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, occupational 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.

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 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 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 Certificate/Diploma Recipients**

Students who have earned a General Education Development (GED) Certificate/Diploma must submit an official copy of their GED Certificate/Diploma 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. Official Transcripts from College Board showing College Level Examination Program (CLEP) and Advanced Placement (AP) scores should also be sent if applicable.

**Office of Admissions**

Westchester Community College
Office of Admissions
75 Grasslands Road
Valhalla, New York 10595
914-606-6735  ■  www.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. Most of the credits completed at Westchester Community College will be 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 maintaining 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 maintaining 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.)
- Business Administration (A.A.S.)
- Business Administration (A.S.)
- Chemical Dependency Counseling (A.A.S.)
- Chemical Dependency Counseling (Cert.)
- Civil Technology (A.A.S.)
- Communications and Media Arts (A.A.S.)
- Computer Aided Drafting (Cert.)
- Computer Applications Specialist (Cert.)
- Computer Information Systems (A.A.S.)
- Computing (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 (A.S.)
- Digital Filmmaking (A.S.)
- 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.)
- Human Services (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.)
- Mechanical Technology (A.A.S.)
- Medical Billing & Coding (Cert.)*
- Networking (A.A.S.)
- Networking (Cert.)
- Office Technologies (A.A.S.)
- 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.)

* 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.

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### 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/finalad.

#### 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/reforms. 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 in helping students plan their educational program from an accredited institution. 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. Academic Advisors 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 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/reforms.

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**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.
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 5502; 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 10/14.

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 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.

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.

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  ☐ Native Hawaiian or other Pacific Islander  ☐ Asian  ☐ Black or African American  ☐ 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.

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:  __________________________

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  ☐ No  DATE ISSUED _____ — _____ — _____ (Attach a copy of GED diploma and scores with this application)

26. Transfer Students ONLY

List all other colleges attended (most recent first)

<table>
<thead>
<tr>
<th>College/University</th>
<th>City</th>
<th>State</th>
<th>Dates Attended</th>
<th>Degree Received</th>
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<td>__________________</td>
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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 Academic Assistance  ☐ Veteran’s Benefits  ☐ Career Center

☐ Honors Program  ☐ Scholarships  ☐ Transfer Services

More information can be found on any of the above programs by visiting www.sunywcc.edu.
**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 ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ ____________ 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__-----------
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 this 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.

   By providing your mobile number you are giving permission to the college to send you text message notifications.

   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.

   (enclosed as a check or money order) is non-refundable.

   I have reviewed my application to ensure the required items have been answered.

   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 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.

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 Westchester County since (MM/DD/YYYY) __________.

□ Have you lived in Westchester County for the past 6 months? ☐ Yes   ☐ No   ☐ If no,

□ 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 6 months, contact your home county for a Certificate of Residency.

Download a Certificate of Residency form at www.sunywcc.edu/regforms.

For Office Use Only

Date Received

Application Fee

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

Office of Admissions
State University of New York
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. Most of the credits completed at Westchester Community College will be 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.

Accounting (A.S.)  Global Business (A.S.)
Business Administration (A.S.)  Human Services (A.S.)
Business Administration (A.A.S.)  Journalism (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.S.)  Liberal Arts/Social Science (A.A.)
Computer Aided Drafting (Cert.)  Marketing (A.S.)
Computer Applications Specialist (Cert.)  Mechanical Technology (A.A.S.)
Computer Information Systems (A.A.S.)  Medical Billing & Coding (Cert.)
Computer Programming (Cert.)*  Networking (A.A.S.)
Computer Science (A.S.)  Networking (Cert.)
Criminal Justice/Corrections (A.A.S.)  Nursing – RN (A.A.S.)
Culinary Arts & Management (A.A.S.)  Office Technologies (A.A.S.)
Cybersecurity (A.A.S.)  Office Technologies (Cert.)
Cybersecurity (Cert.)*  Paralegal (A.A.S.)
Dietetic Technician (A.A.S.)  Paralegal (Cert.)
Digital Arts (Cert.)  Performing Arts (A.A.S.)
Digital Filmmaking (A.S.)  Professional Bookkeeper (Cert.)
Digital Filmmaking (Cert.)  Radiologic Technology (A.A.S.) (Deadline March 1)
Direct Care Practice (Cert.)  Respiratory Care (A.A.S.) (Rolling Admission to the Wait List)
Early Childhood (A.A.S.)  Small Business Entrepreneurship (Cert.)
Early Childhood (Cert.)  Teaching Assistant (Cert.)*
Electrical Technology (A.A.S.)  Veterinary Technology (A.A.S.)
EMS Management (Cert.)  Visual Arts (A.A.S.)
EMT-Paramedic (A.A.S.)  Web Development (Cert.)
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.)

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

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 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 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 in helping students plan their educational program from an accredited institution. 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. Academic Advisors 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 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.
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, occupational 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.

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

Students are encouraged to apply online at www.sunywcc.edu/apply for 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 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 Certificate/Diploma Recipients**

Students who have earned a General Education Development (GED) Certificate/Diploma must submit an official copy of their GED Certificate/Diploma 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. Official Transcripts from College Board showing College Level Examination Program (CLEP) and Advanced Placement (AP) scores should also be sent if applicable.

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
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