



## LAWRENCE UNIVERSITY

### INSTRUCTIONS FOR NON-DEGREE APPLICANTS 2023-2024

Thank you for your interest in taking courses non-degree at Lawrence University. No application fee is required for non-degree candidates. Tuition rates are noted below. Although Lawrence financial aid is not available to non-degree-seeking students, some students may qualify for loan programs. For more details, please contact our financial aid office at 920-832-6583. This application is intended only for students who have never taken course(s) at Lawrence. If you have taken courses at Lawrence in the past, you can complete the [Non-Degree Seeking Reinstatement Form](#). Non-degree seeking students should apply no later than 2 weeks prior to the beginning of the applicable term.

The class schedule, available at [http://www.lawrence.edu/dept/registrar/class\\_schedules.shtml](http://www.lawrence.edu/dept/registrar/class_schedules.shtml), is your source of information about courses, terms they are offered, time, instructor names. **You will refer to this site throughout your application process.**

#### COURSES FOR CREDIT

If you wish to take individual courses for credit, you are responsible for submitting the following:

- Application for Admission, Non-degree Status
- Official transcripts of all previous high school and college work

In courses with enrollment limits, instructors will determine if there is seat availability for non-degree seeking students. If seat availability is confirmed by the instructor prior to the start of the term, the student will be registered in the course. Registration information will be emailed to admitted students prior to the term start date. If registration is pending based on seat availability, students must attend the first class meeting to see if a seat is available. If the instructor confirms seat availability, the instructor will need to notify the registrar's office of the approval. The student will be responsible for following up with the registrar's office to ensure they are officially registered in the course prior to the end of add/drop (5:00pm on the 5<sup>th</sup> day of the term).

Not all courses are available to non-degree seeking students.

The following courses are not available to non-degree seeking students:

- Conservatory of Music lessons
- Independent and Direct Study, Internships and Tutorials
- Other courses as determined by instructors/department chairs

**Note:** Admission to the non-degree program does not in itself constitute eligibility for a specific course.

Tuition for the 2023-2024 academic year *per term*:

\$6,618 – 1<sup>st</sup> six units  
\$5,931 – 2<sup>nd</sup> six units  
\$5,367 – 3<sup>rd</sup> six units  
\$4,830 – 4<sup>th</sup> six units  
\$4,293 – 5<sup>th</sup> six units

### AUDIT CREDIT

If you wish to audit a course (i.e., you will be an observer only; no papers, exams, or other class work will be submitted; and no credit will be earned), you will need to submit an Application for Admission, Non-degree Status. A transcript of previous college work is not required. Tuition to audit a course at Lawrence is \$244 per course.

Due to the interactive nature of some courses, not all courses may be audited. Conservatory of Music lessons, art lessons, tutorials, directed study, beginning level language and interactive courses as determined by faculty may not be audited. Auditors will be accommodated only on a space-available basis. If advance registration is approved by the instructor, the student will be registered as an auditor in the course and registration information will be emailed to admitted students prior to the term start date. If registration is pending based on seat availability, students must attend the first class meeting to see if a seat is available. If the instructor confirms seat availability, the instructor will need to notify the registrar's office. The student will be responsible for following up with the registrar's office to ensure they are officially registered in the course prior to the end of add/drop (5:00pm on the 5<sup>th</sup> day of the term).

The class schedule ([Lawrence.edu/dept/registrar/class\\_schedules.shtml](http://Lawrence.edu/dept/registrar/class_schedules.shtml)) and course descriptions (<https://www.lawrence.edu/academics/course-catalog>) can be found on the Lawrence website.

### TEACHER CERTIFICATION

If you wish to enroll at Lawrence to fulfill requirements for secondary teaching certification in Wisconsin, you should first consult with the Lawrence Education Department at 920-832-6714. You must also submit the following:

- Application for Admission, Non-degree Status
- Official transcripts of all previous college work
- Permission from the Lawrence Education Department faculty to enroll

Admission to the non-degree program does not imply or guarantee acceptance into the Teacher Certification program. Candidates are reviewed by the Faculty Committee on Teacher Education. Fee information is available from the Education Department.

**Lawrence Academy of Music.** Sponsored through the Conservatory of Music, the Academy of Music provides music instruction to members of the Lawrence and Fox Valley communities and offers special programs on arts-related topics. Instructors are Lawrence faculty, students, and qualified specialists in particular areas of music. Academy of Music participation is not handled through the Office of Admissions. For more information, call the Academy of Music at 920-832-6632.

Lawrence University  
Office of Admissions  
Lawrence University  
711 East Boldt Way  
Appleton, WI 54911-5699  
920-832-6506  
admissions@lawrence.edu



**LAWRENCE UNIVERSITY**  
**APPLICATION FOR ADMISSION**  
**NON-DEGREE STATUS**

*(Please read instructions on the attached page. Print clearly or type.)*

**PERSONAL INFORMATION:**

I am applying for:  course credit       audit standing       teacher certification  
 I am a:  Lawrence faculty/staff member       Lawrence employee dependent       neither  
 I am on Lawrence's mailing list:  Yes       No

If admitted, I plan to take the following courses (Please give department code and course numbers):

Term I \_\_\_\_\_  
 Term II \_\_\_\_\_  
 Term III \_\_\_\_\_

Name: \_\_\_\_\_  

Last
First
Middle
Maiden
Preferred Name, If Other Than First \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street And Number, Or Post Office Box  
 Sex:  male  female      Gender \_\_\_\_\_  
 Your pronouns \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  

City
State
Zip Code
  
 Date of birth: \_\_\_\_\_  

Month
Day
Year

Country \_\_\_\_\_ Area Code and Telephone Number \_\_\_\_\_  

Country
Area Code and Telephone Number
  
 Place of birth \_\_\_\_\_  
 Citizenship: \_\_\_\_\_

Permanent address (if different from the address given above):  
 If you are not a U.S. citizen, do you have resident alien status?  yes  no

Street Number Or Post Office Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  

City
State
Zip Code
  
 Country \_\_\_\_\_ Area Code and Telephone Number \_\_\_\_\_  

Country
Area Code and Telephone Number
  
 U.S. visa type: \_\_\_\_\_  
 Email: \_\_\_\_\_

Marital Status (optional):  single       married       divorced or separated       widow or widower  
 Ethnicity (optional):  African American/Black       Asian American/Pacific Islander       Caucasian/White  
 Latino/Hispanic       Native American; tribal affiliation \_\_\_\_\_       Other; please describe \_\_\_\_\_

**EDUCATIONAL EXPERIENCE:**

List secondary schools attended

Name	City/State	Dates Attended	Dates of Graduation/Reason for Leaving

List colleges or universities attended (including Lawrence if you were an Academy student).

Name	City/State	Dates Attended	Dates of Graduation/Reason for Leaving

**WORK EXPERIENCE:** List most recent job first

Job Description	Employer	Dates	Hours per week

**HONOR CODE:** The Lawrence community established its Honor Code in 1962 in order to maintain an atmosphere of mutual trust and confidence among Lawrence students and faculty and to ensure that students are judged solely according to their own merits.

An academic honor system secures for the students freedoms, conveniences, and privileges that would not otherwise be possible; it engenders an atmosphere for learning without the constant surveillance that would otherwise be necessary.

**The Lawrence University Honor Code:**

**No Lawrence student will unfairly advance his or her own academic performance, nor will he or she in any way intentionally limit or impede the academic performance or intellectual pursuits of fellow students.**

The Lawrence University community firmly believes in the type of academic atmosphere that this Honor Code is intended to ensure. Upon matriculation, each student will be required to sign a pledge indicating understanding of and compliance with the code. Students signing the pledge affirm their belief in the value of the system and, therefore, are expected to report suspected violations of the Honor Code.

**SIGNATURE:** I certify that this application has been completed by me and that the information provided is correct to the best of my knowledge. I am aware that as a Lawrence student, I must comply with the Lawrence University Honor Code.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS:**

Course fee may be found in the course catalog. Do NOT submit this fee with this application.

Lawrence University faculty and staff members should consult the personnel manual to determine potential tuition benefits. Dependents in High School should first apply through the Early College Credit Program provided by the School District. Please contact the Office of Human Resources to verify eligibility.

Transcripts of all high school and/or previous college work are required only for non-degree-seeking students opting to take a course for academic credit and for those students seeking teacher certification.

Inquiries about teacher certification should be directed to the education department. A transcript will be required.

Please return completed form to: Office of Admissions, Lawrence University, 711 East Boldt Way, Appleton, WI 54911-5699.

Lawrence University does not discriminate on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, parental or marital status, age, or disability in its programs and activities. Inquiries regarding the non-discrimination policy may be directed to the Vice President for Business Affairs at 920-832-6536 or the Dean of the Faculty at 920-832-6528.

Lawrence adheres to the Statement of Principles of Good Practice for the National Association for College Admission Counseling (NACAC).