Non-Degree Graduate Students have earned a Bachelor’s or higher degree and wish to enroll in graduate courses prior to matriculation in a program. Generally, non-degree students are completing a combination of graduate and undergraduate pre-requisite coursework before starting a graduate program, fulfilling teaching certification requirements, or seeking personal fulfillment. Students eventually matriculating to a graduate degree program are allowed to register for 6 to 9 credits as a non-degree student.

**NOTE:** If you are looking to enroll in solely undergraduate courses, please visit Records & Registration’s website.

Due to the non-matriculated status, students may need to obtain permission before enrolling in certain courses. To check a course’s pre-requisites:

1. Search for your course in our Schedule of Classes.
2. Click on the Course Title to view course information:
3. Review the registration Restrictions to determine if you need permission to enroll.
4. If the course is restricted to specific majors, you will need to request permission to enroll by emailing the faculty member.
5. Once you have received permission from the faculty member, you may submit an online non-degree application.

Please review the academic calendar for registration deadlines before you begin the process. We suggest completing your application at least one week prior to the term start for enough processing time.

**To enroll as a non-degree student:**

1. Submit an online non-degree application here: [https://graduateadmissions.newpaltz.edu/register/nondegreegrad](https://graduateadmissions.newpaltz.edu/register/nondegreegrad)
2. Shortly after submission of your application, you will receive an email with login information for accessing your Non-Degree Applicant Portal.
3. Within the portal, you will be able to upload your registration permission and an unofficial copy of your bachelor’s degree.

**NOTE:** We will NOT finalize any non-degree application if it is missing a registration clearance or an unofficial transcript.

**Information for New Non-Degree Students**

The information below should help navigate the semester with us as a non-degree student:

**Advising**

As a non-degree graduate student, please reach out to Ms. Alana Matuszewski, Manager of Graduate Recruiting & Advising, with any questions regarding your enrollment, transfer credit, or if you decide to apply for matriculation into a graduate program.

**Registering for Classes**

Within 24 hours of receiving notification that your application has been finalized, you will receive an email with your New Paltz Computer User ID (NPCUID) and password information to log into New Paltz’s Student Portal called my.newpaltz.edu. You may review step-by-step directions for registering here: Register for Classes

**Email**

A New Paltz email account will be generated for you upon course registration. To access your campus email, click the Email link on the [www.newpaltz.edu](http://www.newpaltz.edu) homepage.

**IMPORTANT:** Check your New Paltz email account regularly, or have your messages forwarded to a personal account. All correspondence including student invoices will be made via your New Paltz Email account.

**Health Forms**

All students must provide proof of immunization for mumps, measles, and rubella (MMR) and submit the meningitis information response form. For more information regarding our immunization requirements, the meningitis law, and to download the appropriate forms, please visit the [Student Health Center’s website](http://studenthealthcenter.com).

**Books**

You may choose to purchase books before classes begin or wait to receive the book list on the first day of class. If you wish to purchase books before classes begin, you may contact the Campus Bookstore at (845) 257-3050.

**Library**

The Sojourner Truth Library provides you access to a large collection of physical books and research materials, computers to access online research, multimedia research, and research librarians to assist you. You must have your student ID card and be current on your tuition to check out books. You may find information on the library here.

**Dining on Campus**

Review our [dining web page](http://diningweb.com) to see which campus dining facilities are open at any time of the day.

**Parking**

All students planning to use the parking facilities must obtain a parking hang-tag from the Parking Office in Wooster Hall, rm 114. Parking permit applications may be downloaded from their [website](http://parkingwebsite.com).