



# INSTRUCTIONS FOR NON-DEGREE ENROLLMENT APPLICATION

*Non Degree Application Fee (Non Refundable): An application fee of \$30.00 must accompany the Non Degree Application.*

## FLORIDA ATLANTIC UNIVERSITY • OFFICE OF THE REGISTRAR

PHONE 954-236-1010  
2912 College Ave.  
Davie, FL 33314

OR  
[www.fau.edu](http://www.fau.edu)

PHONE 561-297-3050  
777 Glades Road  
Boca Raton, FL 33431

Please complete this enrollment application packet if you are a new non-degree-seeking student who has **never** been enrolled at FAU. If you are a non-degree seeking student who has not been enrolled at FAU within the last 12 months, you must complete the **Non-Degree Residency Classification form**. You should also check the status of your immunization records.

### ❖ **WHAT IS NON-DEGREE REGISTRATION?**

Non-degree registration is for students not interested in pursuing an FAU degree at this time (i.e., taking courses for enrichment, for certification, to transfer to another institution; applied too late for upcoming term; an applicant with no admission decision).

**Please note: Non Degree Students are not eligible for Financial Aid. Registration for courses requiring permission from the instructor may only be accomplished in person.**

### ❖ **HOW IS REGISTRATION ACCOMPLISHED WITH A COMPUTER FROM THE COMFORT OF YOUR HOME?**

1. Mail the completed and signed non-degree application, residency form and documentation to the Office of the Registrar at one of the addresses above, or bring them to the registration area of any FAU campus. Applications must be received **NO LATER THAN 2 WEEKS** before the registration date to ensure that you can be cleared for online registration. Be sure all information is clearly printed.
2. Complete and sign the Immunization form, attach appropriate documentation and submit it to Student Health Services, 777 Glades Road, Boca Raton, FL 33431. Immunization paperwork maybe faxed to 561-297-2769. If your immunization information is incomplete, you will have an "IM" and or "MH" immunization hold. For information on the IM/MH hold, call 561-297-3512 or visit [www.shs.fau.edu](http://www.shs.fau.edu).
3. You will be assigned an FAU e-mail account. This will be the primary mode of contact between the University and you. Please contact Information Resource Management online to access your account at: <https://secure.fau.edu/createusr/accountlookup.aspx>. If you have trouble with the web site contact IRM at 561-297-3999. Please do not call the Registrar's Office.
4. Check your FAU e-mail account daily for important Announcements.

**\*\*Applications received after the deadline will be processed as received\*\***

**\*\*You will NOT receive a bill, please refer to the academic calendar for fee payment deadlines at [www.fau.edu](http://www.fau.edu). Click on the Current Students tab, select Calendars and then select Academic Calendar\*\***

### ❖ **SPECIAL NOTES:**

- All academic policies listed in the FAU Catalog and the Schedule of Classes at [www.fau.edu](http://www.fau.edu), e.g., payment deadlines, drop/add and withdrawal deadlines and probationary, suspension and dismissal regulations apply to non-degree-seeking students.
- FAU parking decals are required at all campuses. Please see [www.fau.edu/parking](http://www.fau.edu/parking) for complete information.
- Graduate courses in the College of Business are not available for non-degree registrants; graduate courses in the Department of Psychology require permission of the instructor for non-degree registrants.
- **It is the students' responsibility to ensure that they have met all prerequisites and are eligible to enroll in the courses in which they are interested.**
- Coursework is for credit and will appear on the FAU transcript. With the approval of the college in which the student is enrolled, credits earned by a **GRADUATE** non-degree seeking student may subsequently be applied to a degree program, provided the total number of such credits does not exceed one-third of the credits required for the degree.
- **Admission to degree candidacy requires an official application to the University.**

**Distance Education Courses:** Courses taught via the internet or taught on Non-FAU locations. Registrations for Distance Education courses **DO NOT** require proof of immunization.

#### **FAU SELF-SERVICE: TO REGISTER FOR CLASSES:**

Go online to <http://myfau.fau.edu>. Type in your "username" and "password" and click on "Login."

Follow the instructions suitable for your purpose; if you have problems logging in, please call the Help Desk at 561-297-3999.

**TUITIONS AND FEES** have been calculated and may be paid online via credit card in **BANNER**

(<http://myfau.fau.edu>) or mailing a check to the Cashier's Office (561-297-3105) prior to payment deadline date.

### **A COPY OF ALL SUPPORTING DOCUMENTATION MUST BE ATTACHED!**

See academic calendar at [www.fau.edu/registrar/acadcal.php](http://www.fau.edu/registrar/acadcal.php) for registration and payment deadlines and other important dates.