

Woodland Road, Berry Hall, Pittsburgh, PA 15232
 412-365-1290 ► Fax: 412-365-1609 ► admission@chatham.edu ► chatham.edu/ccps

Application for Non-Degree Students (Graduate/Undergraduate)

Please print clearly.

STUDENT INFORMATION

Name _____

First

Middle

Last

Mailing address _____

City, State, Zip _____

Day phone _____ Evening phone _____

Mobile phone _____ Best time to reach you _____

E-mail _____

Social Security Number _____ Date of Birth _____

COURSE(S) REQUESTED

Course #	Section	Course Title

☐ Fall ☐ Spring ☐ Summer 20_____

ACADEMIC INFORMATION

Colleges/Universities attended	Dates attended	Degree earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever applied or taken classes at Chatham University (formerly Chatham College) before? ☐ Yes ☐ No

If yes, what is your Chatham Student ID number? _____

For undergraduate courses, check one:

☐ I have requested an official copy of my undergraduate transcript and will have it sent to the Office of Admission at the above address.

For graduate courses:

☐ I have requested an official transcript indicating conferral of an undergraduate degree to be sent to the Office of Admission at the above address.

Undergraduate GPA _____

Continued on back

STATEMENT OF INTEREST

In the space below, please provide a brief statement outlining the reasons why you wish to enroll as a non-degree seeking student in the courses you have specified.

DEMOGRAPHIC INFORMATION

We are required by Federal and State regulations to gather certain statistical information. Your response is voluntary and will be kept confidential.

Ethnic Classification

Are you Hispanic/Latino (including Spain)? ☐ Yes ☐ No

Regardless of your answer to the previous question, please select one or more of the following ethnicities that best describe you:

- ☐ American Indian or Alaska Native (including all Original Peoples of the Americas)
- ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)
- ☐ Asian (including Indian subcontinent and Philippines)
- ☐ White (including Middle Eastern)
- ☐ Black or African American (including Africa and Caribbean)

Gender

☐ Male ☐ Female

Age group

☐ 22-30 ☐ 30-40 ☐ 40-50 ☐ 50-60 ☐ 60+

Please be aware that Non-Degree Seeking Students will not be eligible to apply for Financial Aid. All costs are considered “Out of Pocket.”

Courses taken as non-degree are not guaranteed to count towards a degree. At the discretion of the graduate program director, a qualified student can take up to 12 credit hours of graduate courses as a non-degree-seeking student. Students who have been denied admittance into a program cannot register for courses as non-degree-seeking students. Students must earn a passing grade to continue as a non-degree-seeking student (Graduate Courses: B-, Undergraduate Courses: C). Successful completion of 12 hours as a non-degree-seeking student does not imply admittance into the program. In cohort programs, degree seeking students will be given preference for available seats.

I UNDERSTAND THAT: By registering for classes at Chatham University, a student incurs a legal obligation to pay applicable charges for tuition & fees. My signature indicates that I accept financial responsibility for each registered course and agree to pay accordingly. If such action is required, I will be liable for all collection fees, attorney fees, and court costs. Adding or dropping courses may change my on-campus residency, billing and/or financial aid status especially if this action changes my full or part-time status. I am financially liable for any course in which a “W” is recorded In accordance to the Institutional Refund Policy, I will be charged a percentage of the tuition for the course(s) I drop. (Further information can be found in the Chatham University Course Catalog).

Student signature _____ Date_____

Student: Please return this application directly to the Office of Admission at the address on the front.

For more information, please feel free to contact the Office of Admission at 412-365-1825 or admission@chatham.edu.

FOR OFFICE USE ONLY

Academic dean signature (or Dean’s representative/course instructor) _____
(Required for undergraduate courses)

Program director’s signature _____
(Required for graduate courses)

☐ Official Transcripts attached