LAWRENCE UNIVERSITY

INSTRUCTIONS FOR NON-DEGREE APPLICANTS
2017-2018

Thank you for your interest in taking courses non-degree at Lawrence University. There is no application fee required for non-degree candidates, but there is a $20 matriculation fee, which is payable at registration. (Please do not submit this fee with your application.) 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.

The class schedule, available at http://www.lawrence.edu/dept/registrar/class_schedules.shtml, is your source of information about classes, what term they are offered, at what time, and the name of the instructor. **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 (or arranging for the submission of) the following:

- Application for Admission, Non-degree Status
- Official transcripts of all previous high school and college work
- Written permission from the professor(s) of the course(s) you wish to attend. We suggest you contact the professor prior to application to determine space availability, prerequisites, and other factors. (Faculty email addresses are available at (find.lawrence.edu). In courses with limited enrollment, full-time Lawrence students have priority over non-degree special students.
- Conservatory of Music lessons **cannot** be taken for credit.
- Independent and Direct Study, Internships and Tutorials **cannot** be taken for credit.

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

Tuition for the 2017-2018 academic year *per term:*

$5,648 1st six units
$5,038 2nd six units
$4,580 3rd six units
$4,122 4th six units
$3,664 5th six units

Lawrence graduates and matriculants who are not currently enrolled, should contact the Registrar at 920-832-6578 for information about taking courses as a special student. You do not have to apply through the Office of Admissions. Non-degree-seeking students who wish to become degree-seeking candidates must apply for regular admission through the Office of Admission, using the standard application procedures.

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 complete and 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 $208 per course.

Not all courses may be audited. Conservatory of Music lessons, art lessons, tutorials, directed study and beginning level language courses **cannot** be audited.

Audit students will be accommodated only on a space-available basis and may not advance register for classes. Registration information will be mailed to admitted students approximately two weeks before the term begins. Students must attend the first class meeting to see if a seat is available and obtain the written approval of the instructor before they can register for the class.

The class schedule (.lawrence.edu/dept/registrar/class_schedules.shtml) and course descriptions (see lawrence.edu/about/catalog.shtml) can be found on the Lawrence web site.

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 high school and 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.

THE ACADEMY PROGRAM FOR HIGH SCHOOL STUDENTS

Academically qualified juniors and seniors currently in Fox Cities-area high schools may enroll in one course per term with permission of the course instructor. To apply, you must submit the following:

- Academy Application
- Official high school transcript
- Official ACT or SAT (or PLAN or PSAT) scores, if available
- Guidance counselor recommendation.

Information on the Academy Program is available from your high school's guidance office or from the Lawrence University Office of Admissions. Current tuition is approximately $1,109 per credit course and is subject to change. You must arrange payment for the course either through the Post Secondary Enrollment Options program or on your own.

Note: This program is distinct from the **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

_____
City State Zip Code

_____
Country Area Code and Telephone Number

_____

Sex: ☐ male ☐ female Gender_____
Your pronouns_____

Date of birth: _____
Month Day Year

Place of birth _____

Citizenship: _____

Permanent address (if different from the address given above):

_____
Street Number Or Post Office Box

_____
City State Zip Code

_____
Country Area Code and Telephone Number

If you are not a U.S. citizen, do you have resident alien status? ☐ yes ☐ no

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:

You must secure written permission from the instructor(s) for each course(s) you wish to take. Upon receiving his/her approval, have the professor forward permission in a memorandum format to the director of admissions.

A matriculation fee of $20 (a one-time only charge to cover the cost of establishing an academic record) is required of all students at registration. Course fee may be found in the course catalog. Do NOT submit this fee with this application.

Lawrence University faculty and staff members and their dependents should consult the personnel manual to determine potential tuition benefits. 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-seeing 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).