



Non-Matriculated/Visiting Student Application & Registration Form

Rosemont College welcomes qualified men and women from the community to take classes at Rosemont College, space and resources permitting. Courses that have already reached their maximum enrollment are not open to non-degree students.

Visiting Students: General Information

- May take up to two courses, per semester. Students may take up to 6 credits for credit prior to being accepted into a degree program
- Courses can be taken for credit or audit. *Courses taken as an audit are not given a grade and do not earn credit.*
- Visiting students cannot earn a degree from the College through the visiting student program. If a visiting student wishes to matriculate as a degree student, they must apply through the Admissions Office. Up to 6 credits taken at Rosemont may be applied to the degree program, provided they meet the transfer credit guidelines.
- Visiting students must adhere to all academic calendar dates, deadlines, and procedures for adds, drops, withdrawals, and incomplete/temporary grade requests.
- Visiting students are required to check their Rosemont email regularly.

Application Information

- Community members interested in taking courses as visiting students should complete the form on the reverse of this informational page
- Visiting students may be required to provide transcripts or a writing sample from their previous institutions to support their request to take an upper-level course or graduate course.

Tuition

All visiting students must pay their tuition in full each semester. Financial aid is not available for visiting students. Transcripts are held for outstanding balances.

Tuition is set for each academic year (July 1- June 30). Potential students may contact the Office of Student Accounts for the current course rate.

DISCOUNTS

Senior Citizens (age 60+) per course (audit only)	\$80
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Refund Policy

Visiting students who withdraw prior to the first day of classes will receive a full tuition refund. Students that drop or withdraw after the first day of class will receive a percentage of tuition refunded based on the date of withdrawal. No tuition will be refunded after 4th week of classes.

Payment Policy

Tuition for the Fall semester is billed in early July and is due in full on or before the first day of class. Tuition for the Spring semester is billed in mid-November and is due in full on or before the first day of class. If acceptance to the course for either Fall or Spring occurs after the billing date, tuition must be paid in person at the Student Accounts desk during the first week of classes.

Visiting Student Application & Registration Form

Semester you plan to take a course: Fall 20_____ Spring 20_____ Summer 20_____

Course to request:

List course(s) you wish to take at Rosemont in the above semester:

CRS #	Section	Course Title	# Credits	Credit/Audit

Do you plan to apply this course to a degree program? (circle one) YES NO

If yes, at what institution: _____

Have you taken a course at Rosemont College previously? (circle one) YES NO

Biographical Information:

First Name: _____ Middle: _____ Last Name: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Birth Date: _____ Country of Citizenship: _____

Educational Background:

Post-secondary education: Beginning with the college/university you attended most recently, list all:

Name of college/university Major/Program Dates of Attendance (From/To):

Signature: _____

Date: _____

Submit the completed form and additional materials (transcript or writing samples) to the Office of the Registrar for review and approval. All creative writing courses require a writing sample (max 20 pages).

You will be contacted regarding the status of your registration prior to the start of the semester. Registrations for visiting students will be reviewed starting after the end of preregistration. Once approved, please contact Student Accounts to pay your tuition.