

Attachment A: Procedures

Memorandum of Understanding Between The University at Albany, SUNY and SUNY Polytechnic Institute

For UALBANY Students to Attend SUNY Poly

In order to predict the correct number of student registrations, faculty advisors for SUNY Poly and UAlbany will annually project the number of students, courses and course enrollments and share those projections with the Provost's Office at each institution.

A. Undergraduate UAlbany Students Attending SUNY Poly:

1. Admit qualified UAlbany students as non-matriculated visiting students through the SUNY Poly Registrar's Office.
 - a. Contact is nondegree@sunypoly.edu
 - b. Students complete [non-degree application](https://sunypoly.edu/non-degree/application)
<https://sunypoly.edu/non-degree/application-registration>
 - c. Students are coded at SUNY Poly with a Student Attribute UA, UAlbany MOU Nonmatric Student. This will ensure that:
 - i. Students are accurately tracked and registrations accounted for at SUNY Poly.
 - ii. Students are excluded from SUNY Poly billing and UAlbany is billed directly.
 - iii. All financial aid awards are packaged and processed by UAlbany's Office of Financial Aid. Cumulative enrollment must be reported by Poly to NSC/NSLDS.
 - iv. Students are excluded from SUNY Poly Enrollment and Degree reporting.
 - d. General Studies and Summer Sessions issues override to students
 - e. Students can begin registering at the beginning of Advance Registration period – dates will be listed on the SUNY Poly Academic Calendar.
 - f. Upon completion of SUNY Poly classes, UAlbany students request official transcripts [here](https://sunypoly.edu/student-life/student-resources/registrar/transcript-request.html). <https://sunypoly.edu/student-life/student-resources/registrar/transcript-request.html>

B. Graduate UAlbany Students Attending SUNY Poly:

2. Admit qualified UAlbany graduate students as non-matriculated visiting students at through the Registrar's Office.
 - a. Contact is nondegree@sunypoly.edu
 - b. Students complete [non-degree application](https://sunypoly.edu/non-degree/application)
<https://sunypoly.edu/non-degree/application-registration.html>

- c. Students are coded at SUNY Poly with a Student Attribute UA, UAlbany MOU Nonmatric Student. This will ensure that:
 - i. Students are accurately tracked and registrations accounted for at SUNY Poly.
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UAlbany will forward a list of participating students to SUNY Poly Student Accounts prior to the first billing of the terms (July 20th for fall terms; Dec. 20th for spring/winter terms; May 20th for summer terms).