



Admissions Application & Enrollment Guide

Congratulations on your decision to continue your education. Westchester Community College 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. We also regularly accept credit transfers 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 and providing us with any official documentation you have 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 to continue through the enrollment process. Registering early will help ensure you get the classes you want at the times you need.

■ **Step 1. Submit your Application for Admission**

High school students should bring their completed application, along with a \$35 check or money order application fee (non refundable)* to their high school guidance office. All other applicants should submit their application, along with the \$35 check or money order application fee (non-refundable) directly 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 Official Transcripts**

High School Students

Applicants need to provide an official copy of their final high school transcripts (showing date of graduation) or a copy of their high school diploma to the Westchester Community College Office of Admissions. Contact your high school if you don't have an official copy to provide. Students still in high school should make this request upon graduation.

GED Recipients

Students who have earned a High School Equivalency Diploma (GED) must submit an official copy of their GED along with the associated score sheet.

College Transfers

In addition to submitting an official high school transcript, students transferring into Westchester Community College should contact all previously attended colleges and request that official transcripts be forwarded directly to the Transfer Credit Evaluator at the Westchester Community College Office of Admissions. Please include *College Level Examination Program (CLEP)* and *Advanced Placement (AP)* scores if applicable.



**Westchester
Community College**

State University of New York

Office of Admissions, 75 Grasslands Road, Valhalla, New York 10595-1698
phone: 914-606-6735 ■ fax: 914-606-6540 ■ website: sunywcc.edu ■ admissions@sunywcc.edu

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.

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 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 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.

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

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 an application deadline. Please visit www.sunywcc.edu/nursinginfo for details.

*** This entire program may be completed by taking online courses.

Application for Admission

Please print in ink.

For Office Use Only: Date Received _____ Application Fee _____
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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:
LEGAL _____
STREET APARTMENT #
CITY / TOWN / VILLAGE STATE ZIP
MAILING (IF DIFFERENT FROM ABOVE) _____
STREET APARTMENT #
CITY / TOWN / VILLAGE STATE ZIP
7. Telephone:
HOME _____ MOBILE _____
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

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. 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 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 _____

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

Check this box if you **do not** wish to pursue a degree or certificate at this time. Understand that this categorizes you as non-matriculated, which makes you **ineligible** for financial aid. If you are not applying to enter into a program or certificate, please proceed to question 21.

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. Please choose 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 graduate from high school? Yes No (If no, please proceed to question 25)

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 did not graduate from high school, did you receive a General Equivalency Diploma (GED)?
 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 Ability to Benefit program)

26. Transfer Students ONLY

List all other colleges attended (most recent first)

College/University	City	State	Dates Attended		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 Office of Admissions.

27. Check if you would like more information to be sent to you on any of the following:
- Financial Aid
 - Educational Opportunity Program
 - Honors Program
 - Scholarships
 - Intercollegiate Athletics
 - On-Campus Childcare
 - Support Services for students receiving TANF Benefits
 - TRIO Program
 - Veteran's Benefits
 - Support Services for students with a disability

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

G. Additional Information (Response is optional and will 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 English your primary language spoken as a child? 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 _____

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 Lay) 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 6/11.

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 either indicated my degree or certificate program of choice, or that I do not wish to enroll in a program at this time.
- 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 sent to the Office of Admissions.
- Official, sealed copies 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.



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 June 30 for the fall semester and by October 30 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 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 mailed or faxed to the Health Office.

■ **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 Advisors 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) or better will be waived from all or part of the placement test. More information about placement testing, including the testing schedule, 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 Advisor who will assist them in the process of class registration. After completing steps 1-5, call the Office of Counseling and Student Development at 914-606-6572 to make an appointment to meet with an Academic Advisor. The Academic Advisor 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**

When, Where, and How

Please consult the college website (www.sunywcc.edu) for 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. A Certificate of Residence Form, and other forms required for registration, can be found on our website at www.sunywcc.edu/regforms.

Need Help? Call or Drop In...

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 to schedule an appointment.

