

**Application/Registration
for
Non – Degree
Students**

Policies for non-degree (non-matriculating) students

Non degree-seeking students may take courses at Trinity without being admitted to a degree program. Those wishing to take individual undergraduate courses at Trinity may be eligible to do so providing they have a high school diploma (or its equivalent) from an accredited institution. Those wishing to take individual graduate courses may be eligible to do so providing they have an undergraduate degree from an accredited institution.

Individual courses are offered on a space-available basis only. Admission into these courses does not imply admission to Trinity University. Students may earn **no more than nine undergraduate credit hours as a non degree-seeking student; no more than six graduate credit hours as a non degree-seeking student**. No additional course work may be undertaken prior to acceptance into a degree program at Trinity. Special policies apply to credit earned through the Professional Development for Educators Program. In general these credits may not be applied toward a degree and do not count toward credits taken as a non-degree seeking student.

Registration Guidelines

Individuals who would like to register as a non-degree student should follow the process outlined below. Adhering to the policies and process of non-degree seeking students ensures that you receive excellent customer service in a timely manner.

- (1)** Complete the non-degree seeking student application/registration form;
- (2)** Obtain an official copy of your high school diploma/transcripts if you are interest is in taking undergraduate courses (100-400 level), or an official copy of your undergraduate transcripts conferring your degree if your interest is in taking graduate courses (500-600 level);
- (3)** Schedule an appointment with the Office of Admission, 202/884-9400. Scheduling an appointment will ensure that the student can complete the registration process in one visit to campus; provided that transcripts are provided at the time of the appointment;
- (4)** Bring your completed application, official transcripts, and \$40 non-refundable application fee to the admissions office;
- (5)** A member of the admission staff will review your information on your application and registration form and sign your registration form;
- (6)** Take the completed registration form to the Office of Registration Services where you will be registered for your course(s);
- (7)** After registering for your course, proceed to the business office to make payment arrangements for the course(s) for which you have registered.

Credit limitations Regarding Non-Degree Students

Students may earn **no more than nine undergraduate credit hours as a non degree-seeking student; no more than six graduate credit hours as a non degree-seeking student.**

All students for whom English is a second language must submit an official TOEFL score of 550 or higher with their application.

Credit earned as a non-degree student may be applied toward the graduate degree subject to the admissions requirements at the time of enrollment as a degree candidate.

Students interested in taking math or English courses will be required to complete an assessment prior to being permitted to register for the Math or English course.

Credit earned as a non-degree student may be applied toward a degree; subject to the admissions requirements at the time of enrollment as a degree candidate.

All prerequisite requirements for courses are applicable to non-degree seeking students.

Non-degree seeking students are prohibited from registering for student teaching, internships and practicum.

Course Changes, Withdrawals, and Fees

Non degree-seeking students are responsible for all academic and financial policies and deadlines applicable to degree-seeking students as posted in the appropriate school in which the student is enrolled. A \$25 processing fee will be charged to students who drop a course.

Tuition Rates

Tuition rates vary depending upon the school through which you taking a course. For tuition rates, visit the Student Financial Services Office website. Non-degree students will also be responsible for paying a parking fee.