

GUIDELINES FOR REGISTRATION FOR NON-MATRICULATED PART-TIME STUDENTS

Non-matriculated part-time (NMPT) students are individuals who attend classes and participate fully in a course; complete assignments, papers or examinations; and receive a transcript attesting to completion of the course, credit hours, and a grade. A student is limited to three courses per semester. Students would normally be allowed to apply up to six courses toward a degree program or a post-master's certificate at the discretion of the Specialty Director and Associate Dean. All course requirements will be completed by the end of the semester. Exceptions must be negotiated with the course instructor.

The fee for NMPT students is \$1,145.00 per credit, Plus a \$325 Student Technology Fee.

In the event an NMPT student is accepted to and enrolls in either the full-time or part-time degree program at YSN, he or she may receive credit by waiver or challenge for YSN courses already completed as an NMPT student. However, there will be no modification in tuition.

NMPT students must obtain approval from a course instructor as well as the specialty director in order to enroll in a course. A Registration Agreement (attached) must be completed and returned to the Student Affairs Office (SAO). Billing is handled by the Student Financial Services Office and a bill will be sent directly by that office once registration has been completed. Failure to pay for a course within 30 days of receipt of the bill will result in immediate withdrawal from the course. Proof of payment must be provided to SAO before an ID card will be issued. Policies for withdrawal from a course apply, as stated in the official *YSN Bulletin*.

NMPT students have full privileges to use the University library system, especially the Yale Medical Library, the principal literature resource for YSN. The YSN Reading Room is located on the lower level of the building, Room 127. The Reading Room Manager will be happy to provide an orientation on library use.

Student mailboxes are located on the lower level and are one method of communication among faculty, staff, and students. A mailbox is assigned to each student and should be routinely checked. The School also communicates by email.

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NON-MATRICULATED STUDENT REGISTRATION AGREEMENT

Please complete and have the designated people sign and date the form. It will not be considered complete without all signatures. Return the signed form to the Student Affairs Office. Bills are sent by Student Financial Services, 246 Church Street, New Haven, CT, (203) 432-2700. Payment must be made according to their guidelines. Once the Assistant Dean for Student Affairs has signed the agreement, you will be given a copy for your records and copies will be distributed to the appropriate people. A student is not considered registered until this form is returned to the Director of Student Affairs and the tuition fee paid. Proof of payment must be provided for an ID card to be issued.

Name _____ Date of Birth _____
(Please print)

Social Security Number _____ Citizen of _____

Address _____ Email _____

City _____ State _____ Zip Code _____

Home Telephone _____ Work Telephone _____

Course # and Title _____

of Credits _____ Instructor _____

[Registrar's Use: CRN# _____ Banner Entry _____]

Signature of Instructor

Date

Signature of Specialty Director (if applicable)

Date

Signature of Asst. Dean for Student Affairs

Date

Fee at \$1,145.00/credit, Plus a \$325.00 Student Technology Fee.

Copies to: Instructor
 Specialty Director
 Asst. Dean for Student Affairs

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