

Instructions for Non-Matriculated Undergraduate Students

Deadlines for Application Submission: Summer – May 15 / Fall – August 20 / Spring – January 15

Admissions (315) 792-7500

Registrar (315) 792-7262

Student Accounts (315) 792-7412

ITS Help Desk (315) 792-7440

Bookstore (315) 792-7257

Cayan Library (315) 792-7245

SUNYIT website
www.sunyit.edu

Banner Web
bannerweb.sunyit.edu

Cayan Library
www.sunyit.edu/library

IT Services
www.sunyit.edu/its

Online Learning
www.sunyit.edu/online

Course Schedule
www.sunyit.edu/calendars_event/s/course_exam.inc

Academic Calendar
www.sunyit.edu/calendars_events/academic_calendars.inc

1. Request Permission to Register by Completing and Submitting the Non-Matriculated Application

Download, print and complete the Non-Matriculated Application (see last page of this document for Application). Print carefully and legibly. Include a current email address for campus communication.

Fax or scan/email the completed application along with an unofficial transcript (*with cumulative GPA clearly posted*) to:

SUNYIT Admissions Office
100 Seymour Road
Utica, NY 1352
Fax: (315) 792-7837
Email: admissions@sunyit.edu

Review of requests for permission will take place as follows:

- **Summer Courses:** review begins the last week of April
- **Fall Courses:** review begins the first week of August
- **Spring Courses:** review begins the first week of December

You will be contacted via e-mail after your request has been reviewed (based on the above schedule). If permission to register has been granted, continue to #2.

2. Register for Classes

Once you have been formally notified that permission to register has been granted, you can proceed with registration. Registration can be completed in-person or by telephone with the Registrar's Office.

Location Student Services Center, Kunsela Hall, Room A208

Phone (315) 792-7262 or (315) 792-7265.

*Note: **Online** course registration is NOT available to non-matriculated students.*

Have the 4 digit CRN as well as the course # and title for the course(s) you have received permission to register for when you contact the Registrar's Office.

Courses containing the letter W in the course section (e.g. ECO101-35W) are fully online courses, and do not meet in-person or have a scheduled time or day of the week on the schedule.

Courses containing the letter H in the course section (e.g. PSY234- 01H) are hybrid courses, and have both online and in-person attendance requirements.

3. Pay Your Bill

After the completion of your registration, full payment is expected. All students must also confirm their charges. If payment is not received and your charges are not confirmed, your registration will be cancelled and you will not be able to access/attend the course(s). Information on confirmation of charges and payment options (using QuikPay or the Time Payment Plan) can be found at <http://www.sunyit.edu/payment/>.

SUNYIT now uses e-Billing. **Your billing statement will only be sent to your SUNYIT email address.** To look up your SUNYIT email address, Login to Banner Web (bannerweb.sunyit.edu). It is located under the **Personal Information** menu and **View SUNYIT Campus Email address** option.

If your employer is providing you with tuition support, visit <http://www.sunyit.edu/bursar/forms> to learn about our Employer Sponsorship option.

Please note: A one-time Non-Matriculated Application fee of \$25 will appear on your bill the first time you register for classes.

4. Activate Your Campus Computer Account

You must login to BannerWeb to activate your computer account. This process includes creation of a security question and answer, creation of a new password and acceptance of terms of usage and responsibility.

Go to bannerweb.sunyit.edu

Click **Enter Secure Area**

****** INFORMATION FOR FIRST TIME LOGIN ONLY ******

User ID: **Social Security Number** (no dashes)

PIN: **Birth Date** (6-digits: MMDDYY e.g. 060892)

Click **Login**

Re-enter Old PIN (Reenter your birth date)

Enter new PIN: (exactly 6 characters with at least 2 numbers and 2 letters.)

Re-enter new PIN (type this exactly as you typed the 6 characters above.)

Click **Login** Type a security question and your answer (e.g. City you were born in? Mother's maiden name? First pet's name?)

Click **Submit**

Read the statements and click **Continue** until you reach the "Process Statement of Responsibility Agreement."

You have just activated your campus computer account username and password. Your account username is called SITNet ID. It is found under the **Personal Information** menu. Select **Display SITNet ID**. Your SITNet password is the 6 character PIN you just created.

5. Verify Your Contact Information

Open the **Personal Information** menu and review your mailing address, phone numbers, email addresses and emergency contact information. Call the Registrar's office to correct any errors. Log off Banner Web. Click **Exit**.

6. Read Important Information Below

SITNet ID

Your SITNet ID is the login for many campus resources, including ANGEL, Banner Web, computer labs, library services, SUNYIT email and Request Tracker. SITNet ID holders are responsible for **all** account activity associated with their SITNet IDs. To avoid use by anyone else, keep the password confidential, change it periodically and do not save it in e-mail clients or browsers.

Your SITNet password is updated at the top of the hour when you change your PIN (password) in Banner Web. You may change it immediately with the SITNet Password Reset at webserver2.sunyit.edu/apps/password_reset/

Contact the **ITS Helpdesk** if you need assistance with your SITNet ID.

Location:	Cayan Library
Phone:	(315) 792-7440
Website:	www.sunyit.edu/its/helpdesk
Request Tracker:	rt.sunyit.edu

SUNYIT Email

Official college communications are sent to SUNYIT email addresses. As mentioned above, your billing statement will only be sent to your SUNYIT email address.

To look up your SUNYIT email address, login to Banner Web (bannerweb.sunyit.edu). It is located under the **Personal Information** menu and **View SUNYIT Campus Email address** option.

Remember to check this email often and to use it for correspondence with SUNYIT offices. SUNYIT email is accessible from webmail.sunyit.edu the day after your SITNet ID is activated.

ANGEL Learning Management System

Students registering for online or hybrid courses should go to the Online Learning website (www.sunyit.edu/online) for information to get started, get help, and gain access to courses.

NOTE: The ANGEL system has its own mail system for communication with instructors and students; however, you are still required to utilize your SUNYIT e-mail account for official college communication.



Non-Matriculated Application

Intended Level: Undergraduate Graduate

Semester: Fall Spring Summer Year _____

Use this form only to apply to SUNYIT as a non-matriculated student. Non-matriculated students are not working toward a degree at SUNYIT and are therefore not eligible for financial aid. If you are interested in earning a SUNYIT degree, you must formally apply through the Admissions Office or Graduate Center. You will be billed a one-time \$25.00 fee (on your semester billing statement) if you are permitted to register.

Personal Information

Name _____ Social Security Number _____
Last (Maiden Name) First M.I. (optional but recommended)

Address _____ Gender: M F
Street City State Zip

Date of Birth _____ Home Phone _____ Business Phone _____
(MM/DD/YYYY)

E-mail _____

Are you Hispanic/Latino? Yes No

If Hispanic/Latino, is your background (select one):

- Central American Dominican Mexican Puerto Rican South American Other Hispanic/Latino

In addition, please indicate your race (select one or more):

- American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Residency Information

Are you a: U.S. Citizen Yes No Have you been a permanent resident of New York for the last twelve months: Yes No

If no: Resident Alien Number _____ Visa Type: F1 or I20 J-1 B-2 Visa Number _____ Exp Date _____

Permanent Address _____
Street City State Zip

Country

Zip/Postal Code

Academic and/or Professional Information

High School Attended _____ High School City/State _____ High School Graduation Date _____

GED/Equivalency Date _____ College/University Attended _____ Dates _____

Please check highest degree earned: AA/AS/AAS Bachelor's Master's Certificate of Advanced Study

Are you currently enrolled in a degree program at another college or university? Yes No

If Yes: College attending _____

Have you ever taken courses at SUNYIT? Yes No If yes: last semester attended _____

Required Information

Have you ever been convicted of a felony? Yes No

Have you ever been dismissed from another college for disciplinary reasons? Yes No

[Answering "yes" to the questions listed above will not automatically prevent enrollment; the institution may use this information to ensure campus safety. An applicant who responds "yes" will be requested to provide further information for consideration. The information will be reviewed by a campus committee. Any deliberate falsification or omission of data may result in denial of enrollment or dismissal.]

Course Information

NOTE: Non-matriculated undergraduate students are permitted to complete in total, a maximum of 16 credit hours at SUNYIT, graduate students a maximum of 6; you must be formally admitted to SUNYIT to exceed the limit.

Course(s) of interest _____
(required pre-requisites will need to be verified prior to registration).

Reason for completing non-matriculated coursework _____
Priority is given to SUNYIT graduates, SUNYIT applicants, SUNY students

Acknowledgement

I acknowledge that filing this Non-Matriculated Application will disqualify me from receiving any federal and state financial aid (TAP, Pell, student loans, etc.) for courses taken at SUNYIT, unless a regular application is filed and accepted for this term. SUNYIT will use certain information from this form for general publicity releases to the media. Also, photographs of students, faculty and staff taken on campus may be used to illustrate official college publications and advertisements. Students who wish to restrict release of biographic data information and/or photographs should follow the procedure outlined in the Student Handbook or contact the director of public relations, (315) 792-7113. Course work taken while in non-degree status may be applicable to the degree program upon formal admission, however, there is no guarantee of credit applicability or admission by completing course work in non-degree status. A maximum of 16 credit hours as a non-matriculated student is allowed.

Signature _____ Date _____

For Office Use Only: SPAIDEN SPAPERS SFAREGS SGASTDN SOAHOLD Date _____

Approved Denied by _____ Restrictions _____