Non-Matriculated Student Checklist

(for those students **not** enrolled in a degree or certificate program)

☐ 1. Fill out the Application for Non-Matriculated Students and return the form:

In person: Registration & Records Office, Room A-201

By mail: Registration & Records Office (A-201)
Niagara County Community College
3111 Saunders Settlement Road
Sanborn, NY 14132

By Fax: (716) 614-6821

You will receive your Banner ID# & PIN for online registration upon processing of your application. **Please note that Banner ID# & PIN will be sent to you via U.S. mail. This information *cannot* be given via email, fax, or telephone. To allow sufficient time for mail delivery, your application must be received in the Registration & Records Office prior to the following date:** Summer Session I & Full Term = 5/15/17
Summer Session II = 6/26/17
Fall Semester = 8/21/17

☐ 2. Submit your immunization records to the Wellness Center (C-122) at the time of application. ALL students, regardless of credit hours being taken, must submit proof of immunization before you will be allowed to register online. You can find immunization information at the following website: **http://www.niagaracc.suny.edu/wellness/**

☐ 3. Once you receive your welcome letter from NCCC, you will need to register online using Banner Web. Non-Matriculated student registration instructions can be found at http://www.niagaracc.suny.edu/registration-records/register.php

☐ 4. Please note: If a course that you wish to take has a prerequisite that was not taken at NCCC, you will need to provide the Registration & Records Office with a copy of your unofficial transcript or grade mailer proving successful completion of the preq. course. Instructions for looking up course prerequisites can be found in the College catalog: http://catalog.niagaracc.suny.edu/

☐ 5. Follow the Billing & Payment Process Instructions document: http://www.niagaracc.suny.edu/pdf/business/billing-instructions.pdf and complete the following steps:

- **a.** Access your Schedule/Bill on Banner Web
- **b.** Make payment for any amounts Due
- **c.** Out of County Charges – Submit Residency Affidavit (Erie County) or Certificate (All other counties)
- **d.** Payment Plan – Sign up if unable to pay full amount Due and prefer installments
- **e.** Insurance Card – Waive or Accept Insurance

Additional Information:

- Students must be at least 16 years of age to register for a course at NCCC. Non-Matriculated Application form must be signed by a parent or legal guardian if student is under 18 years of age.
- NO FINANCIAL AID IS AVAILABLE FOR NON-MATRICULATED STUDENTS. You may become eligible for financial aid if you apply through Admissions as a matriculated student seeking a degree/certificate from NCCC. Do not use this form if you are receiving financial aid.
- Course information can be found on our website: **www.niagaracc.suny.edu,** click on Academics, then on Student Catalog.
- Academic Foundation testing is required for certain classes. Please check the student catalog link above which will provide more information about this requirement.
- NCCC does not guarantee the transferability of credits taken at NCCC to any other institution. '

Course Planning - You can plan your course work using the space below.

CRN #	Subject	Crse #	Section	Title	Cr Hrs	Days	Time	Room