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 to 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, 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 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. 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

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.
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.)  
Applied Art (Cert.)  
Business Administration (A.S.)  
Business Administration (A.A.S.)  
Chemical Dependency Counseling (A.A.S.)  
Chemical Dependency Counseling (Cert.)  
Civil Technology (A.A.S.)  
Communications and 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 & Management (A.A.S.)  
Cybersecurity (A.A.S.)  
Cybersecurity (Cert.)***  
Dietetic Technician (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.)  
EMS Management (Cert.)  
EMT-Paramedic (A.A.S.)  
EMT-Paramedic (Cert.)  
Energy Systems (A.A.S.)  
Engineering Science (A.S.)  
Environmental Science (A.S.)  
Environmental Studies (A.S.)  
Fashion Design & Technology (A.A.S.)  
Fashion Merchandising (A.A.S.)  
Foods & Nutrition (A.S.)  
Global Business (A.S.)  
Human Services (A.A.S.)  
Individual Studies (A.S.)  
Individual Studies (A.A.S.)  
Journalism (A.S.)  
Liberal Arts/Childhood Education – Teacher Education Transfer (A.A.)  
Liberal Arts/Humanities (A.A.)***  
Liberal Arts/Mathematics & Science (A.S.)  
Liberal Arts/Social Science (A.A.)***  
Marketing (A.S.)  
Marketing (A.A.S.)  
Medical Billing & Coding (Cert.)*  
Networking (A.A.S.)  
Networking (Cert.)  
Nursing – RN (A.A.S.)**  
Office Technologies (A.A.S.)  
Office Technologies (Cert.)  
Paralegal (A.A.S.)  
Paralegal (Cert.)  
Performing Arts (A.A.S.)  
Professional Bookkeeper (Cert.)  
Radiologic Technology (A.A.S.) (Deadline March 1)  
Respiratory Care (A.A.S.) (Rolling Admission to the Wait List)  
Small Business Entrepreneurship (Cert.)  
Teaching Assistant (Cert.)*  
Veterinary Technology (A.A.S.)  
Visual Arts (A.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 an application deadline. Visit www.sunywcc.edu/nursinginfo for details.
*** This entire program may be completed by taking online courses.
# Application for Admission

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:**
   | STREET | APARTMENT # |
   |________|________|
   | CITY / TOWN / VILLAGE | STATE | ZIP |

| STREET | APARTMENT # |
|________|________|
| CITY / TOWN / VILLAGE | STATE | ZIP |

7. **Telephone:**
   HOME  __________  __________  __________  __________  __________

Emergency Contact  __________  __________  __________  __________  __________

| MOBILE  | __________  | __________  | __________  | __________  | __________  | __________  |
|________|________|________|________|________|________|________|
| Verizon  | [ ]  |  Sprint  | [ ]  |  AT&T  | [ ]  |  T-Mobile  | [ ]  |  Metro PCS  | [ ]  |  Other  | [ ]  |

8. **Email Address:**

The college uses a variety of media to notify students of upcoming events such as registration, class cancellations, 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 inw.sunywcc.edu/MyWCC.(720,776),(943,815)

## 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
17. I am applying as a:  □ Freshman  □ Transfer
18. I plan to begin my studies:
   □ January 20____ (spring)  □ 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.
- 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.

22. High School:

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<th>NAME OF HIGH SCHOOL</th>
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<tr>
<th>CITY</th>
<th>STATE</th>
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23. Graduated ___ ___ — ___ ___ ___ Will Graduate ___ ___ — ___ ___ ___

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 Equivalency Diploma (GED)?

- Yes  DATE ISSUED ___ ___ — ___ ___ ___ (Attach a copy of GED diploma and scores with this application)

- No (Please contact the Office of Admissions for information on applying for the 24-Credit GED program.)

26. Transfer Students ONLY

List all other colleges attended (most recent first)

<table>
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<tr>
<th>College/University</th>
<th>City</th>
<th>State</th>
<th>Dates Attended FROM</th>
<th>TO</th>
<th>Degree Received</th>
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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  □ Support Services for students receiving TANF Benefits
- Intercollegiate Athletics  □ On-Campus Childcare  □ Support Services for students with a disability
- TRIO Program  □ Veteran’s Benefits  □ Career and Transfer Center
- Honors Program  □ Scholarships

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 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)

   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 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 10/13.

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 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.
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