



Admissions Office

Division of Students Affairs

29-10 Thomson Avenue, Room C102

Long Island City, New York 11101, Phone: (718) 482-7200

Spring 2018 Session I

Dear Non-Degree Applicant:

Thank you for your interest in attending LaGuardia Community College. The Non-Degree application for admission must be completed and submitted **in person** to the Admissions Office **by February 15th, 2018**.

Spring 2018 Session I classes are scheduled to begin on **March 2nd, 2018**. Space is limited in many of our classes, since degree students register first. Consequently, our non-degree population receives the last registration appointment and registers for classes on a space available basis.

We understand that many non-degree students come to us wanting to enroll in a single course or area of study. Nevertheless, you will only be permitted to register for those classes, which have seats remaining.

Please note that certain classes require satisfactory completion of the CUNY Assessment tests in Reading, Writing, and Mathematics before registration will be permitted. Non-degree students must satisfy all course prerequisites and co-requisites unless a waiver is received from the appropriate academic chairpersons.

Non-degree students who were born on or after January 1, 1957 are required to **submit proof of immunization**. You should also be aware that you are required to pay a **\$65.00**, non-refundable application fee. This fee will be reflected on your bill.

We look forward to seeing you at registration.

Sincerely yours,

A handwritten signature in cursive script that reads "LaVora E. Desvigne".

LaVora Desvigne

Director of Admission Services

I have read the above statement and understand that I will be allowed to register in classes where seats are available. I also understand that the \$65.00 application fee is non-refundable.

Student's Signature

Date