

INSTRUCTIONS FOR COMPLETING YOUR NON-DEGREE APPLICATION

MATERIALS

All non-degree applicants must submit one official transcript with a posted degree at the baccalaureate level or higher. All non-degree applicants must also pay the application fee of \$45. While no test scores or references are required, additional documentation may be required to complete the application process. Please read carefully the descriptions below to determine whether or not you will need to submit additional materials or documentation.

APPLICATION DEADLINE

Completed Non-Degree applications must be submitted no later than **seven** days prior to the start of the term of enrollment.

INITIAL TEACHER LICENSURE

Defined as a student seeking initial teacher licensure in North Carolina at the “G” (graduate) level. A student in this category must hold a master’s degree and must contact Appalachian’s Reich College of Education, Room 220, Edwin Duncan Hall (828-262-2696) to obtain a licensure statement and discuss submission of college transcripts for eligibility and evaluation purposes.

RENEWAL TEACHER LICENSURE

Defined as a student seeking renewal of a teaching license either within or outside of North Carolina. A student in this category must hold a baccalaureate degree, teaching licensure, and submit college transcripts for eligibility and evaluation purposes. Enrollment in graduate courses, up to 12 semester hours, may count towards a graduate degree with advisory committee approval.

ALL OTHER NON-DEGREE STUDENTS

Students registering as non-degree for graduate level courses for purposes other than teacher licensure must also complete a Non-Degree Approval Form. The Non-Degree Approval Form will be sent to you upon the successful submission of a completed application (including the application fee, application form, and official transcript) for non-degree enrollment.

COMPLETING THE ONLINE APPLICATION

Students applying for non-degree status need only to complete the following sections of the online application:

- Application Information

- Enrollment Information

- Residency Information

- Educational Background (*Previous Colleges/Universities Attended* portion only)

- Additional Information (*Miscellaneous Information* portion only)

Students who wish to enroll in a field-based (off-campus) course should also complete the Campus Specific Information section.

You should mail your official transcript with your ***Application Agreement Statement*** and application fee. The ***Application Agreement Statement*** will appear upon successful submission of the online application. (You will need a printer to print two copies of the Statement.)