



**SYRACUSE UNIVERSITY**

**UNIVERSITY COLLEGE**

**Application for  
Part-Time  
Undergraduate Study**

# Application Instructions

If you are seeking admission to a Syracuse University undergraduate program as a part-time student, use this application packet. To apply for admission, you must have an admission interview with an academic advisor at University College, the continuing education division of Syracuse University. University College is the primary college for part-time students.

You may apply for single, dual, or combined enrollment.

- **Single enrollment** means having one major in one school and receiving one degree.

- **Dual enrollment** means having two different majors in two different schools but receiving a single degree granted by both schools.

- **Combined enrollment** also means having majors in two different schools but leads to two separate degrees conferred by both schools. Most combined enrollment programs require additional coursework.

Admission is reviewed on a continuing basis, so there is no application deadline for part-time undergraduates. Your application should be completed at least six weeks prior to the beginning of the semester.

For the purpose of this application, if you have attended any other institution of higher education on any basis for any period of time, you are considered a transfer student.

Also, if you've ever attended Syracuse University, including credit courses taken on a nonmatriculated basis through University College, please indicate this under "Previous Education" on your application. (Matriculation means admission to a degree program.)

## Here is a checklist of requirements to complete:

- Schedule an admission interview with a University College Academic Advisor. Please call 315-443-3261 to schedule your interview.
- Complete the enclosed two-page application form.

- Submit a typed, double-spaced personal statement describing past educational and work experience, present situation, and plans for the future.

- Audition/portfolio review (if required).

- Return the application form, your essay, and your \$70 nonrefundable application fee to Syracuse University/University College, 700 University Avenue, Academic Advising, Room 126, Syracuse, New York 13244-2530. Make check or money order payable to *Syracuse University*.

- In certain instances, the admission committee may request letters of recommendation from professors or employers after an initial review of your application.

- If you have not previously attended college, arrange to have an official GED certificate or an official copy of your high school transcripts and Scholastic Aptitude Test (SAT) scores (if you graduated from high school within the past five years) sent to Syracuse University/University College, Student Administrative Services, 700 University Avenue, Syracuse, NY 13244-2530.

- If you have attended college, arrange for an official copy of your transcripts of all previous undergraduate work to be sent directly to our office. Official transcripts must have a raised seal. Do not send photocopies. Transcripts should indicate years of attendance, subjects studied each year, and grades. A key to the grading system should also be included. All documents in languages other than English must be accompanied by a certified literal English translation.

- If your native language is other than English, you must take the Test of English as a Foreign Language (TOEFL).

If you are requesting that transcripts be sent ahead of your completed application, notify the Student Administrative Services office; we will hold your documents. We will acknowledge receipt of your application. When all the necessary transcript and other relevant materials (as noted above) have arrived, and you have completed your admission interview, we will review your application and notify you immediately when the decision is made.

**For assistance in filling out this application, call 315-443-3261.**

# Application for Admission

## For Part-Time Undergraduate SU Students

Before completing this form please read the enclosed instructions.

A \$70 nonrefundable fee payable to *Syracuse University* must accompany your application.

Please type or print.

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	<b>Last, as listed on transcript</b>
<b>Address where all correspondence will be sent</b>					
No. _____ Street _____		City _____		State _____	Zip _____
<b>Home Telephone</b>		<b>E-mail address (if available)</b>		<b>Fax number</b>	
Area Code _____				Area Code _____	
<b>U.S. Social Security Number</b>		<b>Citizenship</b>		<b>If non-U.S. citizen, indicate country of citizenship</b>	
_____ - _____ - _____		<input type="checkbox"/> United States citizen <input type="checkbox"/> Permanent U.S. resident <input type="checkbox"/> Non-U.S. citizen/non-U.S. permanent resident			
<b>U.S. Citizens Only:</b>					<b>Gender</b>
If you wish to identify yourself as a member of an ethnic or racial group, please indicate. <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian American <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Mexican American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Puerto Rican <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other races/ethnicities, including multiracial					<input type="checkbox"/> M Male <input type="checkbox"/> F Female
<b>For transfer students only:</b> Have you been enrolled in an HEOP, EOP, or SEEK program?					
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>Indicate dates of enrollment</b> _____					
<b>Parent(s) or spouse employed by Syracuse University</b>				<b>Birth Date</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No				_____ / _____ / _____ Month    Day    Year	
<b>Type of enrollment</b>		<b>Semester applying for</b>			
<input type="checkbox"/> Freshman <input type="checkbox"/> Transfer		Fall (year) _____    Spring (year) _____    Summer (year) _____			
<b>Degree sought</b>					
<input type="checkbox"/> Associate degree <input type="checkbox"/> Bachelor's degree					
<b>A. I am applying through University College (UC)</b>			<b>B. I am applying through University College (UC)</b>		
for enrollment in college ( <b>enter College Code</b> ): _____			for enrollment in dual or combined program		
My intended program of study is ( <b>enter Program Code</b> ): _____			<b>(enter Dual or Combined Program Code)</b> : _____		
<b>Undergraduate Studies.</b> List ALL previous institutions—use a separate sheet, if necessary (begin with most recent):					
Name & location of College/University (City, State)		Dates of Attendance From    To		Credits Earned	Degree Awarded
1. _____		_____		_____	Date received or expected
2. _____		_____		_____	_____
3. _____		_____		_____	Major
<b>High School</b>		<b>Location</b>		<b>Dates</b>	
<b>Did you graduate?</b>		<b>If so, when?</b>			
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____			
<b>If not, have you taken a high school equivalency exam?</b>				<b>Date taken and passed</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No				_____ / _____ Month    Year	
<b>Have you ever applied for admission to Syracuse University?</b>				<b>If so, when?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No				_____ / _____ Month    Year	
<b>Have you ever attended Syracuse University, either full time or through University College (part time)?</b>				<b>If so, when?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No				_____ / _____ Month    Year	

Tear off completed application and return it to: Syracuse University/University College, 700 University Avenue, Academic Advising, Room 126, Syracuse, New York 13244-2530.

**PERSONAL STATEMENT:** In your statement, please describe past educational and work experience, your present situation, and your plans for the future.  
Please use a separate sheet of paper for the personal statement.

Occupation

Employer

Business Address

Business Telephone

Area Code

Will employer provide tuition support?

Yes  No

**Note:** If you are a recent high school graduate (within the past five years), you should have your high school forward official transcripts, including SAT scores, to University College. If your SAT scores do not appear on your transcript, you must ask the College Entrance Examination Board to forward them to UC.

**Have you ever been dismissed, suspended, placed on probation, or required to leave school for any period of time?**

Yes  No If so, please explain the circumstances on a separate sheet of paper.

**Have you ever been convicted of a crime?**

Yes  No If so, please explain the circumstances on a separate sheet of paper.

**SIGNATURE:**

**My signature indicates I understand that the Admissions Committee will not consider my application for admission until all credentials are received, and that the information contained in my application and personal essay is entirely my own work and is factually correct and honestly presented.**

Signature of Applicant

Date

**IMMUNIZATION RECORD (Persons born before January 1, 1957 are exempt.)**

Syracuse University and New York State require proof of immunity against measles, mumps, and rubella. If you previously submitted all proof and know you are in compliance, you do not need to submit proof again.

**Measles** Two doses of live measles vaccine (administered on or after January 1, 1968) received on or after 12 months of age and at least 30 days apart, OR physician diagnosis of disease (month, day, year), OR serologic evidence of immunity.

**Mumps** One dose of live mumps vaccine (administered on or after January 1, 1968) received at or after 12 months of age, OR physician diagnosis of disease (month, day, year), OR serologic evidence of immunity.

**Rubella** One dose of live rubella vaccine (administered on or after January 1, 1968) received at or after 12 months of age, OR serologic evidence of immunity. (Clinical diagnosis is not acceptable proof of immunity.)

OR

**Measles/Mumps/Rubella (MMR) Vaccine** Two doses of live measles vaccine (administered on or after January 1, 1968) received at or after 12 months of age and at least 30 days apart, OR serologic evidence of immunity.

AND

**Meningococcal Meningitis** The meningitis bill requires colleges to provide students with information on **MENINGOCOCCAL MENINGITIS**. This information has been mailed to all students. It is also available at <http://students.syr.edu/health>. **A RESPONSE FORM MUST BE FILED** with the health office indicating that the information has been reviewed and the student has either been immunized or has opted not to be immunized. The response form can be downloaded at <http://students.syr.edu/health/meningitis.html> and returned to the Health Center at 111 Waverly Ave.

**The bill prohibits students not fulfilling the requirements to remain enrolled. Failure to file this form with the Syracuse University Health Center may result in a hold on your registration.**

Call the Syracuse University Health Service, 315-443-2666, for more information.

**Proof needs to be on physician's form, with all vaccine dates listed.**

**SEND APPLICATION AND FEE TO:**

Syracuse University/University College  
700 University Avenue  
Academic Advising, Room 126  
Syracuse, New York 13244-2530

# College and Program Codes

Spring 2010, Summer 2010, Fall 2010

Codes for Syracuse University's schools and colleges are shown in heavy black type, and codes for the programs of study are shown in regular type. College codes consist of two capital letters. Program codes consist of both letters and numerals.

Please be sure to include the appropriate college code and program code on your application form.

## Single Enrollment

▼	<b>The College of Arts and Sciences</b>	<b>AS</b>
	Undecided	AR42
	Anthropology	AN05
	Art (through Arts and Sciences)**	AR17
	Art History	AR31
	Biology	BI15
	Biophysical Science	BI17
	Chemistry	CH10
	Classics (Greek and Latin)	CL10
	Communication Sciences and Disorders (speech pathology and audiology)	CO10
	Economics	EC05
	English and Textual Studies	EN25
	Fine Arts	FI35
	French and Francophone Studies	FR04
	Geography	GE15
	Geology (Earth Sciences)	GE20
	German Language, Literature and Culture	GE25
	Greek (see Classics)	CL10
	History	HI10
	History of Architecture	HI15
	Italian Language, Literature and Culture	IT05
	Latin (see Classics)	CL10
	Liberal Arts (A.A. through UC)	LI05
	Liberal Studies (B.A. through UC)	LI10
	Mathematics	MA60
	Middle Eastern Studies	MI18
	Music (through Arts and Sciences)**	MU15
	Music History and Cultures	MU17
	Philosophy	PH05
	Physics	PH25
	Political Science	PO15
	Psychology	PS10
	Religion	RE30
	Religion and Society	RE35
	Russian Language, Literature and Culture	RU05

Sociology	SO30
Spanish Language, Literature and Culture	SP05
Writing and Rhetoric	WR20
<b>Interdisciplinary Majors:</b>	
African American Studies	AF05
American Studies	AM10
Biochemistry	B105
Classical Civilization	CL05
European Literature	EU05
International Relations	IN70
Latino-Latin American Studies	LA07
Linguistic Studies	LI15
Middle Eastern Studies	MI18
Modern Foreign Languages	MO05
Policy Studies (Public Affairs)	PO05
Political Philosophy	PO10
Russian and Central European Studies	RU08
Women's and Gender Studies	WO10

▼	<b>Professional Advising Programs</b>	
	Preentry	PR05
	Prelaw	PR15
	Premedicine	PR17
	Preveterinary Medicine	PR25

\*\* Studio art and music are available as 30-credit second majors in addition to other majors in The College of Arts and Sciences. You must present a portfolio for studio art or audition for music.

▼	<b>School of Education</b>	<b>ED</b>
	Inclusive Elementary and Special Education	IN05BS
	Health and Exercise Science	HE05BS
	Physical Education	PH15BS
	Selected Studies in Education	SE15BS

(See also "Dual Enrollment" for secondary and special-subject teaching areas)

▼	<b>L.C. Smith College of Engineering and Computer Science</b>	<b>EC</b>
	Undecided	EN06
	Aerospace Engineering	AE06BSAEE
	Bioengineering	BI11BSBIE
	Chemical Engineering	CH06BSCEN
	Civil Engineering	CI06BSCIE
	Computer Engineering	CO29BSCSE
	Computer Science	CO36BS
	Electrical Engineering	EL06BSELE
	Environmental Engineering	EN61BSENV
	Mechanical Engineering	ME06BSMEE

(See also "Dual Enrollment")

▼	<b>College of Human Ecology</b>	<b>HE</b>
	Undecided	HU04
	Child and Family Studies	CH15BS
	Public Health	HE07BS
	Hospitality Management	HO30BS
	Nutrition	NU50BS
	Nutrition Science	NU55BS
	Social Work	SO27BS
	Sport Management	SP20BS

▼	<b>School of Information Studies</b>	<b>IS</b>
	Information Management and Technology	IN25BS

(See also "Dual Enrollment")

▼	<b>Martin J. Whitman School of Management</b>	<b>MG</b>
	Undecided	MA10
	Accounting	AC05
	Entrepreneurship and Emerging Enterprises	EN40
	Finance	FI30
	Management	MA11
	Marketing Management	MA40
	Real Estate	RE09
	Retail Management	RE43
	Supply Chain Management	SU10

(See also "Dual Enrollment")

▼	<b>S.I. Newhouse School of Public Communications</b>	<b>PC</b>
	Undecided (Freshman applicants only)	PU12
	Advertising	AD15BS
	Broadcast Journalism	BR05BS
	Graphic Arts	GR05
	Magazine	MA05BS
	Newspaper	NE10BS
	Photography	PH10
	Public Relations	PU20BS
	Television, Radio, and Film	TE20BS

(See also "Dual Enrollment")

▼  
**College of Visual and Performing Arts**

All programs in art and design, trans-media, drama, and music require portfolios or auditions (except the Bandier Program for Music and the Entertainment Industries).

<b>School of Art and Design</b>	<b>VPR</b>
Undecided	AR18
Advertising Design	AD20BFA
Ceramics	CE05BFA
Communications Design	CO15BFA
Fashion Design	FA12BFA
Fiber and Textile Arts	FI09BFA
History of Art	HI20BFA
Illustration	IL05BFA
Industrial and Interaction Design (5 years)	IN11BID
Interior Design	IN60BFA
Jewelry and Metalsmithing	JE50BFA
Painting	PA05BFA
Printmaking	PR35BFA
Sculpture	SC45BFA

(See also "Dual Enrollment")

<b>Department of Transmedia</b>	<b>VPX</b>
Art Photography	AR40BFA
Art Video	AR45BFA
Computer Art	CO31BFA
Film	FI26BFA

<b>Department of Communication and Rhetorical Studies</b>	<b>VPC</b>
Communication and Rhetorical Studies	CO12BS

<b>Department of Drama</b>	<b>VPD</b>
Theater Design and Technology	TH20BFA
Drama (Acting)	DR05BFA
Musical Theater	MU40BFA
Stage Management	ST07BFA

<b>Setnor School of Music</b>	<b>VPM</b>
Music (B.A.)	MU10BA
Music Composition	MU20BMUS
Music Industry	MU30BMUS
Performance Organ	OR05BMUS
Performance Percussion	PE05BMUS
Performance Piano	PI05BMUS
Performance String	ST10BMUS
Performance Voice	VO05BMUS
Performance Wind Instruments	WI05BMUS
Recording and Allied Entertainment Industries (Bandier Program for Music and the Entertainment Industries)	RE13BS

(See also "Dual Enrollment")

**Dual Enrollment**

Only the dual enrollments listed below are approved by the University and may be entered on the application form.

▼

<b>Arts and Sciences/ Education (Secondary)</b>	<b>AS/ED</b>
Enter only one program code, selected from the choices below.	
English Education	EN30BA
Mathematics Education	MA70BS
Science Education/Biology	SC15BA
Science Education/Chemistry	SC20BA
Science Education/ Earth Science	SC25BA
Science Education/Physics	SC30BA
Social Studies Education	SO20BA

▼

<b>Arts and Sciences/ Public Communications</b>	<b>AS/PC</b>
Enter any arts and sciences program code (except the art program AR17 or the music program MU15) and any public communications program code.	

▼

<b>Education/ Human Ecology</b>	<b>ED/HE</b>
Inclusive Early Childhood Special Education Teacher Preparation	
	IN03BS

▼

<b>Information Studies/ Management</b>	<b>IS/MG</b>
Enter the information studies program code and any management program code.	

▼

<b>Management/ Public Communications</b>	<b>MG/PC</b>
Enter any management program code and any public communications program code.	

▼

<b>Public Communications/ Information Studies</b>	<b>PC/IS</b>
Enter any public communications program code and the information studies program code.	

▼

<b>Visual and Performing Arts/Education</b>	<b>VPRED</b>
Art Education	AR20BFA

▼

<b>Visual and Performing Arts/Education</b>	<b>VPMED</b>
Music Education	MU25BMUS

**Combined Accelerated Enrollment**

▼

<b>Arts and Sciences/ Engineering</b>	<b>AS/EC</b>
Enter any arts and sciences program code (except the art program AR17 or the music program MU15) and any engineering program code.	