



**Weill Cornell Medicine**

**Graduate School of  
Medical Sciences**

A partnership with the Sloan Kettering Institute

## **Enrollment for Non-Degree Seeking Students**

### **Application Process**

Individuals who wish to enroll as non-degree students in WCGS PhD courses are required to follow the process outlined below.

- 1) Retrieve the Non-Degree Seeking Student Application from [studentservices.weill.cornell.edu](http://studentservices.weill.cornell.edu).
- 2) Contact the professor of the course to inquire about availability (documentation of completed pre-requisite coursework may be needed)
- 3) If the professor approves of enrollment, complete the Non-Degree Seeking Student Application and collect the appropriate signatures.
- 4) Return the application to the Office of the Registrar for processing and enrollment. You will receive an email notification (to the email listed on the application) once enrolled and will be expected to attend all course sessions. *This notification will also outline the process for obtaining a WC ID badge. If you do not obtain your badge you will not be allowed to enter campus buildings.*
- 5) Within five business days, you will be enrolled and a tuition bill will be sent to you. Tuition payment deadlines will be indicated on the bill.

### **Tuition Charges**

Non-degree seeking students are required to pay tuition. Tuition charges are assessed per course at a rate of \$5,000.00/semester course or \$2,500.00/quarter course. Once a student is registered for a course, the Office of Student Accounts will send a bill to the address listed on the student's application. Payment must be made by the deadline noted on the bill or the student will be disenrolled from the course.

### *Weill Cornell Employees*

Weill Cornell staff are eligible to use their tuition benefit to cover the cost of enrolling in WCGS courses. To utilize the benefit, contact your HR benefits representative to complete the necessary documentation. The tuition benefit will cover tuition for one semester course (or two quarter courses). Staff are eligible to enroll in a maximum of three semester-long (6 quarter) courses. All staff should contact the benefits office for further details regarding tuition reimbursement.

### *Postdoctoral Fellows/Associates*

Postdocs should follow the application process outlined above. Weill Cornell and Memorial Sloan Kettering postdocs who are funded by a grant or fellowship that provides tuition support (via a non-reallocateable budget item for tuition) will be charged tuition. Postdocs who are not supported through a mechanism that provides such tuition support may petition WCGS for a tuition-fee waiver. To initiate this process, email [gsms@med.cornell.edu](mailto:gsms@med.cornell.edu).

### *Visiting Graduate Students*

Visiting graduate students are not considered full-time WCGS students. Visiting graduate students may be charged tuition for courses in which they enroll and should follow the steps outlined in the application process. Visiting students falling under tuition-reciprocity arrangements with other institutions will not be charged tuition. It is suggested that visiting students discuss any plans for enrollment with their PI.

### **Maximum Enrollment**

Non-degree seeking students are limited to a maximum of three semester-long (or six quarter) courses. Courses completed as a non-degree seeking student may transfer into a WCGS full-time doctoral program course of study. Upon acceptance to a full-time WCGS doctoral program, the student should petition the program director to request the coursework be transferred. There is no guarantee coursework will be transferred.

### **Auditing Courses**

Auditing a course means a student regularly attends class sessions but might not participate in all aspects of the course. Students who wish to audit a course will be charged tuition (per course rate of \$5,000.00/semester course or \$2,500.00/quarter course) and will be assigned an AU (audit) grade. Auditing a course must be approved by the course director. Some courses impose restrictions or prerequisites, or not allow auditing, as determined by the course director.



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## Application for Non-Degree Student

Name: \_\_\_\_\_  
Last First Middle

Previous/Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender (Optional): \_\_\_\_\_

Citizenship:  U.S. Citizen  
 Non-U.S. Citizen Country of Citizenship: \_\_\_\_\_  
 Non-U.S. Citizen on Permanent Status  
Perm Resident # \_\_\_\_\_ Date Issued: \_\_\_\_\_

Ethnicity (Optional):  Hispanic/Latino  Non-Hispanic/Latino

Race (Optional):  American Indian/Alaskan Native  Asian  Black/African American

Native Hawaiian/Pacific Islander  White

### CONTACT INFORMATION

Permanent Address: \_\_\_\_\_  
Street and Number City State Zip

Telephone Number: \_\_\_\_\_ Email Address (Weill Cornell Email Preferred): \_\_\_\_\_

CWID (if known): \_\_\_\_\_

In case of emergency, indicate the person you request the school to contact.

Name: \_\_\_\_\_  
Last First Relationship Telephone Number

Is their mailing address the same as yours?  Yes  No

Address: \_\_\_\_\_  
Street and Number City State Zip

