

Westchester Community College

Application

For fastest processing
Apply Online
at www.sunywcc.edu/apply

for Admission to an Associate Degree or Certificate program

This application is for Matriculated status only (for students interested in earning a degree/certificate). If you are only interested in taking one or two courses for self-enrichment, or if you are a visiting student planning to take only a few summer classes with us, then you must complete the Non-matriculated application and apply for Non-matriculated status. Please note that Non-matriculated students are not eligible for financial aid.

Congratulations on your decision to continue your education. Westchester Community College is committed to offering cultural and educational opportunities to meet the needs of our diverse community. We have an open enrollment policy that allows students who have graduated from an accredited high school or who are holders of a General Education Development (GED) Certificate/Diploma to take advantage of the programs we offer. We also regularly accept transfer credits from colleges that students have previously attended.

This guide will assist you in the enrollment process, which begins by completing and submitting the enclosed Admissions Application along with any official documentation that relates to your education thus far.

Students are encouraged to apply EARLY. Applications are accepted and processed throughout the year. Your application must be completed and processed before you may continue through the enrollment process. Applying to the college and registering for classes early will help ensure you get the classes you want at the times you need.

STEP
1

Submit your Application for Admission

Students are encouraged to apply online at www.sunywcc.edu/apply for the fastest response time. Otherwise, high school students should bring their completed application, along with a \$35 check or money order (nonrefundable* application fee) to their high school guidance office. All other applicants should submit their application, along with the \$35 check or money order (nonrefundable application fee) to:

Westchester Community College • Office of Admissions • 75 Grasslands Road • Valhalla, NY 10595

** Students who are eligible for an application fee waiver must submit the official College Board fee waiver form along with their completed application. This waiver is available through your high school guidance office.*

STEP
2

Request/Submit your Official Transcripts

High School Transcript/GED Diploma

Applicants must have their high school send a transcript to the Office of Admissions located in the Administration Building Room 210. Transcripts may be sent by mail or by email to HSTranscript@sunywcc.edu. Current high school students must submit an official final transcript with date of graduation or copy of the diploma upon graduation. High School Equivalency Diploma recipients must submit an official copy of their GED Diploma and scores.

College Transcripts

Applicants who have attended a prior college must have an official college transcript sent to the Transfer Credit Evaluator in the Registrar's Office by email (etrans@sunywcc.edu) or by mail (Administration Building Room 107). Official Transcripts from College Board showing College Level Examination Program (CLEP) and Advanced Placement (AP) scores should also be sent if applicable.

Degree & Certificate Programs

Associate in Arts Degrees (A.A.)/Associate in Science Degrees (A.S.) are awarded to candidates who successfully complete programs which parallel the first two years of coursework at accredited four-year institutions. Credits completed at Westchester Community College are readily accepted for credit toward the bachelor's degree at receiving institutions. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

Associate in Applied Science Degrees (A.A.S.) are awarded to candidates who successfully complete programs combining specific career preparation with a firm foundation of coursework in the liberal arts and sciences. Graduates who earn the A.A.S. degree are prepared to seek immediate employment. Graduates will find that most credit-bearing courses meeting the receiving institution's minimum grade requirements will be accepted as transfer credit toward a bachelor's degree. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

Certificate Programs prepare students for careers in a variety of skilled occupations. One-year certificate programs provide a way for students to gain job skills for immediate employment or to prepare for career advancement by gaining new skills and credentials. College credits earned in a Westchester Community College certificate program may be applied to an associate degree or may be transferable for those who decide to continue their education at another institution.

For information about certificate program graduation rates, the median debt of students who completed the programs, and other important information, visit www.sunywcc.edu/gainfulemployment

Accounting (A.S.) ☞
Business Administration (A.A.S.)
Business Administration (A.S.) ☞
Chemical Dependency Counseling (A.A.S.)
Chemical Dependency (Cert.)
Civil Technology (A.A.S.)
Communications & Media Arts (A.A.) ☞
Computer Aided Drafting (Cert.)
Computer Applications Specialist (Cert.)
Computer Information Systems (A.A.S.)
Computer Programming (Cert.)*
Computer Science (A.S.) ☞
Criminal Justice – Corrections (A.A.S.)
Criminal Justice – Police (A.A.S.)
Culinary Arts &
Hospitality Management (A.A.S.)
Cybersecurity (A.A.S.)
Cybersecurity (Cert.)
Dietetic Technician (Nutrition Care) (A.A.S.)
Digital Arts (Cert.)
Digital Filmmaking (A.S.)
Digital Filmmaking (Cert.)
Direct Care Practice (Cert.)
Early Childhood (A.A.S.)
Early Childhood (Cert.)
Electrical Technology (A.A.S.)
Energy Systems (A.A.S.)
Engineering Science (A.S.)
OPTIONAL CONCENTRATIONS IN:
- Civil Engineering ☞
- Electrical Engineering ☞
- Mechanical Engineering ☞
Environmental Science (A.S.) ☞
Environmental Studies (A.S.) ☞
Fashion Design & Technology (A.A.S.)
Fashion Merchandising (A.A.S.)

Foods and Nutrition (A.S.) ☞
Global Business (A.S.) ☞
Health & Human Performance (A.S.) ☞
Health Studies (A.S.) ☞
Human Services (A.A.S.)
Human Services (A.S.) ☞
Journalism (A.S.)
Liberal Arts & Sciences/Childhood Education (Teacher Transfer) (A.A.)
REQUIRED CONCENTRATIONS IN EITHER:
- English ☞
- History ☞
Liberal Arts & Sciences/Humanities (A.A.)
OPTIONAL CONCENTRATIONS IN:
- Art Studio ☞
- English ☞
- Spanish ☞
Liberal Arts & Sciences/Math & Science (A.S.)
OPTIONAL CONCENTRATIONS IN:
- Biology ☞
- Chemistry ☞
- Health Science ☞
- Mathematics ☞
Liberal Arts & Sciences/Social Sciences (A.A.)
OPTIONAL CONCENTRATIONS IN:
- Anthropology ☞
- Economics ☞
- History ☞
- Psychology ☞
- Sociology ☞
Marketing (A.A.S.)
Marketing (A.S.) ☞
Mechanical Technology (A.A.S.)
Medical Billing (Cert.)
Medical Coding (Cert.)
Networking (A.A.S.)
Networking (Cert.)
Nursing (A.A.S.) **

Office Technologies (A.A.S.)
Office Technologies (Cert.)
Paralegal (A.A.S.)
Paralegal (Cert.)
Paramedic (A.A.S.)
Paramedic (Cert.)
Performing Arts (A.S.)
Personal Training (Cert.)
Professional Bookkeeper (Cert.)
Radiologic Technology (A.A.S.)*
Respiratory Care (A.A.S.)**
Small Business Entrepreneurship (Cert.)
Teaching Assistant (Cert.)
Veterinary Technology (A.A.S.) **
Visual Arts (A.S.)
Web Development (Cert.)

New degree and certificate programs are being added all the time. Visit us online at www.sunywcc.edu/catalog for an updated list of program offerings.

* Financial Aid is not available to students enrolled in this program.

** This program has selective admissions criteria and/or application deadlines. For details, visit the official program page at www.sunywcc.edu/catalog.

☞ Degrees that seamlessly transfer to four-year SUNY schools.

Westchester Community College Application for Admission

For Office Use Only:

Date Received _____

Application Fee _____

Please print in ink.

A. Enrollment Information

1. Legal Name: _____
LAST FIRST MIDDLE INITIAL
2. Former Name(s): _____
LAST FIRST MIDDLE INITIAL
3. Date of Birth: _____ / _____ / _____
MONTH DAY YEAR
4. Male Female
5. Social Security Number: _____ - _____ - _____

Providing your Social Security Number will enable Westchester Community College to uniquely identify your records. Additionally, if you are applying for financial aid, you are required by the federal government to provide your Social Security Number. Your Social Security Number is also needed to permit Westchester Community College to file certain tax information returns with the Internal Revenue Service and furnish a statement to you about your tuition. The information contained on the statement, will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. You can be assured that Westchester Community College has appropriate measures in place to protect the confidentiality of students' records and application materials.

6. Address:
LEGAL _____
STREET APARTMENT#
CITY/TOWN/VILLAGE STATE ZIP
MAILING _____
STREET APARTMENT#
CITY/TOWN/VILLAGE STATE ZIP

7. Telephone:
HOME _____ - _____ - _____
MOBILE _____ - _____ - _____
By providing your mobile number you are giving permission to the college to send you text message notifications.

Emergency Contact:

NAME _____

PHONE _____ - _____ - _____

8. Email Address: _____

The college uses a variety of media to notify students of upcoming events such as registration, class cancelations, room changes, etc. Please be sure to notify us if any of your contact information changes. Changes to your personal information (including contact information or a change of address) can be made in person at the Registrar's Office, or by logging in to www.sunywcc.edu/MyWCC.

B. Residency Information

9. Have you lived in New York State for the past 12 months? Yes No If no, _____
STATE OF RESIDENCE
10. Have you lived in Westchester County for the past 6 months? Yes No If no, _____
COUNTY OF RESIDENCE

I have been a resident of New York State since (MM/DD/YYYY) _____ / _____ / _____

I have been a resident of Westchester County since (MM/DD/YYYY) _____ / _____ / _____

If you are a New York State resident but have not resided in Westchester County for at least 6 months, contact your home county for a Certificate of Residency. Download a Certificate of Residence form at www.sunywcc.edu/regforms.

C. Citizenship Information

11. Are you a US Citizen? Yes No If no, country of citizenship _____

If you are not a U.S. Citizen, please complete the box below.

NON US CITIZENS

12. Are you a legal permanent resident of the United States? Yes No

If yes, please provide your Alien Registration Number _____ - _____ - _____

13. Do you hold an F1 visa? Yes No

- If No, do you wish to apply for a student (F1) visa? Yes No Please contact the International Student Office at 914-606-8567.
- If you have an F1 visa from another school, you must go through the International Student Office and complete the process.
- Students who are granted a student (F1) visa must enroll and attend full-time (12 or more credits).

14. Do you hold a visa other than F1? Yes No

B1 B2 J1 H Other _____

D. Regional Information

15. Ethnicity

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested in this section will assist us in meeting this requirement. Please check the appropriate box. (Response is optional and will not affect your admission in any way.)

Are you Hispanic/Latino? Yes No

If Hispanic/Latino, please indicate which of the following would best describe your background? (select one)

- Cuban Dominican Other Hispanic/Latino
 Puerto Rican Mexican

Please indicate your race (select one or more)

- American Indian or Alaskan Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White

16. Military Status

Have you ever served in the United States Military? Yes No

If yes, please indicate current military status Active Military Duty Retired Veteran
 Dependent of Active Duty Personnel Other

E. Educational Goal

17. I am applying as a: Freshman Transfer

18. I plan to begin my studies: January 20_____ (spring) or September 20_____ (fall)

19. I plan to study: Full-time (12 OR MORE CREDITS) Part-time (1-11 CREDITS)

20. On the line below, please indicate your intended major from the list of Degree & Certificate Programs included in this application _____

21. For what reason are you requesting admission to Westchester Community College? Choose the one response which best describes your intention.

- Transfer to another SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college after earning a degree/certificate at Westchester Community College.
- Transfer to a SUNY college without earning a degree/certificate at Westchester Community College.
- Transfer to a non-SUNY college without earning a degree/certificate at Westchester Community College.
- Earn a degree/certificate and seek employment rather than pursue further post-secondary education.
- Enroll in course work to learn new skills or upgrade job skills without earning a degree.
- Enroll in course work for personal enrichment or enjoyment, rather than earning a degree.
- Obtain a Certificate of General Education Development (GED) through the accumulation of college credits.
- Uncertain. I have not determined my educational goal at this time.

F. Academic History (final/official transcripts required)

Did you, or will you graduate from high school? Yes No (If no, please proceed to question 25)

22. High School: _____
NAME OF HIGH SCHOOL

_____ CITY

_____ STATE

23. Graduated High School _____ / _____ Will Graduate High School _____ / _____
MONTH YEAR MONTH YEAR

24. Type of high school diploma received or expected: Regents Local IEP*

*A student who completes high school with an IEP diploma does not qualify for open admission.
 Please contact the Office of Admissions for information on applying for the 24-Credit GED program.

25. If you did not graduate from high school, did you receive a General Education Development (GED) Certificate/Diploma?

- Yes DATE ISSUED _____ / _____ (Attach a copy of GED diploma and scores with this application)
MONTH YEAR
- No (Please contact the Office of Admissions for information on applying for the 24-Credit GED program)
- I was homeschooled

26. Transfer Students ONLY

List all other colleges attended (most recent first)

College/University	City	State	Dates Attended (MM/YY)		Degree Received
			FROM	TO	
_____	_____	_____	____/____	____/____	_____
_____	_____	_____	____/____	____/____	_____
_____	_____	_____	____/____	____/____	_____
_____	_____	_____	____/____	____/____	_____

NOTE: It is your responsibility to send official college transcripts, CLEP, and/or Advanced Placement score reports to the Transfer Credit Evaluator, Westchester Community College Registrar's Office.

27. Check if you would like more information to be sent to you on any of the following:

- Financial Aid Educational Opportunity Program Support Services for students receiving TANF Benefits
- Intercollegiate Athletics On-Campus Childcare Support Services for students with a disability
- TRIO Academic Assistance Veteran's Benefits Career Center
- Honors Program Scholarships Transfer Services
- Honors College

More information can be found on any of the above programs by visiting www.sunywcc.edu.

G. Additional Information

28. Have you ever been dismissed from a college for academic reasons? Yes No

29. Have you ever been dismissed from a college for disciplinary (conduct) reasons? Yes No

If yes, when and for how long? _____

30. Have you ever been convicted of a felony? Yes No

Response to the following questions is optional and will not affect your admission in any way.

31. Has any member of your family graduated from Westchester Community College? Yes No

If yes, what relationship? Parent Sibling Other Name: _____

32. Was English your primary language spoken as a child? Yes No

If no, would you like information on the ESL program? Yes No

33. Please indicate the highest level of education earned by your parent(s)

Parent 1

HS Some College 2 yr College Degree 4 yr College Degree Master's or higher Other _____

Parent 2

HS Some College 2 yr College Degree 4 yr College Degree Master's or higher Other _____

H. Applicant's Signature

I certify that the information provided on this application is complete and accurate in every respect. I understand that falsifying any part of this application may result in cancellation of my admission or dismissal from the college. I am aware that the \$35 application fee (enclosed as a check or money order) is non-refundable.

Signature of Applicant _____ Date _____ / _____ / _____

Admission is based on the availability of space and qualifications of the applicant. Westchester Community College adheres to the policy that no person on the basis of race, color, creed, national origin, age, gender, sexual orientation, or handicap is excluded from, or is subject to, discrimination in any program or activity. Information collected on this application (Section 355(2) (i) Education Law) will be used to evaluate your request for admission. Failure to provide information could prevent your application from being processed. Information will be maintained in the Registrar's Office. Information on this application form is accurate as of 1/17.

Congratulations! You've taken an amazing next step towards your future.

Next Steps Toward Your Successful Enrollment

Once you have completed and submitted your Application for Admission, here are your next steps:

STEP
3

Apply for Financial Aid

Financial aid is available through the Office of Student Financial Assistance. Students wishing to apply for financial aid are urged to complete their financial aid applications online at www.fafsa.ed.gov by May 1 for the fall semester and by October 31 for the spring semester. For further information about the application process for financial aid, visit www.sunywcc.edu/finaid.

STEP
4

Submit Immunization Records

New York State Public Health laws require all students taking 6 or more credits to sign the Meningitis Response Form. To download a copy of this form, please visit www.sunywcc.edu/regforms. All students taking 6 or more credits and who were born on or after January 1, 1957 must also provide proof of immunity for measles, mumps and rubella. Documentation should be submitted with the application or it may be sent by mail, fax (914-606-6423) or email (healthoffice@sunywcc.edu).

STEP
5

Placement Testing

In order to ensure that every student has the greatest chance for academic success, Westchester Community College has a mandatory placement testing policy for all new full- and part-time students. The placement examination is a series of short placement tests used to assess students' competency levels in English, reading, and mathematics. The results are used to assist Academic Counselors in helping students plan their educational program. Transfer students who have successfully completed college-level English and/or mathematics courses with a grade of "C" (2.0 on 4.0 scale) or better from an accredited institution will be waived from all or part of the placement test. More information about placement testing, including the testing schedule and exemptions, can be found online at www.sunywcc.edu/testingcenter.

STEP
6

Advisement and Registration

All first-time matriculated students are required to meet with an Academic Counselor who will assist them in the process of class registration. After completing steps 1-5, visit the Center for Academic Counseling and Student Success located on the second floor of the Student Center Building to meet with an Academic Counselor. These counselors meet with students to discuss their academic and career goals, review academic records and placement test results, and offer assistance in the registration process.

STEP
7

Tuition Payment

When, Where, and How

Please consult the Bursar's Office web page at www.sunywcc.edu/bursar for payment options, payment dates and deadlines as well as the accepted forms of tuition payment.

Certificate of Residence

In order to qualify for the in-state tuition rate, students must currently live in New York State and have lived here for at least one year. Students who have lived in New York for at least one year, but do not live in Westchester County (or have not lived in Westchester County for at least six months), must present a Certificate of Residence from their county of legal residence to the Bursar's Office. To download a copy of the form, visit www.sunywcc.edu/regforms.

Need Help? Attend an Information Session...

The Office of Admissions is here to assist you in the application and enrollment process. You are invited to attend one of our Information Sessions to learn more about the college, our programs, and services. Please visit www.sunywcc.edu/tour for dates, times, location, and to RSVP.

Application Checklist

- I have reviewed my application to ensure the required items have been answered.
- I have signed my application.
- I have enclosed my non-refundable application fee (check or money order only).
- My name and address can be clearly read.
- I have indicated my degree or certificate program of choice.
- If I am applying for financial aid, I have provided my Social Security Number.

The following items must be submitted to complete your application:

- A final copy of my high school transcripts (indicating date of graduation) sent to the Office of Admissions.
- An official copy of my GED Certificate/Diploma sent to the Office of Admissions.
- Official, sealed copies of all college transcripts forwarded to the Registrar's Office.
- A copy of my immunization records forwarded to the Health Office. (Students born on or after January 1, 1957)
- A signed Meningitis Response Form sent to the Health Office. This form can be found online at:
www.sunywcc.edu/regforms

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

Office of Admissions

Westchester Community College
Office of Admissions
75 Grasslands Road
Valhalla, New York 10595

914-606-6735 | www.sunywcc.edu/admissions | admissions@sunywcc.edu