

# Admissions Application & Enrollment Guide

Westchester Community College is your community college and is committed to offering cultural, occupational and educational opportunities to Westchester's residents and those in the surrounding communities. We have an open enrollment policy that allows students who have graduated from an accredited high school or who are holders of a GED to take advantage of the programs we offer.

**Students are encouraged to apply EARLY.** Applications are accepted and processed on a rolling basis. Your application must be completed to continue through the enrollment process. Registering early will help you to get the classes you want at the times you need.

**Please use the following guide to assist you through the application and enrollment process.**

## Step 1. Submit your Application for Admission

High school students should bring their completed application, along with the \$25.00 application fee (non refundable)\* to their high school guidance office.

All other applicants should submit the application, along with the \$25.00 application fee (non-refundable) directly to the college. Westchester Community College, Office of Admissions 75 Grasslands Road, Valhalla, New York 10595

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

## Step 2. High School Transcript/GED

All applicants must request that an official high school transcript be sent directly to Westchester Community College, Office of Admissions.

Current high school students must submit an official final transcript or copy of the diploma upon graduation.

GED recipients must submit an official copy of their GED with score sheet.

### Step 2a. College Transcripts including CLEP and AP Scores (If applicable)

Transfer students should contact all prior colleges to request that official transcripts be forwarded directly to the WCC Office of Admissions, Transfer Credit Evaluator, 75 Grasslands Road, Valhalla, New York 10595.

## Step 3. Financial Aid

Financial aid assistance is available through the Office of Student Financial Assistance. Students are urged to complete all financial aid applications online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by June 30 for the fall semester and October 30 for the spring semester. For further information about the application process for financial aid, visit [www.sunywcc.edu/finaid](http://www.sunywcc.edu/finaid).

## Step 4. Immunization Records

New York State Public Health laws require all students to sign the Meningitis Response Form. To download a copy of this form, please visit [www.sunywcc.edu/regforms](http://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 they may be mailed or faxed to the Health Office.

## Step 5. Placement Testing [www.sunywcc.edu/testingcenter](http://www.sunywcc.edu/testingcenter)

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 aid counselors as they help students plan their educational program at the college. Transfer students who have successfully completed college-level English and/or mathematics courses with a grade of "C" (2.0 on 4.0 scale) will be waived from all or part of the placement test.

## Step 6. Advisement and Registration

All first time matriculated students are required to meet with an Academic Advisor who will assist you in the registration process. Complete steps 1-4 and then call the Office of Counseling and Student Development at 914-606-6572 to make an appointment to meet with a counselor. The counselor will discuss your academic/career goals with you, review your academic record and placement test results, and assist you in completing the registration process.

## Step 7. Tuition Payment

Please consult the college web site ([www.sunywcc.edu](http://www.sunywcc.edu)) or a copy of the printed Course Schedule for payment dates and deadlines.

### Step 7a. Certificate of Residence

Students who have lived in New York State for one year, but do not or have not lived in Westchester County for six months, must present a Certificate of Residence from their county of legal residence. This and other forms required for registration can be found on our web site at [www.sunywcc.edu/regforms](http://www.sunywcc.edu/regforms).

The Office of Admissions is here to assist you in the application and enrollment process. You are invited to meet with an admissions counselor to learn more about the college, our programs and services. Please call 914-606-6735 or email [admissions@sunywcc.edu](mailto:admissions@sunywcc.edu) to schedule an appointment.

# Degree & Certificate Programs

**Associate in Arts Degrees (A.A.)/Associate in Science Degrees (A.S.)** are awarded to candidates who successfully complete a program which parallels the first two years of coursework at accredited four-year institutions.

**Associate in Applied Science Degrees (A.A.S.)** are awarded to candidates who successfully complete a program 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 or transfer to four-year institutions to continue study toward a bachelor's degree and beyond. The A.A.S. graduate who elects to transfer will find that most of the credits completed at Westchester Community College will be readily accepted for credit toward the bachelor's degree at a receiving institution. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

**Certificate Programs** prepare students for immediate employment 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.

Accounting (A.S.)	Foods & Nutrition (A.S.)
Applied Art (Cert.)	Human Services (A.A.S.)
Business Administration (A.A.)	Human Services (A.S.)
Business Administration (A.A.S.)	Individual Studies (A.S.)
Chemical Dependency Counseling (A.A.S.)	International Business (A.S.)
Chemical Dependency Counseling (Cert.)	Liberal Arts/Childhood Education – Teacher Education Transfer (A.A.)
Civil Technology (A.A.S.)	Liberal Arts/Humanities (A.A.)
Communications and Media Arts (A.A.)	Liberal Arts/Mathematics & Science (A.S.)
Computer Aided Drafting (Cert.)	Liberal Arts/Social Science (A.A.)
Computer Applications Specialist (Cert.)	Marketing (A.S.)
Computer Information Systems (A.A.S.)	Marketing (A.A.S.)
Computer Programming (Cert.)	Mechanical Technology (A.A.S.)
Computer Science (A.S.)	Medical Billing and Coding * (Cert.)
Computer Security & Forensics (A.A.S.)	Networking (A.A.S.)
Computer Security & Forensics (Cert.)	Networking (Cert.)
Criminal Justice/Corrections (A.A.S.)	Nursing – LPN (Deadline March 1) (Cert.)
Criminal Justice/Police (A.A.S.)	Nursing – RN Day (Deadline March 1) (A.A.S.)
Culinary Arts & Management (A.A.S.)	Nursing – RN Evening/wknd (Deadline March 1) (A.A.S.)
Dietetic Technician (A.A.S.)	Office Technologies (A.A.S.)
Digital Art (Cert.)	Office Technologies (Cert.)
Digital Filmmaking (A.S.)	Paralegal (A.A.S.)
Digital Filmmaking (Cert.)	Paralegal (Cert.)
Direct Care Practice (Cert.)	Performing Arts (A.A.S.)
Early Childhood (A.A.S.)	Radiologic Technology (Deadline March 1) (A.A.S.)
Early Childhood (Cert.)	Respiratory Care (Deadline March 1) (A.A.S.)
Electrical Technology (A.A.S.)	Small Business Entrepreneurship (Cert.)
EMS Management (Cert.)	Teaching Assistant * (Cert.)
EMT-Paramedic (Cert.)	Telecommunications Technology (A.A.S.)
EMT-Paramedic (A.A.S.)	Telecommunications Technology * (Cert.)
Engineering Science (A.S.)	Visual Arts (A.A.S.)
Fashion Merchandising (A.A.S.)	Web Development (Cert.)
Financial Office Specialist (Cert.)	

\*Financial aid not available to students in this plan.

# Application for Admission

Please print in ink.

For Office Use Only:
Date Received _____
Application Fee _____

## 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. Westchester Community College is dedicated to ensuring the confidentiality of students' records and application materials.

## 6. Address:

### LOCAL

STREET APARTMENT #

CITY / TOWN / VILLAGE STATE ZIP

### MAILING

STREET APARTMENT #

CITY / TOWN / VILLAGE STATE ZIP

## 7. Telephone:

HOME \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

MOBILE \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_ — \_\_\_\_\_

## 8. Email Address: \_\_\_\_\_

The college will use a variety of media to notify students of upcoming events such as registration, class cancellations, room changes etc. Please make sure to notify us if any of your contact information changes. Notification of an address change can be made in person at the Registrar's Office or by sending an email to registrar@sunywcc.edu. Changes to telephone and email contact information can be made online by visiting [www.sunywcc.edu/updatecontact](http://www.sunywcc.edu/updatecontact).

## B. Residency/Citizenship 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

If you are a New York State resident but have not resided in Westchester County for 6 months, contact your home county for a Certificate of Residency.

11. Country of Citizenship \_\_\_\_\_ If you are not a US 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 \_\_\_\_\_

### C. Regional Information

15. Ethnicity

A variety of government agencies require that institutions of higher education report student enrollments by ethnic status. The information requested below will assist us in meeting this requirement. Please check the appropriate box. (Response is optional and does 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  Mexican  
 Puerto Rican  Other Hispanic/Latino

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

### D. Educational Goal

17. I plan to begin my studies:

January 20\_\_\_\_ (spring) or  September 20\_\_\_\_ (fall)  May/June 20\_\_\_\_ (summer)

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

19. Please choose an Academic Plan from the list on page 2 of this application

I do not wish to enroll in an Academic Plan at this time. I understand that this qualifies me as non-matriculated and that I am not eligible for financial aid.

20. I am applying as a:  Freshman  Transfer  Summer/Visiting

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.

**E. Academic History (Final/official transcripts required)**

22. High School: \_\_\_\_\_  
NAME OF HIGH SCHOOL

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

23. Graduated \_\_\_\_\_ — \_\_\_\_\_ Will Graduate \_\_\_\_\_ — \_\_\_\_\_  
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 Ability to Benefit program.

25. If you withdrew from high school, do you have a General Equivalency Diploma (GED)?

- Yes DATE ISSUED \_\_\_\_\_ — \_\_\_\_\_ (Attach a copy of GED diploma and scores with this application)  
MONTH YEAR MONTH YEAR
- No (Please contact the Office of Admissions for information on applying for the Ability to Benefit program)

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

- Financial Aid  Educational Opportunity Program  Honors Program
- Intercollegiate Athletics  On-Campus Childcare  Scholarship  Support Services for students with a disability
- Support Services for students receiving TANF Benefits  TRIO program/Student Support Services  Veteran's Benefits

27. Transfer Students ONLY

List all other colleges attended (most recent first) from which you wish to transfer credit.

College/University	City	State	Dates Attended		Degree Received
			FROM	TO	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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



## G. Additional Information Response is optional and does not affect your admission in any way.

28. Has any member of your family graduated from Westchester Community College?  Yes  No  
If yes, what relationship?  Parent  Sibling  Other  Name: \_\_\_\_\_
29. Was your primary language spoken as a child English?  Yes  No  
If No, would you like information on the ESL program?  Yes  No
30. Please indicate the highest level of education earned by your parent (s)  
Mother  HS  Some College  2 yr College Degree  4 yr College Degree  Master's or higher  Other \_\_\_\_\_  
Father  HS  Some College  2 yr College Degree  4 yr College Degree  Master's or higher  Other \_\_\_\_\_

## VIII. 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 application fee is \$25.00 and 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 is accurate as of 11/09.

## Application Checklist

- I have reviewed my application to ensure the required items have been answered
- I have signed my application
- I have enclosed my application fee
- My name and address can be clearly read
- I have selected an Academic Program and Plan of Study
- If I am applying for financial aid, I must provide a social security number

### The following items must 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 sent to the Office of Admissions
- Official, sealed copy(s) of all college transcripts forwarded to the Office of Admissions
- STUDENTS BORN ON OR AFTER JANUARY 1, 1957: A copy of my immunization record forwarded to the Health Office
- All students must submit a signed Meningitis Response Form to the Health Office.  
This form can be found online at [www.sunywcc.edu/regforms](http://www.sunywcc.edu/regforms).