will be used to determine your placement.

- Transfer students may be exempted based on completed course work:

Transfer non-degree applicants may satisfy the University's skill requirements in reading and writing by earning a grade of C or better in freshman composition, its equivalent, or a 100 or higher-level English course. Math testing exemption may be satisfied by earning a grade of C or better in a credit-bearing 100 level or higher mathematics course worth three or more credits.

Science Transfer Credit Policy: Students who want to register for certain sequential science courses are not allowed to register for the second part unless they take both courses at LaGuardia. This rule applies for the following science courses:

SCB201/SCB202 Fundamentals of Biology
SCB203/SCB204- Human Anatomy & Physiology I & II