

Saunders College of Business Non-Degree Enrollment Request Form

The Saunders College of Business is committed to supporting the continued professional development of our community. In order to support the success of potential students in our undergraduate and graduate classes we have specific guidelines for approval to enroll in our credit bearing classes.

Eligibility Requirements:

- 1) Minimum cumulative GPA of 3.0 from all colleges attended;
- 2) Unofficial transcripts of **all** undergraduate and graduate coursework;
- 3) Professional Resume;
- 4) Additional document needs for Graduate and Undergraduate non-degree application requests:
 - For **graduate and undergraduate students** completing a program from another institution, please include a letter of approval from your home institution advisor to take a class at Saunders toward your current program.
 - For **undergraduate students** requesting a course at Saunders that has pre-requisite requirements, please complete these requirements before submitting your application.
 - For **graduate students**, plan to attend our mandatory Saunders Graduate Orientation.

For our **graduate program**, there are specific approved courses for non-degree student enrollment:

- ACCT 603- Accounting for Decision Makers
- ACCT 645- Accounting Information Systems
- INTB 710- Global Business Opportunities and Threats
- MGIS 650- Introduction to Data Analytics and Business Intelligence
- MGIS 735- Design and Information Systems
- MGMT 735- Management of Innovation in Products and Services
- MGMT 740- Organizational Behavior and Leadership
- MGMT 775- Corporate Social Responsibility and Business Ethics
- MKTG 761- Marketing Concepts and Commercialization

Non-Degree Enrollment Request Process Steps:

Step 1: Student completes the statement of interest below and signs and scans this document;

Step 2: Student completes the “**Non-Degree Enrollment Form**” from the Registrar’s Forms website:

https://www.rit.edu/academicaffairs/registrar/sites/rit.edu/academicaffairs/registrar/files/non-degree_enrollment_form_41117.pdf. Use **Tiger Center** for your class search:

<https://tigercenter.rit.edu/tigerCenterSearch/#/search>;

Step 3: Student scans and emails both documents to gradbus@saunders.rit.edu, **Subject Line:** “Non-Degree Enrollment Request Form: Attn: J. Lenhardt” **at least two weeks prior** to the start of classes;

Step 4: The Student Services Liaison will work to review and approve the request. The representative will email the student if there are questions about enrollment.

***Please note** that priority will be given to current Saunders students. Enrollment in courses will occur the week before classes begin. Forms will be date stamped and reviewed in the order they are received.*

I understand that by completing this form, if I am enrolled I am liable for tuition and fees associated with my enrollment. I have reviewed RIT’s refund schedule. <https://www.rit.edu/fa/sfs/refund>

Student Name:	Signature:	Date:
Statement of Interest:		