Marlboro College

Course Registration Information for Non-Degree Seeking Students

When to apply:
Application Deadlines are one week prior to enrollment day:

Fall 2010 semester: August 23, 2010
Spring 2011 semester: January 12, 2011

How to apply:
If you have not taken courses at Marlboro before, submit to the Office of Admissions:

- official high school transcript, and any college transcripts (if applicable)
- Fill out the Non-Degree Seeking Student Application:
- List your courses in order of preference
- List, and clearly designate, alternate choices
- Use the correct course number, title, instructor, and number of credits from the Course List: www.marlboro.edu/academics/courses/

How and when to register:

- Accepted non-degree seeking students must meet with the Director of Advising no later than one week prior to enrollment day.

- Accepted students must complete the online FERPA waiver form with username & password provided by Marlboro tech support: http://www.marlboro.edu/communities/incoming_students/records/ferpa/

- Payment must be received in full by enrollment day. To complete the registration process, accepted students must get approval by initials from Student Accounts, Director of Advising and the Registrar.

- Review the online Course List and attend the Introductory Class(es) for any course(s) for which you have registered. Registered non-degree students must have the Marlboro faculty initial next to the registered course(s) on the admissions application for final approval.

- Return the faculty initialed application to the Office of Admissions by the last day of Introductory Classes.

Fee information:

- $565.00 Per Credit Fee (only for High School Students; limit 8 credits per semester)

- $1,130.00 Per Credit Fee (limit 8 credits per semester)

All fees are due to the Office of Student Accounts on enrollment day. By submitting a registration form you become liable for all tuition charges.

Refund Policy:
You are entitled to a full refund if you withdraw your registration PRIOR to the first day of classes, if there is no space for you in the course(s) of your choice, or if the course you are registered for is cancelled.

You must notify the Registrar's Office in writing if you wish to withdraw your registration. Otherwise you will be liable for full tuition. If you submit a written withdraw request after the first day of classes, the refund schedule below would apply.

Receipt of Written Notice	Tuition Refunded
Prior to first class	* 100%
Within first week	* 80%
Within second week	* 60%
Within third week	* 40%
Within fourth week	* 20%
After fourth week	* No refund

Once you have been admitted to a course:
If you have been admitted into a course you should read the Marlboro College Handbook available online: http://www.marlboro.edu/community/handbook/

The Handbook will answer many of your questions and help you to avoid any misunderstandings or possible financial loss. All non-degree seeking students are responsible for adhering to the academic and administrative policies listed in the handbook.

Evaluation:
To receive credit for a course, you must register for credit and submit all required work to the instructor by the last day of the semester, or by the instructor's deadline, whichever occurs first. Policies and procedures governing extension of the deadline for completing course work are described in the Marlboro College Handbook.

Grades will be mailed to the student at the address provided. At mid-semester, students are notified of their status only if their work is less than satisfactory. If the student is concurrently enrolled in high school, grades and progress reports will also be sent to the high school guidance counselor. Parents may receive performance information if the Registrar's Office receives a written request signed by the parents and student.

Marlboro College transcripts:
Transcripts must be requested in writing from the Registrar's Office and will be available within four weeks after the end of the semester. Official transcripts are $5 each.

Questions?
Contact the Office of Admissions
Phone: 800-343-0049
Email: admissions@marlboro.edu