

NON-MATRICULATING (GUEST) STUDENT CHECKLIST

Students who seek enrollment in specific credit courses at CCS but who do not seek admission to the degree program shall be identified as Non-Matriculating (Guest) students. Non-Matriculating (Guest) students must follow the appropriate admissions procedures if they decide to pursue a degree program.

Student Checklist for Non-Matriculating (Guest) Students

- ✓ Enrollment is on space available basis and should take place during the add/drop period.
- ✓ Financial aid is not available to Non-Matriculating (Guest) students.
- ✓ Non-Matriculating (Guest) students are subject to the same fees as degree-seeking students and must adhere to the same policies, procedures and deadlines as CCS degree-seeking students and will be graded according to the policies of the College.

Course Approval/Denial and Registration

Students must seek the permission of the Department Chair by following the guidelines listed below:

- ✓ Review the CCS Course Catalog found on the CCS website> Search COURSE CATALOG and obtain a Non-Matriculating (Guest) Student Registration Form online. For a Non-Matriculating (Guest) Student Registration Form, email the CCS Academic Advising and Registration Office (AARO) at aaro@collegeforcreativestudies.edu.
- ✓ If you are seeking enrollment in a major studio course, schedule an appointment with the Department Chair through the Program Manager (PM) for approval. The CCS Department Directory can be found on the CCS website under CONTACTS> DEPARTMENTS and OFFICES.
- ✓ Portfolio and/or other information: The Department Chair will advise you on the type of portfolio and/or other information you will be required to present at your meeting.
- ✓ Approval & Registration: If the Department Chair approves your enrollment in the course, they will sign the Non-Matriculating (Guest) Student Registration Form. At that time, contact the AARO at aaro@collegeforcreativestudies.edu to register for the course. Please note: If a CCS Degree student requires enrollment in a course that is closed, a Non-Matriculating (Guest) student may be dropped from the course.
- ✓ Delayed Approval: The Department Chair has the option of delaying approval for the course until the first week of classes. If this is the case, you must contact the Department during the first week of classes to obtain the Department Chair's signature on the Non-Matriculating (Guest) Student Registration Form. Once you have received approval, email the signed registration form to the AARO to register for the course.
- ✓ Deny Approval: The Department Chair has the option of denying approval if a student's educational background or portfolio is deemed inappropriate or inadequate for successful completion of the course.
- ✓ De-Registration: If a CCS Degree student requires enrollment in a course that is closed, a Non-Matriculating (Guest) student may be dropped from the course.

Remember, Non-Matriculating (Guest) students are subject to ALL policies that apply to CCS degree seeking students, including but not limited to attendance policy, payment due dates, and withdrawal procedures and refund policies. Dates and policies can be found in the CCS Course Catalog. The Academic Advising, Career Development and/ or any employer recruiting events are not available to Non-Matriculating (Guest) students.

If you have questions regarding Non-Matriculating (Guest) student registration contact the AARO at: 313-664-7672 or aaro@collegeforcreativestudies.edu.