

## Nondegree-seeking Application Process

Scenario: applicant wishes to take graduate level course/courses at TTU in order to enhance their skills. Applicant is not seeking a graduate degree.

1. Applicant meets with department and discusses desired course. When approval on course selection is received, student begins application process.
2. Student applies at the Graduate Studies application page (see below).
  - a. Student to select “Graduate Nondegree Application”
3. Student begins the application process by entering student information and demographics.

The screenshot shows the Tennessee Tech website's Graduate Studies application page. The browser's address bar displays the URL <https://www.tntech.edu/graduatestudies/how-apply.php>. The page features a navigation menu on the left with items such as 'Welcome from the Dean', 'Graduate Admissions', 'Graduate Degree Programs', 'Online Programs', 'On-Line Forms', 'Graduate Catalog', 'Graduate Studies Fast Track', 'Tuition', 'Graduate Assistantships', 'Diversity Fellowship', 'Resources & Information', 'Tech Graduate Blog', 'Graduate Studies Executive Committee (GSEC)', 'Frequently Asked Questions', and 'Meet Our Staff'. The main content area is titled 'Below we have provided you with links to the online application. Your application is just a click away!' and lists three categories of applicants: 'Graduate Domestic Applicants' (U.S. Citizens and Permanent Residents), 'Graduate International Applicants', and 'Graduate Nondegree Applicants \*\*NEW\*\*'. The 'Graduate Nondegree Applicants' section is highlighted with a blue arrow pointing to it from the right. The page also includes a 'Donate' button, an 'Apply' button, and a 'Visit' button in the top right corner.

4. Student selects ‘Planned Program of Study’ section and inputs the following (see screen shot below for details):
  - a. Apply for entry as ‘GRADUATE NONDEGREE’
  - b. Degree level for which student applying is ‘GRADUATE’

- c. Select intended program: 'NONDEGREE + COLLEGE' (the college should match the type of course you are taking, for instance an applicant wanting to take an MBA course would select 'NONDEGREE-BUSINESS'). (See Arrow below.)
- d. Select how you heard about the program.
- e. Enter the course or courses that you wish to take (THIS MUST BE COMPLETE) (See Arrow below.)

Spring 2022 Graduate Nondegree Application

Previous Save Finish Later Cancel - WILL NOT save Next

Welcome Student Information Demographic Information Emergency Contact Information Planned Program of Study

Previous College Information Military Services Electronic Signature Requirements

\* = Required Field

**Student Plans**

\* I am applying for entry as a:  
Graduate Nondegree

\* Degree Level for which you are applying:  
Graduate

\* Please select your intended program/major:  
Nondegree (Engineering)

How did you hear about our program?  
US News and World Rep  
Undergraduate Inquiry  
University Administrator  
University Website  
Yield Event

**Nondegree Applicants**

\* Please indicate the course(s) you wish to take:  
MBA 6990

Previous Save Finish Later Cancel - WILL NOT save Next

If you cannot complete any section of this application, please click the Finish Later option, gather your necessary materials needed to complete the application, then log back in using your self-service portal credentials to finish this application! Once submitted, you will not be able to edit this application.

Student will complete the application and when all sections are completed, the student will SUBMIT the application.

After submission, student will return to the application portal to submit via UPLOAD:

1. Required bachelor's degree TRANSCRIPTS.
2. Proof of citizenship/state residency. A copy of the Tennessee driver's license is suitable.

**What happens next?**

COGS personnel will verify the submitted application to determine which courses the student wishes to take and if the transcripts are attached. If the application is complete, COGS will mark it READY FOR REVIEW.

COGS will submit the application in AppReview as a "Regular Bundle". The application will be sent to the department in which the identified course/courses is being offered. The department reviewing committee or representative will notice NONDEGREE as the student major under the APPLICATIONS heading (see AppReview screen shot below).

▼ Contact Information

First Name: ██████████  
Last Name: Hampton  
Email: ██████████@gmail.com  
Mobile: ██████████  
Middle Name: ████  
Academic Level: ██████████  
Contact State: ██████████  
Contact City: ██████████  
Contact Postal Code: 37207  
Contact State Picklist: Tennessee  
Mailing/Permanent Address Same: No  
Mailing Address: ██████████ Rd  
Mailing Address Zip Code: 87505-3343  
Mailing State: ██████████  
Mailing City: ██████████  
Source (Contacts): Career Fair/Info Session

▼ Applications

Application Review Status: Under Review  
Application Academic Level: Master's  
CI Flight Path: No  
Graduate Majors: Non degree (Engineering) ←  
Iteration Name (Applications): Graduate Domestic Fall 2021

Department determines decision and submits via AppReview

COGS will notify the student of the decision.