

# Completing the Berea College Non-Degree Application for Berea Community High School Students

Office of the Registrar

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# Welcome to the Berea College online application process!

- To begin the application process, students will access the Berea College Non-Degree Program online application at <https://www.berea.edu/registrar/nondegree-students-auditors/non-degree-student-admission-application/>.
- This link can also be found under the Non-degree and Auditor section of the Berea College Office of the Registrar homepage by following these steps:
  - ✓ Go to berea.edu
  - ✓ Click Directory link in top right corner
  - ✓ Click the letter R
  - ✓ Click Registrar's Office
  - ✓ Click Non-degree and Auditor Program link on the right side of the page
  - ✓ Scroll to the application link under the section titled, "Registration Procedure for High School Students."
- There is no sign-on requirement

# Page 1: Non-Degree Student Admission Guidelines and Application

- This page contains the admission guidelines for the non-degree program overall, as well as program requirements for the specific non-degree program user groups: community members, Berea College employees and retirees, and Berea Community High School students.
- Please, review the sections titled “Non-Degree Student Admission Guidelines and Application” and “Berea Community High School Students.”
- Please, review the application deadlines and fees sections.
- Check the box indicating you have read and agree to the terms and click Next.

Please direct any questions about non-degree status or the non-degree application to the Registrar.

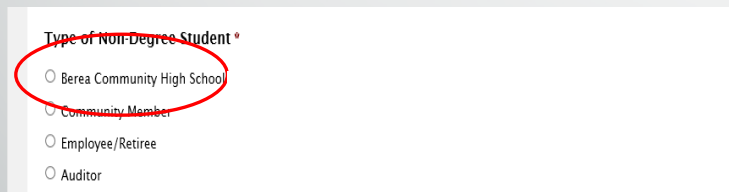
By checking this box, you have read and agree to the terms. \*

Yes, I agree

Next

## Page 2: Demographic Information

- All fields marked with a red asterisk (\*) are required fields and must be completed.
- In the section titled "Type of Non-Degree Student," choose Berea Community High School.



Type of Non-Degree Student \*

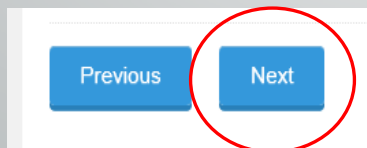
Berea Community High School

Community Member

Employee/Retiree

Auditor

- Click Next.



Previous Next

# Page 3: Non-Degree Application

- The question “Have you ever been enrolled at Berea College” does apply to previous attendance as a non-degree student. Therefore, if you have previously attended Berea College as a BCHS non-degree student you should click the Yes indicator and choose the classification non-degree student.

Have you ever been enrolled at Berea College? \*

Yes

No

What was your status? \*

Degree candidate

Non-degree student

## Page 3: Non-Degree Application (continued)

- To answer the question, "In which Berea College course(s) would you like to enroll?" you may locate the required CRN, Subject, Course Number, and Course Title in the [course look-up tool](#).

Course information as listed in course look-up tool


Online application fields {

The screenshot shows a form with the following fields and labels:

- College Algebra with Modeling - 10047 - MAT 115 - A** (Course title from look-up tool)
- First Choice CRN \*** (Field for CRN)
- Subject \*** (Field for subject)
- Course Number \*** (Field for course number)
- Course Title \*** (Field for course title)

Red arrows indicate the flow of information: a large red arrow points from the course title in the look-up tool to the Course Title field; another red arrow points from the look-up tool to the First Choice CRN field; and a red arrow points from the look-up tool to the Subject field. A red bracket groups the three bottom fields (Subject, Course Number, Course Title) as 'Online application fields'.

- Type full name into the Applicant Signature field, enter date, and click the Submit button.



# Questions or concerns?

Contact:

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