

Information for Non-Matriculated Students

SUNY Delhi Continuing Education/Enrollment Services
2 Main Street – Delhi, NY 13753
607-746-4550 www.delhi.edu

Non-matriculated or non-degree means a student is not formally enrolled in a degree or certificate program – he/she is simply taking classes. Students take classes in non-matriculated status for different reasons, some of which may include:

- To get their ‘feet wet’ in the college environment
- To improve their academic record before applying for matriculated admission to a program at SUNY Delhi
- To build skills for a promotion or new job

Policies for Non-Matriculated Study

- Non-matriculated students may be part time (less than 12 credit hours/semester) or full time (12 credit hours)
- Non-matriculated students may NOT live in SUNY Delhi Residence Halls
- Non-matriculated students are NOT eligible for financial aid
- Non-matriculated students may NOT accumulate more than 12 credit hours in non-matriculated status
- Once a non-matriculated student has accumulated 12 credits, if he/she wishes to earn a degree from SUNY Delhi, he/she must apply for matriculation into a degree program using the SUNY application. *Credits earned over the initial 12 as a non-matriculated student may not apply toward graduation from SUNY Delhi*
- SUNY applications are available at the Campus Information Center (first floor Bush Hall), or online at www.delhi.edu/admissions
- Students who have been academically dismissed from SUNY Delhi may NOT take classes in non-matriculated status at SUNY Delhi. *Only individuals who are permanent residents of Delaware County, or whose permanent residence lies within a 40 mile radius of the college, may request such permission from the Dean of Enrollment Services.*

Class Registration

Non-matriculated students may register for most SUNY Delhi courses as long as the course has seat availability and the student meets course pre-requisites. Applied Technologies and Veterinary Science Technology courses may require permission from the Division Dean.

- To search the Schedule of Classes: www.delhi.edu, click on Current Student Resources, then Class Schedules
- Complete a **Non-Matriculated Credit Application** (available at the Campus Information Center), and be prepared with alternate course times/days in case the course (s) in which you are interested are full.
- If you are eligible to be a non-matriculated student, the Continuing Education office will register you for classes, and will mail or hand you a class schedule
- **Payment:**
Full payment is due prior to the first day of the semester. A per-credit fee schedule is available at www.delhi.edu/admissions, click on Tuition and College Costs, then Per-Credit Fee Schedule.
Pay your bill in person at the Student Accounts Office (first floor Bush Hall), or mail payment to Student Accounts, 2 Main Street, Delhi, NY 13753, or pay by phone using your credit card: 746-4625

Rights & Responsibilities – please read through and follow.

Check your grades and find other personal information: You may check final grades online at www.delhi.edu:

- Click on **Resources for Current Students** (bottom of page), then **Information Systems**
- Click on **Online Registration and Grades**, then **Enter Secure Area**

Username: Your ID Number (800xxxxxx) which is on your schedule

Password: Use your General Delhi Pin (Your birth date: ddmmyy), then follow directions to reset it.
(If your password/pin does not work, contact your Advisor)

- Click on **Student Services and Financial Aid**, then **Student Records**, then **Display Grades**

E-Mail Account: Important campus information is sent through student e-mail. It is your responsibility to check it regularly. To access your account: Go to www.delhi.edu and access **WebMail** on the top of the page (or through Current Student Resources, then click on Information Systems)

- The format of your email is:
First Name Initial(underscore)Last NameLast 2 Numbers of StudentID@stumail.delhi.edu
Example: j_doe22@stumail.delhi.edu
- To log in:
Username: j_doe22
Password: Your password is initially set as your 800 student ID#

Academic Advisement: Your advisor is Cristina Ludden, Continuing Education Coordinator. You should introduce yourself to your advisor if you haven't already met: 109 Bush Hall, luddenc@delhi.edu, x4523. Plan on seeing your advisor to register for subsequent semesters and to get mid-term grades. If you formally apply and are accepted (matriculate) into a degree program at SUNY Delhi, you will be assigned a departmental faculty advisor.

Get an ID Card from CADI (Sanford Hall – next to the Campus Store). You will need your ID card to access campus resources (Library, Fitness Center, etc). Validate your ID Card with the CADI office every semester you take classes.

Textbooks: you may purchase your textbooks at our Campus Store in Sanford Hall. You may also order textbooks online by going to www.campusstore.delhi.edu.

Get your Mailbox # and key in Farrell Hall. All campus communication will be sent to the Farrell Mailbox

Submit a completed Health Record: Stop by Foreman Hall or go to www.delhi.edu/studentlife and click on Health Services. Note - students registered for 6 or less credit hours do not have to submit a health form.

Withdrawal from a Course: Notify ****in writing**** the Office of Records & Registration and the Continuing Education office (both Bush Hall, first floor) of your plans to withdraw. If you are entitled to a refund, the amount will be determined by the date of notification to these offices. If you do not officially withdraw from a class, you will receive a final grade of F. See your advisor for more information.

Vehicle/Parking: You must register your vehicle with University Police (North Hall). Parking fees are based on credit hours per semester. University Police Phone: 746-4700. Unregistered vehicles parked on campus lots are subject to parking tickets and/or towing at the owner's expense.

General Information

Meal Services: You may use any of our campus dining facilities. Non-matriculated students do not typically purchase a 'meal plan'. Cash is accepted at all locations (Library Café, Farrell Hall Commons, Midnight Café, Macdonald Hall). For more information, visit www.cadi.delhi.edu.

Class Cancellation/Weather: If ALL classes are cancelled, notice will be provided in the following ways:

- o NY Alert: Faculty, staff and students who have signed up for NY Alert will receive notification via that system.
- o Radio and Television: The following media will be notified about conditions that affect normal operations:
 - Radio Stations: WDHI (100.3 FM), WDLA (92.1 FM/1270 AM), WDOS (730 AM) and WSRK (103.9 FM), WSKG Oneonta/Cooperstown (91.7 FM), WSKG Binghamton (89.3 FM).
 - Television Stations: Albany (CBS Channel 6), Binghamton (CBS Channel 12)
- o Web site: When possible, messages will be placed on the main page or on the CIS page at <http://www.delhi.edu/cis>. Individual class cancellation policies will be provided by your instructor(s).

Emergencies/Police: If you have a life threatening emergency on campus, you may dial 911 from any phone. Non-life threatening emergencies/to report suspicious activity/request for police assistance should be directed to University Police at 746-4700.