



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.
- 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.

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.