

# Excelsior College Enrollment Form

## Information and Instructions

### **Congratulations on choosing to continue your education with Excelsior College.**

In order to become a matriculated Excelsior College student, you must complete this Enrollment Form. You should have already completed the Undergraduate Application for Admission and received your preliminary review from the College indicating how your prior credits may apply toward your chosen degree along with an estimate of any additional credit still necessary to complete requirements. If you have not submitted an Undergraduate Application for Admission, please contact the Admissions Office toll free at 888-647-2388 (ext. 27) BEFORE completing this Enrollment Form.

Be sure to carefully read and completely fill out each section of this form. Questions regarding completion of this form may be directed to the Office of Registration and Records toll free at 888-647-2388 (ext. 141).

### **Verification of Student Identity**

Excelsior College verifies student identity at the time of enrollment. To complete this process online, please log into your secure MyExcelsior page at [www.excelsior.edu/MyExcelsior](http://www.excelsior.edu/MyExcelsior) and click on the My Details tab to complete the verification requirement or complete and submit the *notarized* identity verification form included on page 9 of this enrollment form to the Office of Registration and Records, 7 Columbia Circle, Albany, NY 12203.

### **School of Nursing Candidates**

Undergraduate nursing and RN to MS candidates **must** be admitted to the School of Nursing before completing this Enrollment Form and **must** hold current licensure and/or certification at the time of enrollment. If you have not submitted an Undergraduate Application for Admission, please contact the Admissions Office toll free at 888-647-2388 (ext. 27) BEFORE completing this Enrollment Form. Associate degree nursing students, please note that some state boards of nursing have additional requirements for licensure. Be sure to visit [www.excelsior.edu/stateboards](http://www.excelsior.edu/stateboards).

### **Enroll using the “Pay Your Way” payment plan administered by Nelnet Business Solutions**

This payment plan offers a minimum of two to a maximum of six monthly payments. If you choose the payment plan, you must include the first payment with this Enrollment Form and complete the Nelnet Business Solutions Automatic Payment Agreement Form (on the back of the payment plan brochure) to authorize future payments. Both forms must be signed and mailed to Excelsior College in the enclosed preaddressed envelope.

### **Important Student Resources Available Online**

The Student Policies Web page is a resource for understanding the general academic and administrative policies that are important to academic success. The policies cover a wide range of information, including important federal policies such as your right to privacy, policies governing student conduct, grading policies, and other helpful information. Access the policies directly at [www.excelsior.edu/student-policies](http://www.excelsior.edu/student-policies). **Policies and procedures that only apply to a specific degree program are described in the appropriate school catalog.**

You can access most of our student resources, including school catalogs, the student policies, the Using Exams to Complete Your Excelsior College Degree guide, and other information, including fees, payment options and plans, and financial aid information, at our website. Visit [www.excelsior.edu/publications](http://www.excelsior.edu/publications) to access our most frequently downloaded publications. Enroll online at [www.excelsior.edu/enroll](http://www.excelsior.edu/enroll).

**We look forward to working with you.**



7 Columbia Circle • Albany, New York 12203-5159  
518-464-8500 • Toll Free: 888-647-2388 • TDD 518-464-8501  
[www.excelsior.edu](http://www.excelsior.edu)

*Excelsior College reserves the right to verify all transcripts/documents received to ensure authenticity.  
Submission of fraudulent documents will result in academic dismissal from the College.*

Carefully tear this page along the perforation and keep for reference.

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## Program Information

Enter an "X" in the box next to the program in which you are enrolling. **Select only one program.**

### NURSING

(You must be admitted to the School of Nursing prior to enrolling.)

- AAN** Associate in Applied Science in nursing
- ASN** Associate in Science in nursing
- BRN** BS Completion Program for RNs
- MRN** RN to MS in nursing (with specialization) see #1 below

### BUSINESS

- AAB** Associate in Applied Science in Administrative/Management Studies
- ASB** Associate in Science (Business)
- BPB** Bachelor of Professional Studies in Business and Management
- BSB** Bachelor of Science in Business (with concentration) see #2 below
- MSB** Bachelor of Science in Business/Master of Business Administration (with concentration) see #2 below

### HEALTH SCIENCES

- BHC** Bachelor of Science in Health Care Management
- BHS** Bachelor of Science in Health Sciences (with area of emphasis) see #3 below
- MHA** Bachelor of Science in Health Care Management/Master of Business Administration

### LIBERAL ARTS

- AS** Associate in Science
- AS-** Associate in Science (with concentration in Human Services) HUMSVC
- AA** Associate in Arts

**Bachelor of Science** in (select one of the following degrees):

- BSL** Liberal Arts
- HIST** History
- NATSC** Natural Science
- NATSC** Natural Science (with concentration) see #4 on page 3
- PSYCH** Psychology
- SOCSC** Social Science
- SOCSC** Social Science (with concentration) see #4 on page 3

**Bachelor of Arts** in (select one of the following degrees):

- BAL** Liberal Arts
- HIST** History
- HUM** Humanities
- HUM** Humanities (with concentration) see #4 on page 3
- PSYCH** Psychology

### PUBLIC SERVICE

**Bachelor of Science** in (select one of the following degrees):

- CJ** Criminal Justice (you must choose a concentration) see #5 on page 3
- MST** Military Studies

### TECHNOLOGY

- AAT** Associate in Applied Science in Technical Studies (with area of focus) see #6 on page 3
- AST** Associate in Science in Technology (with area of focus) see #6 on page 3
- BCO** Bachelor of Science in Cyber Operations
- BEL** Bachelor of Science in Electrical Engineering Technology (with concentration) see #7 on page 3
- BIX** Bachelor of Science in Information Technology (with concentration) see #8 on page 3
- BNX** Bachelor of Science in Nuclear Engineering Technology
- BPT** Bachelor of Professional Studies in Technology Management (with area of focus) see #9 on page 3
- BST** Bachelor of Science in Technology (with area of focus) see #6 on page 3
- MBI** Bachelor of Science in Information Technology/Master of Business Administration see #8 on page 3
- MIC** Bachelor of Science in Information Technology/Master of Science in Cybersecurity see #8 on page 3
- MNT** Bachelor of Science in Nuclear Engineering Technology/Master of Business Administration
- MNT** Bachelor of Science in Nuclear Engineering Technology/Master of Business Administration (with concentration) see #10 on page 3

## Additional Program Information (if required, see above)

1. If you selected a program code of **MRN**, you must select one of the following specializations. Enter the specialization code in the box provided. (Respond only if enrolling in MRN.)

- |                                |                              |   |
|--------------------------------|------------------------------|---|
| <b>INF</b> Nursing Informatics | <b>NED</b> Nursing Education | <b>NLA</b> Nursing Leadership and Administration of Health Care Systems |
|--------------------------------|------------------------------|---|

2. If you selected a code of **BSB** or **MSB**, you must select one of the following concentration areas. Enter the concentration code in the box provided. (Respond only if enrolling in BSB or MSB.)

- |                                 |  |   |
|---------------------------------|--|---|
| <b>ACCTG</b> General Accounting | <b>GLOBL</b> Global Business             | <b>MIS</b> Management Information Systems |
| <b>FIN</b> Finance              | <b>MARK</b> Marketing                    | <b>OPMNG</b> Operations Management        |
| <b>GENBU</b> General Business   | <b>MHR</b> Management of Human Resources |   |

3. If you selected a code of **BHS**, you must select at least one of the following areas of emphasis. Enter the area of emphasis code in the box provided. (Respond only if enrolling in BHS.)

- |                        |                                |                          |
|------------------------|--------------------------------|--------------------------|
| <b>EOL</b> End of Life | <b>HAW</b> Health and Wellness | <b>MGT</b> Management    |
| <b>GER</b> Gerontology | <b>HED</b> Health Education    | <b>PBH</b> Public Health |

**Additional Program Information (if required, continued from page 2)**

**4.** If you selected a **BA in Humanities** with a concentration or a **BS in Natural Science or Social Science** with a concentration in the School of Liberal Arts, you must select one concentration (See below).

- HUM** Humanities: **you must select a concentration**  
(check one)
- 1) *Communication*
  - 2) *Cultural Studies*
  - 3) *Fine Arts*
  - 4) *Literature*

- SOCSC** Social Science: **you must select a concentration**  
(check one)
- 1) *Environmental Studies*
  - 2) *Human Services*
  - 3) *International Relations*

- NATSC** Natural Science: **you must select a concentration**  
(check one)
- 1) *Biology*

**5.** If you selected a **BS in Criminal Justice** in the School of Public Service, you must select at least one concentration (See below).

- CJ** Criminal Justice: **you must select a concentration**  
(check one)
- 1) *Administration of Criminal Justice*
  - 2) *Homeland Security*
  - 3) *Investigative Forensics*
  - 4) *Law Enforcement and Public Safety*

**6.** If you selected a program code of **AAT, AST, or BST**, select one of the following areas of focus. Enter the technology area of focus code in the box provided. Military students should select the area of focus which corresponds to your MOS/Rating.  
(Respond only if enrolling in AAT, AST, or BST.)

- |   |  |                                       |
|---|--|---------------------------------------|
| <b>COMPT</b> Computer Technologies          | <b>ELINT</b> Electronic/Instrumentation Technologies | <b>POWRT</b> Power Plant Technologies |
| <b>ELECT</b> Electromechanical Technologies | <b>NUCLT</b> Nuclear Technologies                    |                                       |

**7.** If you selected a program code of **BEL**, select one of the following concentration areas. Enter the concentration code in the box provided. (Respond only if enrolling in BEL.)

- |                         |                            |                            |
|-------------------------|----------------------------|----------------------------|
| <b>ELEC</b> Electronics | <b>NANO</b> Nanotechnology | <b>POWER</b> Power Systems |
|-------------------------|----------------------------|----------------------------|

**8.** If you selected a program code of **BIX, MBI, or MIC**, select one of the following concentration areas. Enter the concentration code in the box provided. (Respond only if enrolling in BIX.)

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>CYS</b> Cybersecurity Technology | <b>INF</b> Information Security |
| <b>GEN</b> General                  | <b>NET</b> Network Management   |

**9.** If you selected a program code of **BPT**, select one of the following areas of focus. Enter the area of focus code in the box provided. (Respond only if enrolling in BPT.)

- |                                    |                                       |
|------------------------------------|---------------------------------------|
| <b>ELECT</b> Electrical Technology | <b>NUC</b> Nuclear Technology         |
| <b>IT</b> Information Technology   | <b>RE</b> Renewable Energy Technology |

**10.** If you selected a code of **MNT with concentration**, select one of the following concentrations and enter its code in the box provided.

- |   |                                      |                                    |
|---|--------------------------------------|------------------------------------|
| <b>CYS</b> Cybersecurity Management     | <b>HR</b> Human Resources Management | <b>SMM</b> Social Media Management |
| <b>HCM</b> Health Care Management       | <b>IS</b> Information Security       | <b>TM</b> Technology Management    |
| <b>HPT</b> Human Performance Technology | <b>LDR</b> Leadership                |                                    |

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

### Electronic Delivery of Academic Evaluations

Whenever the College evaluates the credits you have earned, you will receive your My Academic Plan, the document that explains how credits earned will apply toward your academic program and which credits you still need to earn. We will notify you via email each time your academic plan is updated, and you can view this document at the Excelsior College website conveniently and without delay. Please make certain that you complete your email address on page 1 of this Enrollment Form.

If you do not wish to receive electronic delivery of your academic evaluations, check this box to receive these documents in printed form.

### Signature and Date (signature and date required)

I certify that the above statements are true and correct. I understand that false information or documents may result in dismissal from the College; and that it is my responsibility to submit a complete enrollment package. I agree that if accepted for enrollment in the College, I will comply with and be bound by all requirements and policies of the College, as set forth in this enrollment form, the student policies Web page, and the catalog pertaining to the program in which I am seeking to enroll. I have also read and understand the enrollment fee refund policy included in the *Undergraduate Tuition and Fee Schedule* and have read and understand the requirements for the enrollment option I selected as listed on the Payment Options page of this form. I also understand that my matriculation date is set at the time my initial evaluation is completed. My signature below indicates I have read the Required State Disclosure Notifications presented on the Excelsior College website ([www.excelsior.edu/about/transparency](http://www.excelsior.edu/about/transparency)).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Employer Information

Are you currently employed? No  Yes, part-time  Yes, full-time

If employed, who is your employer? \_\_\_\_\_

If employed, what is your job title? \_\_\_\_\_

Number and Street Address of Employer \_\_\_\_\_ Apt. or Suite Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country (if not USA) \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Active Duty/Guard/Reserve Military Authorization**

As a student enrolling in Excelsior College, I agree to respond promptly to information requested by either my ESO/Education Counselor or Excelsior College regarding my studies, to notify my ESO/Education Counselor and Excelsior College of any change in name, address, or Social Security number, and to meet all of my financial obligations to Excelsior College. Since my ESO/Education Counselor will assist me in planning a course of study, I have authorized my ESO/Education Counselor to submit official documents on my behalf. I also authorize Excelsior College to release to my ESO/Education Counselor pertinent information regarding my status in Excelsior College, including copies of My Academic Plan and other information related to my studies and status in the program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Education Center Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Documents Submitted for Evaluation**

If you have additional college-level credits since submitting your undergraduate application and want them included in your initial evaluation, please list below. Official transcripts/documents are those that a college, testing, agency, or education office submits directly to Excelsior College, Office of Registration and Records, 7 Columbia Circle, Albany, NY, 12203-5159. **Note: The issuance date of the transcript must be within 3 weeks or less.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Demographic Information**

Please answer both questions (a) and (b) below.

(a) Are you Hispanic or Latino/Latina? Yes  No

(b) Please select the racial/ethnic group(s) you identify with regardless of your answer to the above question (you may select more than one):

- American Indian or Alaska Native  Black or African American  White
- Asian  Native Hawaiian or Other Pacific Islander

Please check the appropriate box(es) for any degree(s) you have already earned. Associate  Baccalaureate

Parental Education Level: Please mark the highest level of education received by your parents.

	Mother	Father
Did not finish high school	<input type="checkbox"/>	<input type="checkbox"/>
Graduated from high school	<input type="checkbox"/>	<input type="checkbox"/>
Attended some college but did not graduate	<input type="checkbox"/>	<input type="checkbox"/>
Completed an associate degree (AA, AS, AAS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a bachelor's degree (BA, BS, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a master's degree (MA, MS, MBA, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Completed a doctorate degree (PhD, JD, MD, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Do not know	<input type="checkbox"/>	<input type="checkbox"/>

Household Income: In which of the following ranges does your annual household income fall?

- Less than \$24,999  \$45,000 to \$54,999  \$85,000 to \$99,999
- \$25,000 to \$34,999  \$55,000 to \$69,999  \$100,000 to \$119,999
- \$35,000 to \$44,999  \$70,000 to \$84,999  Over \$120,000

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Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

## Payment Options

Refer to the enclosed fee schedule (also available on our website at [www.excelsior.edu/publications](http://www.excelsior.edu/publications)) for detailed information on our enrollment options and payment plans. If you have questions regarding current fees or enrollment options, contact our Admissions Office toll-free at 888-647-2388 (ext. 27). Questions regarding payment plans should be directed to the Bursar's Office (888-647-2388, ext. 1422).

**1. Indicate the enrollment option of your choice.** Payment can be made in full or through one of our convenient payment plans.

**Options available to all candidates for any Excelsior College degree:**

**Excelsior Course Option.** There is no enrollment fee for students who agree to complete a **minimum of 12 Excelsior College course credits (6 course credits for Associate in Applied Science in Technical Studies or Administrative/Management Studies)** during their term of enrollment.

**Payment in full is attached.**

**Pay Your Way Payment Plan.** Choose from a minimum of two to a maximum of six monthly payments.

Download, print, and complete your Enrollment Payment Plan Agreement Form by going to:

<http://www.excelsior.edu/undergraduate-nbs-application> (Login Required)

**Multi-Source Option.** Students pay the full enrollment fee. **Please note: Do not choose this option if you are enrolling in the BS Completion Program for RNs or the RN to MS in nursing (with specialization).**

**Payment in full is attached.**

**Pay Your Way Payment Plan.** Choose from a minimum of two to a maximum of six monthly payments.

Download, print, and complete your Enrollment Payment Plan Agreement Form by going to:

<http://www.excelsior.edu/undergraduate-nbs-application> (Login Required)

**2. Include appropriate payment.** Payment is made in full or by payment plan agreement. If using a payment plan, include the first payment as outlined in your selected plan. **Make your check or money order payable to Excelsior College** in U.S. dollars drawn on a U.S. bank, or complete the charge card authorization below. Do not send cash. This fee is nonrefundable. All fees are subject to change without notice.

**Credit Card Authorization:**

I authorize Excelsior College to charge \_\_\_\_\_ (or the current fee [refer to the enclosed fee schedule] at the time this form is received by Excelsior College) to my:

MasterCard     Visa     American Express     Discover

Credit Card Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Cardholder (print): \_\_\_\_\_

Signature: \_\_\_\_\_

**3. Complete the Identity Verification Form on page 9.**

**4. Mail or FAX your completed Enrollment Form and if applicable, payment in the enclosed preaddressed envelope to:**

Excelsior College  
Bursar's Office  
7 Columbia Circle  
Albany, NY 12203-5159

FAX: 518-464-8700

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# Identity Verification

## Instructions

Please complete all information on this form in the presence of a *Notary or Excelsior College employee*.  
Mail to the Office of Registration and Records, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.  
**\*PLEASE NOTE: WE WILL NOT ACCEPT THIS FORM VIA FAX OR EMAIL**

Name: \_\_\_\_\_ Last 4 digits of SSN: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
(First, Last)

Type of valid, government-issued, photo identification viewed by *Notary or Excelsior College employee*:

- Driver's License (or other state-issued photo ID)
- Passport
- Military DoD
- Other (valid, government-issued photo ID) \_\_\_\_\_

**NOTE: You are required to provide a copy of the ID viewed along with this notarized form.**

### Student (must sign)

I attest that I am the above named person.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Notary Identification Verification

State of \_\_\_\_\_ County of \_\_\_\_\_

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ personally appeared before me the signer and subject of the above form, who signed or attested to the same in my presence and presented the above valid form of identification as proof of his or her identity:

Notary Public: \_\_\_\_\_  
(Print Name)

My Commission Expires: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

### Excelsior College Staff Use Only

### Staff Identity Verification

I attest that I, \_\_\_\_\_, have viewed the above photo identification and verify the identity of \_\_\_\_\_ for the purposes of attending Excelsior College.

Excelsior College Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**[www.excelsior.edu](http://www.excelsior.edu)**

Excelsior College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in the educational programs and activities which it operates. Portions of this publication can be made available in a variety of formats upon request. Inquiries should be directed to the College's Affirmative Action Officer, Excelsior College, 7 Columbia Circle, Albany, NY 12203-5159.

Excelsior College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.