

**NON-MATRICULATED STUDENT APPLICATION FORM**

*Instructions for Foreign Language Teacher/Scholars or NY6 Consortium Students: Complete this form and submit it to the Provost's Office, Coxe Hall.*

*Instructions for all other Non-Matriculated Students: Complete this form and submit it to the respective Dean of the College, Smith Hall.*

Name \_\_\_\_\_ Identification Number: \_\_\_\_\_  
**(For Graduate Attendee Program)** If attended Hobart and William Smith Colleges under a different name,  
please indicate name here: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**(check one)** Male \_\_\_\_\_ Female \_\_\_\_\_

Have you previously attended HWS? If YES (when?) \_\_\_\_\_ NO \_\_\_\_\_

Mailing address \_\_\_\_\_

EMAIL address \_\_\_\_\_

Home address (if different from above) \_\_\_\_\_

Birth date \_\_\_\_\_ Home telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_

Country of citizenship (if not USA) \_\_\_\_\_ Visa Type \_\_\_\_\_ Race/Ethnic Origin (Optional) \_\_\_\_\_

- Are you Hispanic or Latino? \_\_\_\_\_
- Select one or more of the following races:  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

What semester are you planning to register? (Check one) Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

**FAMILY (optional)**

Parent/Guardian/Spouse full name \_\_\_\_\_ Living? \_\_\_\_\_

Home address (if different from yours) \_\_\_\_\_

Occupation \_\_\_\_\_

Colleges attended (if any) \_\_\_\_\_ Degree \_\_\_\_\_ Years \_\_\_\_\_

**EDUCATION**

Name of School/College	City, State, Zip Code	Degree Candidate	Dates Attended

Name of School/College	City, State, Zip Code	Degree Candidate	Dates Attended

Reason for attending as non-matriculated student: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Please check appropriate **non-matriculated student classification** below:

- \_\_\_\_\_ (BLANK) NO SPECIAL TUITION
- \_\_\_\_\_ SPEC BASIC SPECIAL STUDENT CREDIT
- \_\_\_\_\_ EMP EMPLOYEE OR SPOUSE/ DEPENDENT SON OR DAUGHTER OF EMPLOYEE
- \_\_\_\_\_ ESCP HWS EDUCATIONAL SECOND CHANCES PROGRAM
- \_\_\_\_\_ EXP EXPERIMENTAL STATION EMPLOYEE
- \_\_\_\_\_ FLA FINGER LAKES AREA STUDENT
- \_\_\_\_\_ GRAD GRADUATE ATTENDEE
- \_\_\_\_\_ HS HIGH SCHOOL STUDENT
- \_\_\_\_\_ SIFP HIGH SCHOOL STUDENT (INNOVATIVE FUND PROGRAM)
- \_\_\_\_\_ FLTS FOREIGN LANGUAGE TEACHER/SCHOLARS
- \_\_\_\_\_ NY6 NY6 CONSORTIUM STUDENTS
- \_\_\_\_\_ RAC ROCHESTER AREA COLLEGES CONSORTIUM

**Signature of Dean/Associate Provost** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR STUDENT ACCOUNTS OFFICE USE ONLY:**

**TUITION:** \_\_\_\_\_

**FOR REGISTRAR'S OFFICE USE ONLY:**

**Indicate Student's Network Account Information Here →**

**USERNAME:** \_\_\_\_\_

**PASSWORD:** \_\_\_\_\_

**HWS EMAIL:** \_\_\_\_\_

COPY DISTRIBUTION: DEAN, REGISTRAR, OFFICE OF STUDENT ACCOUNTS, PROVOST

## HWS Non-Matriculated Students

### What Is A Non-Matriculated Student?

Students admitted to Hobart and William Smith Colleges on a non-matriculating or "visiting" basis are not actively working towards completion of an undergraduate degree or enrolled in a degree program at HWS.

### As a Non-Matriculated Student, How Do I Register For Courses?

**Step 1:** Students wishing to be considered for non-matriculating status must complete and submit the Non-Matriculated Student Application Form available on the following site-→<http://www.hws.edu/offices/forms.aspx>

Do **ONE** of the following:

- 1.) Mail the form to the respective Dean of the College, Hobart and William Smith Colleges, Smith Hall, Geneva, NY 14456  
-OR-
- 2.) Students in the Foreign Language Teacher/Scholars Program or the NY6 Consortium: Bring the completed form to the Associate Provost, second floor, Coxe Hall.

### Who May Apply for a Non-Matriculated Undergraduate Enrollment?

- Students who are currently enrolled in high school and wish to take a college level course
- Students who are enrolled in the HWS Graduate Attendee Program and who are five or more years beyond graduation
- Students enrolled as Foreign Language Teacher/Scholars
- Students enrolled in the HWS Educational Second Chances Program
- Students enrolled through the Rochester Area Colleges Consortium
- HWS employee or spouse/dependent son or daughter of employee (consult with Office of Human Resources for tuition and fees)
- Students who have graduated from high school and are or have been matriculated at another college or university and wish to take courses to transfer to their home institution
- Adults who wish to take courses for personal enrichment or career advancement but are not seeking a degree at HWS
- NON-HWS students participating in the NY6 Consortium. See guidelines and registration form for the NY6 Consortium on HWS Registrar's Office webpage → <http://www.hws.edu/offices/registrar/>

**Step 2:** Register for Classes - We strongly recommend that you discuss your plans with the appropriate Dean of the College (or with the Associate Provost for students in the Foreign Language Teacher/Scholar Program) before taking any classes.

Complete the appropriate registration form(see below) during the week of drop/add (which is the first week of classes each semester). Non-matriculated students register for classes on a space-available basis and require the written permission of the instructor of the course. HWS reserves the right to deny entry to a class if a non-matriculated student does not meet the prerequisite or other established registration criteria.

- Click here for Course Registration Form → [Registration Form PDF](#)
- Click here for Graduate Attendee Registration Form → [Graduate Attendee Registration Form PDF](#)
- Click here for Foreign Language Audit Course Registration Form → [Foreign Language Audit Course Registration Form PDF](#)
- Click here for NY6 Consortium Cross Registration Form → <http://www.newyork6.org/content/new-york-six-cross-registration-initiative>
- Click here for → [Rochester Area Colleges Inter-Institutional Registration Form PDF](#)

**Step 3:** Tuition - If there charges associated with your attendance, you will receive a bill once you are registered. Your signature confirms that you will pay these charges by the due date indicated on the bill. You also agree to pay any and all collection costs should your account be transferred to a third party collection agency for the purpose of securing your financial obligation to Hobart and William Smith Colleges. Contact the Students Accounts Office at (315) 781-3343.

## ***FOR NON-MATRICULATED HWS STUDENTS***

### **PRIVACY NOTICE FOR EU STUDENTS AND REQUEST FOR CONSENT FOR PROCESSING**

Pursuant to the provisions of Regulation (EU) 2016/679 (the “GDPR”), this notice is to provide you with information about the processing of the personal data of students like you by Hobart and William Smith Colleges (the “HWS”). HWS collects personal data about students in a variety of ways and for a variety of reasons. For example, we may collect personal data from you when you register for classes or apply for financial aid. In each case, HWS’s use of personal data will comply with the provisions of this Notice.

1. The Data Controller is HWS. You may contact the colleges with any questions about this Notice by contacting Peter Sarratori at [sarratori@hws.edu](mailto:sarratori@hws.edu).

2. All personal data will be processed exclusively for HWS’s legitimate interests connected or related to providing education, financial aid, housing and related services to each student that provides personal data. In some cases, we may process personal data you provide to fulfill our contractual obligations to you, for example if you purchase books or event tickets from HWS. We may also process student personal data to fulfill our obligations established by applicable law and regulation.

3. Personal data may include special categories of personal data, such as personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, or the person’s gender identification. HWS will process special categories of personal data only with your explicit consent for the following purposes: in connection with the provision of primary or ancillary educational services, to provide student health services, financial aid packaging and services, athletic participation (including sports medicine services), club and miscellaneous student activities participation, volunteer opportunities and co-curricular opportunities including but not limited to study abroad opportunities, career services activities, or community engagement activities, course registration, and required reporting to clearinghouses or to comply with any and all legal requirements.

4. Your personal data will be handled by employees, contractors and agents of HWS that are responsible for activities related to the purposes specified above. HWS may also provide your personal data to its service providers performing services on our behalf relating to the specified purposes, such as our hosting service providers, and to public or private entities as may be necessary to respond to a subpoena, regulation, binding order of a data protection agency, legal process, governmental request or other legal or regulatory process, and to enforce our rights or protect our property.

5. The personal data you have provided may be transferred to the United States of America pursuant to the terms, conditions and limits specified by Chapter V of the GDPR.

6. HWS will store your personal data for as long as necessary to fulfill the original purpose for which it was provided and to meet its legal and regulatory obligations, and in compliance with HWS’s document retention policy.

7. You have the right under the GDPR to request from HWS access, rectification and erasure of your personal data, to request a copy of your personal data, to request that HWS restrict the processing of your personal data and to object to the processing of your personal data.

8. You can withdraw your consent to the processing of special categories of personal data, the processing of which by HWS is based on your explicit consent, at any time by contacting Peter Sarratori at [sarratori@hws.edu](mailto:sarratori@hws.edu), but this will not affect the lawfulness of processing your personal data based on your consent before withdrawal. If you withdraw your consent, we may not be able to provide certain services to you.

9. You have the right to lodge a complaint with a supervisory authority.

10. Submittal and processing of personal data is necessary in order to achieve the purposes specified above. Failure to provide such personal data will make it impossible for HWS to carry out the necessary activities to achieve the specified purposes.

ACKNOWLEDGEMENT OF CONSENT

I have read this notice provided by Hobart and William Smith Colleges and hereby (check the appropriate box for each section to provide your acknowledgement):

consent

do not consent

to the use of my personal data for the purposes outlined in this notice.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

consent

do not consent

for my personal data (including health data) to be transferred to the United States of America, even if the EU authorities have not deemed the United States of America to provide an adequate level of protection for personal data;

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

consent

do not consent

to the use of special categories of my personal data for the purpose of processing my application and engaging in the related purposes specified in this notice, which may include personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health, or gender identification.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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I also hereby waive any right to privacy or confidentiality regarding HWS's reporting to the appropriate authorities if I am seriously ill; suffer an injury; am the victim or perpetrator of harassment, whether on or off campus; am the victim or the perpetrator of sexual or gender-based misconduct and/or of criminal behavior, whether on or off campus, and I grant HWS staff, faculty and administrators full authority to report to the appropriate authorities any and such all incidents, under the applicable laws (including but not limited to Title IX and Clery Act), whether or not it involves disciplinary action.

Check here to confirm

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_