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**Apply Online**  
at [www.sunywcc.edu/apply](http://www.sunywcc.edu/apply)

SUNY Westchester Community College

# Application

## for Admission to an Associate Degree or Certificate Program

This application is for matriculated status only (for students interested in earning a degree/certificate). If you are only interested in taking one or two courses for self-enrichment, or if you are a visiting student planning to take only a few winter or 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.** SUNY Westchester Community College is committed to offering cultural and educational opportunities to meet the needs of our diverse community. We have an open enrollment policy that allows students who have graduated from a high school or who are holders of a General Education Development (GED) Certificate/Diploma to take advantage of the programs we offer. We also regularly accept transfer credits from colleges that students have previously attended.

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

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

STEP

1

### Submit your Application for Admission

Students are encouraged to apply online at [www.sunywcc.edu/apply](http://www.sunywcc.edu/apply) for the fastest response time. In addition, high school students can bring their completed application, along with a \$50 check or money order (nonrefundable\* application fee) to their high school guidance office. All other applicants can submit their application, along with the \$50 check or money order (nonrefundable application fee) to:

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

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

STEP

2

### Request/Submit your Official Transcripts

#### High School Transcript/GED Diploma

All applicants must have their high school send an official transcript to the Office of Admissions by email ([HSTranscript@sunywcc.edu](mailto:HSTranscript@sunywcc.edu)) or by mail (Administration Building, Room 210). Current high school students must submit an official final transcript with date of graduation or submit their original high school diploma upon graduation. High School Equivalency Diploma recipients must submit their original GED Diploma and scores.

#### College Transcripts

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



Office of Admissions, 75 Grasslands Road, Valhalla, New York 10595-1698  
phone: 914-606-6735 | fax: 914-606-6540 | website: [www.sunywcc.edu/future](http://www.sunywcc.edu/future) | [admissions@sunywcc.edu](mailto: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. Credits completed at SUNY Westchester Community College are readily accepted for credit toward the bachelor's degree at receiving institutions. (This is contingent upon the requirements of the transfer school and the student having maintained a satisfactory academic record.)

**Associate in Applied Science Degrees (A.A.S.)** are awarded to candidates who successfully complete programs combining specific career preparation with a 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 SUNY Westchester Community College certificate program may be applied to an associate degree or may be transferable for those who decide to continue their education at another institution.

For information about degree and certificate program graduation rates, the median debt of students who completed the programs, and other important information, visit [www.sunywcc.edu/gainfulemployment](http://www.sunywcc.edu/gainfulemployment)

## School of Arts, Humanities and Social Sciences

Art & Design (A.S.)  
Communications & Media Arts (A.A.)  
Digital Filmmaking (A.S.) (Cert.)  
Digital Media (Cert.)  
Journalism (A.S.)  
Liberal Arts & Sciences/Humanities (A.A.)

*optional concentrations:*

English Concentration  
History Concentration  
Honors Concentration  
Spanish Concentration  
Studio Art Concentration

Liberal Arts & Sciences/Social Sciences (A.A.)

*optional concentrations:*

Anthropology Concentration  
Economics Concentration  
Honors Concentration  
Psychology Concentration  
Sociology Concentration

Performing Arts (A.S.)

## School of Health Careers, Technology and Applied Learning

Community Health & Case Management (Cert.)  
Culinary Arts & Hospitality Management (A.A.S.)  
Foods & Nutrition (A.S.)  
Health & Human Performance (A.S.)  
Health Information Technology (A.A.S.)  
Health Studies (A.S.)  
Medical Billing (Cert.)  
Medical Coding (Cert.)  
Nursing (A.A.S.)\*  
Paramedic (A.A.S.) (Cert.)  
Personal Training (Cert.)  
Radiologic Technology (A.A.S.)\*  
Respiratory Care (A.A.S.)  
Veterinary Technology (A.A.S.)\*

## School of Business and Professional Careers

Accounting & Finance (A.S.)  
Addiction Counseling (A.A.S.) (Cert.)  
Business Management (A.S.)  
*optional concentrations:*  
Sales Management Concentration  
SUNY Transfer Concentration

Business Technologies (A.A.S.) (Cert.)  
Computer Applications Specialist (Cert.)  
Computer Information Systems (A.A.S.)  
Criminal Justice – Corrections (A.A.S.)  
Criminal Justice – Police (A.A.S.)  
Cybersecurity (A.A.S.) (Cert.)  
Early Childhood (A.A.S.) (Cert.)  
Fashion Design & Technology (A.A.S.)  
Fashion Merchandising (A.A.S.)  
Human Services (A.A.S.) (A.S.)  
Interactive Technologies (A.A.S.)

*optional concentrations:*

Computer Animation & Game Design Concentration  
Digital Marketing Concentration  
Web Design & Development (UX/UI) Concentration

Justice Studies (A.S.)  
Liberal Arts & Sciences/Childhood Education (Teacher Education Transfer) (A.S.)

*must choose a concentration:*

Art Concentration  
English Concentration  
History Concentration  
Mathematics Concentration  
Spanish Concentration

Marketing (A.S.)  
Paralegal (A.A.S.) (Cert.)  
Teaching Assistant (Cert.)  
Web Development (Cert.)

## School of Mathematics, Science and Engineering

Civil Technology (A.A.S.)  
Computer Aided Drafting (Cert.)  
Computer Programming (Cert.)  
Computer Science (A.S.)  
Electrical Technology (A.A.S.)  
Energy Systems (A.A.S.)  
Engineering Science (A.S.)

*optional concentrations:*

Civil Concentration  
Electrical Concentration  
Mechanical Concentration

Environmental Science (A.S.)  
Environmental Studies (A.S.)  
Liberal Arts & Sciences/  
Mathematics & Science (A.S.)

*optional concentrations:*

Biology Concentration  
Chemistry Concentration  
Health Science Concentration  
Mathematics Concentration

Mechanical Technology (A.A.S.)  
Networking (A.A.S.)

Visit [www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog) for an updated list of program offerings.

For information on transfer agreements and pathways, visit [www.sunywcc.edu/transfer-agreements](http://www.sunywcc.edu/transfer-agreements)

\* This program has selective admissions criteria and/or application deadlines. For details, visit the program's page at [www.sunywcc.edu/catalog](http://www.sunywcc.edu/catalog).



# SUNY Westchester Community College

## Application for Admission

For Office Use Only:

Date Received \_\_\_\_\_

Application Fee \_\_\_\_\_

Please print in ink.

### A. Enrollment Information

1. Legal Name: \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL
2. Preferred Name: \_\_\_\_\_  
LAST FIRST
3. Former Name(s): \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL
4. Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MONTH DAY YEAR
5. Legal Sex (NY):  Male  Female  X
6. Legal Sex (Federal):  Male  Female
7. Gender Identity:  
 Woman  Man  Transwoman  Transman  Non-binary/Gender non-conforming  Queer
8. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Providing your Social Security Number will enable SUNY 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 SUNY 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 SUNY Westchester Community College has appropriate measures in place to protect the confidentiality of students' records and application materials.

9. Address:  
LEGAL \_\_\_\_\_  
STREET APARTMENT#  
CITY/TOWN/VILLAGE STATE ZIP  
MAILING \_\_\_\_\_  
STREET APARTMENT#  
CITY/TOWN/VILLAGE STATE ZIP

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

Emergency Contact:

NAME \_\_\_\_\_

PHONE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

11. 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 by logging in to [www.sunywcc.edu/MyWCC](http://www.sunywcc.edu/MyWCC) or visiting the Registrar's Office (Administration Building, room 107).

### B. Residency Information

12. Have you lived in New York State for the past 12 months?  Yes  No If no, \_\_\_\_\_  
STATE OF RESIDENCE



13. Have you lived in Westchester County for the past 6 months?  Yes  No If no, \_\_\_\_\_  
COUNTY OF RESIDENCE

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

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

### C. Citizenship Information

14. Are you a US Citizen?  Yes  No If no, country of citizenship \_\_\_\_\_

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

#### NON US CITIZENS

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

If yes, please provide your Alien Registration Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

16. 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 contact the International Student Office and complete the application process.

• Students who are granted a student (F1) visa must enroll and attend full-time (12 or more credits).

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

B1  B2  J1  H  Other \_\_\_\_\_

### D. Additional Information

18. 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

19. 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

20. I am applying as a:  First Year Student  Transfer Student

21. I plan to begin my studies:  January 20\_\_\_\_\_ (spring) or  September 20\_\_\_\_\_ (fall)

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

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



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

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

## F. Academic History (final/official transcripts required)

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

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

\_\_\_\_\_ CITY

\_\_\_\_\_ STATE

26. Graduated High School \_\_\_\_\_ / \_\_\_\_\_ Will Graduate High School \_\_\_\_\_ / \_\_\_\_\_  
MONTH YEAR MONTH YEAR

27. Type of high school diploma received or expected:  Regents  Local  Individualized Education Plan\*  
CDOS\* SACC\*

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

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

I received a GED diploma DATE ISSUED \_\_\_\_\_ / \_\_\_\_\_

No, I did not earn a GED diploma (Please contact Admissions for information on applying for the 24-Credit GED program)

I was homeschooled

29. Transfer Students ONLY

List all other colleges attended (most recent first)

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

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

- Financial Aid
- Career Center
- Military Veterans' Benefits
- Scholarships
- Transfer Services
- Educational Opportunity Program
- Honors Program
- Intercollegiate Athletics
- Support Services for students with a disability
- Honors College
- On-Campus Childcare
- TRIO Student Support Services
- Viking ROADS: Resources for Obtaining Associate Degrees and Success
- JobSTAR: support services for students receiving TANF Benefits

More information can be found on any of the above programs by visiting [www.sunywcc.edu](http://www.sunywcc.edu)



## G. Additional Information

31. Have you ever been dismissed from a college for academic reasons?  Yes  No
32. Have you ever been suspended, expelled, and/or dismissed for disciplinary (non-academic) reasons from a previous educational institution (college, university, high school, vocational school, etc.)?  Yes  No

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

33. Are you in a free or reduced priced lunch program at your high school?  Yes  No
34. Are you a Ward of the Court/State (foster care)?  Yes  No
35. Size of Household, including applicant: \_\_\_\_\_
36. Family Income Range  \$0 - \$28,838  \$28,839 - \$32,227  \$32,228 - \$40,626  \$40,626 - \$49,025  
 \$49,026 - \$57,424  \$57,424 - \$65,823  \$65,824 - \$74,222  \$74,222 - \$82,621  
 \$82,622 - \$91,020  \$91,021 - \$99,419  \$91,420+

37. Has any member of your family graduated from SUNY Westchester Community College?  Yes  No  
If yes, what relationship?  Parent  Sibling  Other  Name: \_\_\_\_\_

38. Was English your primary language spoken as a child?  Yes  No  
If no, please indicate your primary language \_\_\_\_\_  
If no, would you like information on the ESL program?  Yes  No

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

### Parent 1

- HS  Some College  2 yr College Degree  4 yr College Degree  Master's or higher  Other \_\_\_\_\_

### Parent 2

- HS  Some College  2 yr College Degree  4 yr College Degree  Master's or higher  Other \_\_\_\_\_

## H. Applicant's Signature

I hereby certify that all of the information on this application is accurate and complete. I further certify that all documents submitted in support of my application for admission, such as transcripts, diplomas, test scores, etc. will be accurate and complete. I understand that an applicant who submits fraudulent documentation or who fails to report a complete and accurate educational history may be denied admission to the college. I understand that for my educational history to be complete, I must report all attendance at colleges, universities, and post-secondary institutions undertaken anywhere in the world whether or not I wish to apply for transfer credits. I further understand that all information contained in this application will be treated confidentially and will be used for SUNY Westchester Community College purposes only. I am aware that all documents submitted in support of my application for admissions belong to SUNY Westchester Community College and will not be returned to me. I am aware that the \$50 application fee (enclosed as a check or money order) is non-refundable. Note: Cash is not an acceptable form of payment for the application fee.

The College reserves the right to deny admission to any student if in its judgment the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. The judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center or public school students on campus.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Admission is based on the availability of space and qualifications of the applicant. SUNY 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. Except as required by applicable law or as set forth by any college policy, SUNY Westchester Community College reserves the right to make discretionary admissions decisions and to admit or deny candidates for any lawful reason. Failure to provide information could prevent your application from being processed. Information on this application form is accurate as of 6/11. For complete and current policies on admission to SUNY Westchester Community College, please visit [catalog.sunywcc.edu](http://catalog.sunywcc.edu)

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



Office of Admissions, 75 Grasslands Road, Valhalla, New York 10595-1698  
phone: 914-606-6735 | fax: 914-606-6540 | website: [www.sunywcc.edu/future](http://www.sunywcc.edu/future) | [admissions@sunywcc.edu](mailto:admissions@sunywcc.edu)

# 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](http://www.fafsa.ed.gov) by May 1 for the fall semester and by October 31 for the spring semester. For further information about the application process for financial aid, visit [www.sunywcc.edu/finaid](http://www.sunywcc.edu/finaid)

STEP  
4

## Submit Immunization Records

All students must show proof of immunizations to the Student Health Office. For all immunization requirements, please visit [www.sunywcc.edu/immunization-requirements](http://www.sunywcc.edu/immunization-requirements). Documentation should be submitted to the Student Health Office. It may be sent by mail, fax (914-606-6423) or online via a secure dropbox.

STEP  
5

## Complete the Placement Questionnaires

To assist students with placement into their courses, all first-time matriculated students are required to complete a series of Directed Self-Placement (DSP) Questionnaires in English, reading, and mathematics. The results are used to assist academic counselors in helping students plan their educational program. Qualifications to waive the Placement Requirements based on SAT/ACT/Regents scores or college-level English and/or mathematics courses are available on the Testing Center webpage. Once a student receives their nine-digit student ID number from the Office of Admissions, they can request the Directed Self Placement Questionnaires at [www.sunywcc.edu/testingcenter](http://www.sunywcc.edu/testingcenter)

STEP  
6

## Get Advised and Register

All first-time matriculated students are required to meet with an academic counselor who will assist them in the process of class registration. After completing or being waived from placement, visit the Center for Academic Counseling and Student Success to meet with an academic counselor. These counselors meet with students to discuss their academic and career goals, review academic records and placement test results, and offer assistance in the registration process.

STEP  
7

## Pay Tuition

### When, Where, and How

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

### Certificate of Residence

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

## Need Help? Attend an Information Session...

The Office of Admissions is here to assist you in the application and enrollment process. You are invited to attend one of our Information sessions to learn more about the college, our programs, and services. Please visit [www.sunywcc.edu/info](http://www.sunywcc.edu/info) for further information. Admitted students should visit [www.sunywcc.edu/getonboard](http://www.sunywcc.edu/getonboard) for a detailed list of enrollment steps.



## Application Checklist

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

### The following items must be submitted to complete your application:

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

[www.sunywcc.edu/regforms](http://www.sunywcc.edu/regforms)

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SUNY 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

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

914-606-6735 | [www.sunywcc.edu/future](http://www.sunywcc.edu/future) | [admissions@sunywcc.edu](mailto:admissions@sunywcc.edu)



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