



To register as an undergraduate non-degree student at Champlain College you must complete this form. Enrollment as a non-degree student does not imply current or future admission to Champlain College. All non-degree students are registered on a space available basis one week prior to the start of the term or semester. Financial aid is not available for non-degree students.

SECTION 1: BIOGRAPHIC INFORMATION

Form fields for biographic information including Last Name, First Name, Middle Name or Initial, Social Security Number, Date of Birth, Gender, Primary Address, City, State, Zip, Primary Phone, Secondary Phone, and Email Address.

SECTION 2: ENROLLMENT

Form fields for enrollment information including questions about previous enrollment, current enrollment status, and student type.

SECTION 3: COURSE SELECTION

Please indicate, in order of preference, your course choice(s). Every effort will be made to honor your selections but please keep in mind that enrollment is on a space available basis. For each course include the Course Number and Course Title. This link will provide a list of courses available: classlist.champlain.edu

You are permitted to register for most undergraduate courses as long as you meet all prerequisite requirements. Proof of prerequisite courses must be provided. In some cases enrollment permission from the professor and/or Division Dean may be required before registration will be allowed.

Please note that once you are registered you will be responsible for payment of tuition & fees. Your bill will be made available to you via WebAdvisor. Email instructions will be sent to the email address you have provided. Bills are due within 10 days of registration.

Please refer to our refund policy on our website at: champlain.edu/tuition-refund

PLEASE COMPLETE REVERSE >

Course Number	Course Title	Days	Times	Credit / Audit	
Example: ACC 130-01	Financial Accounting	M/W	1:30PM–2:45PM	<input checked="" type="checkbox"/> Credit	<input type="checkbox"/> Audit
				<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
				<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
				<input type="checkbox"/> Credit	<input type="checkbox"/> Audit
				<input type="checkbox"/> Credit	<input type="checkbox"/> Audit

SECTION 4: SIGNATURE

I, the undersigned, certify that the information I've entered on this form is true. I have read and understand Champlain College's policies on refunds and transferability of credit. I understand that failure to meet payments as scheduled could result in forwarding of the account to a collection agency with me responsible for the added collection costs.

Signature

Date

NON-DEGREE STUDENT CATEGORIES

Champlain Affiliates Any employments (part or full time), retirees, dependents and non-dependents of employees, neighbors, and alumni. *Neighbors are only permitted to take a campus course for audit/free.*

Dual Enrollment Vermont high school students are eligible for two vouchers during their junior or senior years in high school. Please contact your Guidance Counselor to complete your enrollment. *On campus courses only.*

Professional Adult student (23+) taking courses online through Champlain College Online. Courses may be taken for credit or audit.

Semester Exchange Our campus is a participant in the AVIC (Association of Vermont Independent Colleges) Semester Exchange program. *If you are a student at Saint Michael's College or the University of Vermont, you must complete a different form. Please contact your home institution Registrar's office.*

Senior Citizen Persons 65+. Courses may be taken for credit or audit. *Senior citizens are only permitted to take a campus course for audit/free.*

Visitor Any person taking an on campus course that does not fit into any other categorie.

TUITION AND FINANCIAL AID

Please contact the Registrar's Office (contact info below) for current tuition information. Most courses count as 3 credits. Science courses with labs are 4 credits.

Champlain College does not provide financial aid for non-degree students. If you are a student at another institution please contact your home institution for information about financial aid eligibility. Champlain College employees are entitled to tuition assistance. For more information contact the People Center.

ADVISING AND REGISTRATION

Students taking on campus courses will be assigned to the Assistant Registrar. Students taking online courses will be assigned to Champlain College Online. All non-degree students are admitted on a space available basis and will be registered for available courses one week before the start of the semester. If a course requires a prerequisite that has not been met at Champlain College a copy of your transcript from the institution where the credit was earned will be required at the time of registration. In some cases permission of the Division Dean and/or instructor of the course may be required.

AUDITING

Auditing a course allows a student to take a class without the benefit of a grade or credit for a course. The course is offered on a space available basis and may require instructor consent prior to registering. Audit courses do not fulfill degree requirements.

- An auditor is considered a passive learner and is not required to complete coursework or take examinations but is expected to attend classes with reasonable regularity.
- A change from an audit to a credit basis may be requested during the add/drop week only.
- An audit course is priced at half the tuition of the per credit fee.
- A student can request a transcript for an audit course but there is no grade or credit attached
- Employees, retirees, dependents and non-dependents of employees, Champlain College neighbors, and senior citizens (65+) may audit a course at no cost.

CONTACT INFORMATION

Registrar's Office
Jennifer Reardon-Brown
Assistant Registrar
802.651.5850
jreardon@champlain.edu

Champlain College Online
Janet Morrison, PhD
Associate Director of Academic Advising|
Success Advisor
802.651.5826
morrison@champlain.edu

If you are interested in applying for admission to a specific degree program please contact the Office of Undergraduate Admissions at 802.625.0201 or 802.383.6644