



**Graduate Level Non-Degree/ Guest Student
Application & Registration Form**
(Refer to instruction page before completing)

Applicant Type: Non-Degree CSU

Semester & Year Requesting Enrollment: Fall Spring Summer Year _____

Last Name	First Name	Middle Name	Previous Name(s)
Street Address			
City	State	Zip	
Home Phone	Cell Phone		
Email Address		Ohio County of Residence	
Date of Birth (xx/xx/xxxx)	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		
Social Security Number (optional)	NEOMED ID (if applicable)		

Have you ever been convicted of a felony? No Yes
If yes, date of conviction: _____

Have you attended NEOMED previously? No Yes
If yes, date last enrolled: _____

Have you ever been dismissed or suspended from NEOMED or any other university/college for disciplinary or academic reasons? No Yes
If yes, date of action: _____

Previous Education

Have you earned a bachelor's degree or higher from a regionally accredited university/college within the United States? Yes No
If no, **STOP** – you are not eligible to enroll at Northeast Ohio Medical University (NEOMED). If yes, please complete the following:

College/University where highest degree earned	Degree Type	Graduation Date
Name of current or last college/university attended	Currently Enrolled? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, last date of attendance: _____

Race and Ethnicity (optional):

Are you Hispanic or Latino? Yes No
Race - check all that apply: Black/African American American Indian/Alaskan Asian Native Hawaiian/Other Pacific Islander White

Citizenship

NEOMED only admits applicants who are United States citizens or have Permanent Resident status.
My citizenship status is: U.S. Citizen Permanent Resident *(must submit copy of form I-551)*

Ohio Residency

For the purpose of determining fees, students are classified as Ohio or non-Ohio residents. Are you an Ohio Resident? Yes No No; but I am on active duty, a U.S. military veteran, or a qualifying spouse/dependent who is stationed and residing in Ohio pursuant to ORC 333.311 or ORC 333-1-10.

Information about how and under what circumstances applicants might qualify for Ohio residency, regardless of military service, is available at: www.neomed.edu/students/es/ohio

Statement of Integrity, Registration Agreement & Promise to Pay

I certify that the information contained within this application is accurate, complete and subject to verification. I understand that any misrepresentation or omission may be sufficient cause for NEOMED to deny or cancel admission and registration, and/or suspension from the University if discovered subsequently. Additionally, by submission of this application, I'm requesting to be registered for classes as identified on the reverse side (page 2) of this document and promise to assume financial responsibility for the payment of all my education-related charges and fees associated with my student account, and to pay those charges when due. In the event my account becomes past due, I acknowledge that a registration and transcript hold will be placed on my account and my account may be reported to the credit bureau and referred to the State of Ohio Attorney General's Office for collection. I agree to pay all late fees, collection costs, and attorney fees related to the collection of my account.

Applicant Signature _____ Date _____

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INSTRUCTIONS & FAQs

Who should complete this application?

Non-Degree Students: Individuals academically credentialed at the baccalaureate degree or higher who are NOT actively enrolled at another institution and who have no current intent to pursue a degree at NEOMED, yet wish to enroll in a limited number of courses.

Transient Students: Individuals who wish to enroll in courses at NEOMED for the sole purpose of transferring those courses/credits back to their “home institution” for applicability toward degree completion.

Who should NOT complete this application?

Students who have been denied admission to a NEOMED graduate program or who are currently dismissed or under suspension from the College of Graduate Studies.

Is there an application deadline?

Yes - Applications and all supporting materials must be received a minimum of 4 weeks before the start of the semester in which the student wishes to take their first course. Generally, fall semester applications are due mid-to-late July, and spring semester applications are due mid-December. Applicants are strongly encouraged to reference the academic calendar at <http://www.neomed.edu/students/es/calendar/calendar> to calculate specific deadlines.

Is there an application fee?

Yes - \$25 non-refundable fee, payable at the time of application. Personal checks and money orders are standard payment methods. Credit cards are also accepted for payment when provided in person or over the telephone.

Beyond the application itself, are other documents required?

Yes - Applicants must provide a copy of their transcript from the school where they received their bachelor’s degree or higher (official transcript preferred). Transient students must also provide a letter from the Dean or Registrar from their home institution indicating they are in good academic and professional standing. Non-U.S. citizens who hold Permanent Resident status must also provide a copy of their I-551 form.

Is there a limit on how many credits I can enroll in as a non-degree student?

Yes - A maximum of 12 credit hours may be taken in a non-degree seeking status; note that further limitations may be placed on coursework typically associated with certificate programs. Applicability of coursework taken in a non-degree status toward a later degree or certificate varies by program.

If I have a question about a specific course, who should I contact?

Contact either the course instructor or the program director associated with the course department code of the class. The NEOMED staff/faculty directory is available at <http://www.neomed.edu/directory-search>

Where do I submit my completed application and supplemental materials?

Office of Enrollment Services

Attn: Admissions

4209 St. Rt. 44

PO Box 95

Rootstown, OH 44272

Applications may be submitted through fax (330-325-5905), or as an email (admissions@neomed.edu) when signed, scanned and provided as an attachment. NEOMED discourages the inclusion of credit card information on your application or even in the body of an email as these may not be secure environments. Payment of the application fee may be arranged over the telephone as a credit card submission in these instances. Applications will not be processed until payment and all supporting documents are received.

Who can I talk to about the status of my application?

Contact an admissions office representative at (330) 325-6270 or admissions@neomed.edu.

How will I know that I've been admitted and my initial registration request is approved or not?

You will receive an email notification from Enrollment Services of an admission decision within 10 working days from receipt of all required materials. Confirmation of initial registration will also be initiated by Enrollment Services as soon as possible. Remember, enrollment in requested courses is subject to the approval of the program director and/or course instructor, verification of completion of appropriate prerequisites, and is based on availability. Priority registration for courses will always be given to degree and certificate seeking students until 2 weeks before the semester begins; non-degree students may be de-registered/moved to waitlist if degree-seeking student registrations exceed course capacity.