



Office of the Registrar
 Administration Building, Room 118
 263 Alden Street, Springfield, MA 01109
 Tel: 413-748-3530 Email: registrar@springfield.edu

UNDG Non-Matriculated Registration Request Form

Individuals interested in taking non-matriculated coursework at the undergraduate level must submit this completed form and either an official transcript showing high school completion/equivalent (GED, HiSET, TASC, etc.) or a college transcript from their most recently attended institution for consideration. The transcript(s) must also reflect completion of any prerequisite coursework, when applicable. Current and upcoming courses offerings can be reviewed using the Search Courses link at the bottom of the Registrar's Office page on the Springfield College external website (<https://springfield.edu/registrar>).

Applicant Information		
Last Name:	First Name:	Middle Initial:
Address (Street Address, City, State, Zip):		
Phone Number:	Email Address:	
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	*Social Security #: - -	Date of Birth:
Military Status: Active Military <input type="checkbox"/> Veteran <input type="checkbox"/> Neither <input type="checkbox"/>	Discharge Date:	
Are you a Citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>	<small>*An accurate Social Security Number is required for the purpose of reporting per section 6050S of the Internal Revenue Code as enacted by the Taxpayer Relief Act of 1997.</small>	
Previous Education		
High School Credential Earned: HS Diploma <input type="checkbox"/> GED <input type="checkbox"/> HiSET <input type="checkbox"/> TASC <input type="checkbox"/> None <input type="checkbox"/>		
High School/Equivalent Name:		
High School/Equivalent Address (Street Address, City, State, Zip):		
Dates of Attendance: to	Date Credential Earned:	
Other Colleges/Universities Attended (List Any/All):		
Registration Request Details		
Do you intend to later matriculate at Springfield College? Yes <input type="checkbox"/> No <input type="checkbox"/> Possibly <input type="checkbox"/>		
Semester of Enrollment Request:		
SC Course Request 1 (Prefix, Course/Section Number & Title):		
SC Course Request 2 (Prefix, Course/Section Number & Title):		
Disclaimer and Signature		
My signature below testifies that all information provided above is correct and that I understand falsification of any information on this form may make me ineligible for registration, admission, or subject to later separation if enrollment is affected. I also understand that I am subject to all the regulations of the College as a non-matriculated student. Furthermore, I have reviewed the Undergraduate Non-Matriculated Registration Guide and understand that this form and all supporting credentials will be used for registration and advising purposes while disclosure of any information for other official purposes will be at the discretion of the Registrar and/or Director of Academic Advising and that I am not eligible for federal financial aid under this status.		
Applicant Signature:	Date:	

COMPLETED FORMS SHOULD BE SUBMITTED TO REGISTRAR'S OFFICE
A decision notice will be provided via email once the request has been reviewed.