

## COLLEGE FOR CREATIVE STUDIES

Students who seek enrollment in specific credit courses at CCS but who do not seek admission to the degree program shall be identified as Non-Matriculated students. Non-Matriculated students must follow the appropriate admissions procedures if they decide to pursue a degree program.

### Student Checklist for **Non-Matriculated Student Status**

- ✓ Students may enroll in up to three (3) courses per semester with permission of the Department Chairperson (see below for procedures).
- ✓ Enrollment is on space available basis and should take place during the first week of the semester (drop/add period).
- ✓ Financial aid is not available to Non-Matriculated students.
- ✓ International Students on F-1 status are not eligible for enrollment as a Non-Matriculated student.
- ✓ Non-Matriculated students are subject to the same fees as degree-seeking students and must adhere to the same policies, procedures and deadlines as CCS degree-seeking students and will be graded according to the policies of the College.

### Course Approval/Denial and Registration

If a credit class has a section letter of W, X, Y, or Z the student may proceed directly to the CCS Registration Office to enroll in the class by using the Non-Matriculating Student Registration form. If the credit class has any other section letter, the student must seek the permission of the department chair by following the guidelines listed below:

- ✓ Obtain a CCS Schedule book and Non-Matriculating student registration form (salmon) from the CCS registration office. The schedule book is also available on our website: [www.ccscad.edu](http://www.ccscad.edu).
- ✓ Schedule an appointment with the Department Chair through the Department Administrator. Telephone numbers are on the back of this sheet.
- ✓ Portfolio and/or other information – the Department chair will advise you on the type of portfolio and/or other information you will be required to present at your meeting.
- ✓ Approval & Registration – If the department chair approves your enrollment in the course he or she will sign the non-matriculating student registration form. You must wait until the first week of classes to register. At that time, go to the Registration Office to have your information inputted into our database, then to the cashier's window located in the Art Centre Building to pay the initial \$100.00 commitment fee. Then proceed to the Registration Office to register for the course.
- ✓ Delayed Approval – The Department Chair has the option of delaying approval for the course until the first week of classes. If this is the case, you must return to the department during the first week of classes to obtain the department chair's signature on the non-matriculating student registration form. Once you have received approval, go to the Registration Office to have your information inputted into our database, then to the cashier's window located in the Art Centre Building to pay the initial \$100.00 commitment fee. Then proceed to the Registration Office to register for the course.
- ✓ Deny Approval – The Department Chair has the option of denying approval if a student's educational background or portfolio is deemed inappropriate or inadequate for successful completion of the course.
- ✓ De-Registration – If a CCS Degree student requires enrollment in a course that is closed, a Non-Matriculated student may be dropped from the course.

Remember, Non-Matriculated students are subject to ALL policies that apply to CCS degree seeking students, including but not limited to attendance policy, payment due dates, and withdrawal procedures and refund policies. DATES AND POLICIES ARE FOUND IN THE CCS SCHEDULE BOOK.