

Non-degree Student Admission Guidelines and Application

Berea College has a strong commitment to the undergraduate education of approximately 1,600 degree seekers each year. While the College's resources are primarily intended to support degree completion, there are limited opportunities to make educational services available to members of the surrounding community. The enrollment of non-degree students is offered on a space-available-basis.

Non-degree students are those who are taking courses for personal enrichment or for limited educational gain and who are not pursuing a degree from Berea College or any other institution (those students are classified as "transient," and a separate application is required). The course load of non-degree students may not exceed 2.25 credits per regular term and 1 credit per summer term without permission of Enrollment Policies Committee. Non-degree students may not enroll in an internship, independent study or team-initiated study. Applied music lessons are not available to non-degree students but can be pursued privately with instructors. Degree seeking students are given registration priority. While there is no limit to the total number of courses taken, no more than six (6) course credits earned as a non-degree student may be applied toward a Berea College degree (exception: all credit-bearing courses taken as an employee or high school student may count toward a degree).

Non-degree students are not subject to the same financial restrictions for admission that apply to degree-seeking students. However, such restrictions are applied if the student decides to seek admission as a degree candidate.

Berea College graduates or former degree seeking students who did not complete a degree are eligible to enroll as non-degree students. Credit earned as a non-degree student in these circumstances may not count toward a degree at Berea College.

All eligible courses taken at Berea College will appear on a permanent Berea College transcript. Final grades will be recorded for non-degree students who withdraw after the last day to withdraw from a course. All non-degree students (with the exception of those who audit courses) will have the option of using a College laptop computer in conjunction with their courses during the term of enrollment. Non-degree students may elect not to use their laptop but such a choice will not result in a reduction of the registration fee. To remain eligible for the Non-degree Program, a student must earn a C or higher in all courses.

Application for non-degree status must be renewed each term prior to the deadlines posted in this document and all student account balances must be paid in full prior to enrollment in subsequent terms.

Community Members

To be eligible to attend Berea as a domestic or international non-degree student an individual must, at the time of application, reside in Madison, Garrard, Jackson, or Rockcastle counties and be 18 years of age or older.

Berea Community High School and Madison Southern High School Students

A junior or senior enrolled at Berea Community High School (BCHS) or Madison Southern High School (MSHS) may take up to 2.25 credits each major term upon recommendation of the school's guidance counselor.

To apply for admission to Berea College as a high school non-degree student, the following steps should be taken:

1. Submit an application to the high school guidance counselor.
2. The counselor checks that there are no appropriate courses in that discipline at the high school for which the student might register. The counselor confirms that the student is of junior or senior status, does not have a record of behavioral problems and has a minimum cumulative GPA of 3.0. Sophomores may be admitted to this program in exceptional situations, on a case-by-case basis, with the approval of the Registrar.
3. The counselor signs the application, providing a recommendation, and submits it to the Registrar's Office. The student will be contacted and provided with further instructions as needed.

BCHS and MSHS students may be eligible to receive both high school and college credit for the classes taken at Berea College. They are not eligible to enroll in core courses (GSTR 110, 210, 310, 332, or 410). BCHS and MSHS students are not expected to participate in the Labor Program.

Fee Waiver: Those students who qualify for participation in the Free or Reduced Lunch program will have the registration fee waived.

Employees/Retirees

The following individuals may pursue coursework through the non-degree student program: Berea College retirees, regular, full-time and part-time employees (one course per term, with the permission of the supervisor and the Director of Human Resources), and Eastern Kentucky University employees (a separate application is required). Employees may register before other non-degree students.

As noted previously, all credit-bearing courses taken as an employee may count toward a Berea College degree.

All Non-degree Students must read and complete the following.

Application Deadlines		
Note: Late Applications are not accepted.		
Fall Term	August 1	
Spring Term	December 1	
Summer Term	April 1	
Fees (All Fees Are Non-Refundable)		
Fee	Description	Amount
Registration Fee	Supports the cost of enrollment for a non-degree student. This fee is waived for Berea College regular, full and part time employees, their dependents, retirees, ECU employees, and BCBS and MSHS students who qualify for the Free or Reduced Lunch Program.	\$100 for Fall or Spring Term \$50 for Summer Term
Course Fees	Some courses have fees to support additional costs for materials or classroom experiences.	Will vary; consult the College Catalog or Schedule of Classes
Student ID	All students must have a valid ID. IDs may be purchased in the Public Safety Office, 101 Woods-Penniman Building	First one free, \$10 for replacement
Parking Decal	Decals may be purchased in the Public Safety Office, 101 Woods-Penniman Building.	\$25

All prospective students interested in non-degree status should complete the following portion of the application, then should complete the appropriate lower portion (BCBS or MSHS student, Community Member or Employee/Retiree). Return this application to the Registrar’s Office, CPO Box 2168, Berea, KY 40404 or the Registrar’s Office, First Floor, Lincoln Hall (high school students should submit their applications directly to their guidance counselors).

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

Full Name _____ SSN _____

Mailing Address _____

Mailing City _____ State _____ Zip _____

Phone _____ Email address _____

Race/Ethnicity: in compliance with federal reporting requirements, Berea College must identify the ethnic background of all applicants for admission. Are you of either Hispanic and/or Latino descent?

- No, not Hispanic/Latino Yes, Hispanic/Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).

The above question is about ethnicity, not race. No matter which answer you gave above, please continue to answer the following by marking one or more boxes to indicate what you consider your race to be. What is your race? (You may choose one or more.)

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South American (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Birth Sex: M F Date of Birth: _____ U.S. Citizen? Yes No

Applying for: Term _____ Year _____

In which Berea College course(s) would you like to enroll? Please note that this is simply an indication of interest. You must be accepted to be enrolled. All non-degree students are registered for classes the day before the semester begins. Consult the [Schedule of Classes](#) for course-related information.

First Choice CRN	Subject	Course Number	Course Title
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Second Choice CRN	Subject	Course Number	Course Title
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I have read and I understand the guidelines for admission to Berea College as a non-degree student

Signature _____ Date _____

- Employee
 Berea College Retiree
 Berea Community High School or Madison Southern High School Student
 Community Member Students

Berea Community High School or Madison Southern High School Students must complete the following.

Currently enrolled at: BCHS MSHS GPA: _____ Classification: Junior Senior

Have you ever been enrolled at Berea College as a non-degree student? Yes No

Are you a Berea College employee dependent? Yes No

Name of parent or guardian: _____

Student Signature

Date

For Counselor Use Only

Is student eligible for free or reduced lunch? Yes No

Approved: _____

High School Guidance Counselor

Date

Approved: _____

Assistant Registrar at Berea College

Date

Community Students must complete the following.

County of Residence: Madison Garrard Jackson Rockcastle

Are you a Berea College employee dependent? Yes No

Name of parent or guardian: _____

Have you ever been enrolled at Berea College? Yes No

If "yes", what was your status? Degree candidate Non-degree student

Student Signature

Date

Employees or Retirees must complete the following.

Have you ever been enrolled at Berea College? Yes No

If "yes", what was your status? Degree candidate Non-degree student

Please check one of the following and secure the approvals needed..

Berea College retiree Dates of regular, full-time employment at Berea College: _____

Regular, full-time employee of Berea College Part-time employee of Berea College

Department: _____

Regular, full-time employee of Eastern Kentucky University

Approved: _____

Supervisor's signature

Date

Approved: _____

Vice President of Human Resources

Date

Employee/Retiree Signature

Date