

Faculty/Staff Non-Degree Petition

This form must be submitted by the first day of classes for each semester you wish to enroll in coursework. Before submitting this petition, please read the Faculty & Staff Non-Degree Student Guide. Carnegie Mellon faculty and staff who wish to enroll in non-degree coursework must complete this application and submit to non-degree@andrew.cmu.edu for the University Registrar's Office to review. Eligible staff and faculty may apply for tuition benefits after course schedules are finalized and registration is complete. **Please note that the University Registrar's Office does not work directly with the Office of Human Resources; therefore, you must complete tuition remission requirements independently of this application.**

Semester and year in which you wish to take a course (check one):

Fall Spring Summer-All/Summer-1 Summer-2 Year: _____

Have you previously taken courses at Carnegie Mellon (check one): Yes No If yes, when? _____

STUDENT INFORMATION

Andrew ID: _____ Name: _____
Country of Citizenship: _____ Date of Birth: _____
Cell Phone #: _____ Visa Type (if applicable): _____
Address: _____
Street Address City State Zip
Other Phone: _____ Personal Non-CMU Email: _____

DEMOGRAPHIC INFORMATION

All demographic questions below are optional. We are asking for the following information in order to to better understand and serve our Visiting/Non-Degree students; all responses will be kept confidential:

What is your gender? Female Male Non-Binary Prefer not to answer

Are you Hispanic/Latino? Yes No

Regardless of the answer to the previous question, please select one or more races:

American Indian Asian Native Hawaiian or Pacific Islander
Black or African American White

Please review the following checklist to ensure that all tasks have been completed in order to take courses as a non-degree student at Carnegie Mellon:

I have read the Faculty/Staff Non-Degree Student Guide and understand all responsibilities and deadlines by which I must abide as a non-degree student.

I have uploaded a completed Supervisor Approval form to Workday; I will apply for tuition benefits after my course schedule is finalized and registration is complete.

I understand I must abide by all dates and deadlines listed on the Carnegie Mellon University Academic Calendar.

I understand the grading options, appropriate forms, and deadlines I must meet if I plan to audit or opt for pass/no pass.

I acknowledge that I will not be permitted to attend any classes if not formally registered and enrolled.

SIGNATURE

I, the undersigned, have completed and checked off all required tasks listed above and agree to the established deadlines and conditions. I have read the Staff & Faculty Non-Degree Student Guide and understand that I am financially responsible for all charges incurred while in attendance at Carnegie Mellon University.

Signature: _____ Date: _____
mm/dd/yyyy

UNIVERSITY REGISTRAR'S OFFICE USE ONLY

Entered By: _____ Date: _____