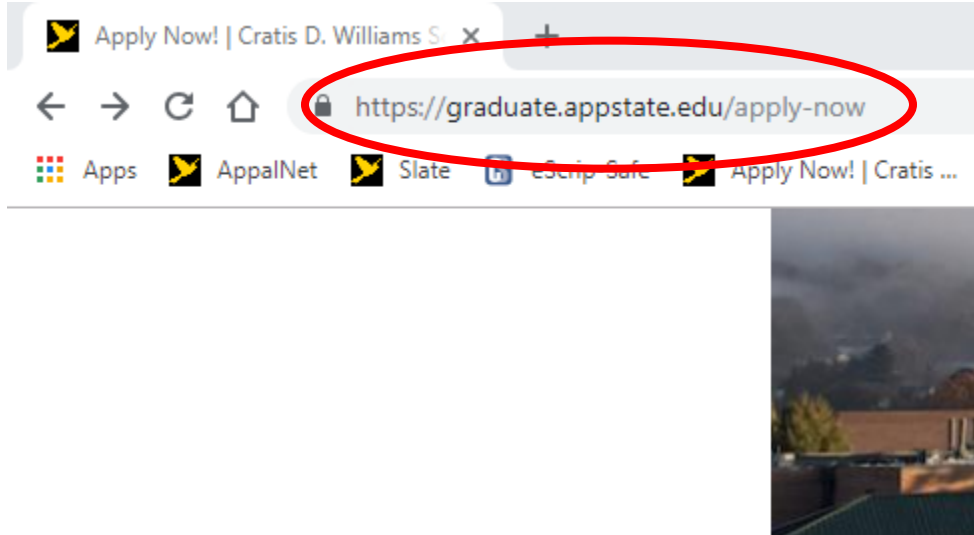


## Instructions for Adult Basic Skills Non-Degree Application

### Step 1:

Follow this link to access the application.



### Step 2:

Click 'Here'.

[Home](#) / [Apply Now!](#)

# Cratis D. Williams School of Graduate Studies

APPALACHIAN STATE UNIVERSITY

Are you interested in applying to one or more of our graduate degree or certificate programs? You've made the right choice in choosing to apply to Appalachian State University and we're excited to help you learn more about our graduate student community.

Applications are currently open for 2019:

Click [HERE](#) to create an account and start your application.

If you have a question about which applicant term to choose, call 828-262-2130 and ask to speak to a Graduate Admissions representative. We look forward to receiving your completed graduate application for admission!

### Step 3:

Click 'Create an account'.

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

### Step 4:

Enter your information. (Make sure to use an email you check regularly)

# Welcome!

## Register

To register for an account, please enter the information requested below.

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Birthdate	<input type="text"/> ▼ <input type="text"/> ▼ <input type="text"/> ▼

[Continue](#)

## Step 5:

*Check your email for the temporary PIN.*

## Login

A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email  switch

Account  Test

Temporary PIN

Birthdate

Login

## Step 6:

*Create your password.*

Welcome!

## Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.

New Password

New Password (again)

- ✘ At least one letter
- ✘ At least one capital letter
- ✘ At least one number
- ✘ Be at least 12 characters
- ✘ New passwords must match

Set Password

## Step 7:

Once you set your password and reach the 'Application Management' page, scroll down until you reach a section titled 'Your Applications'. Then, click 'Start New Application'.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

## Step 8:

Select '2019-2020' for the first drop-down box.

### Start New Application

Select an application type:

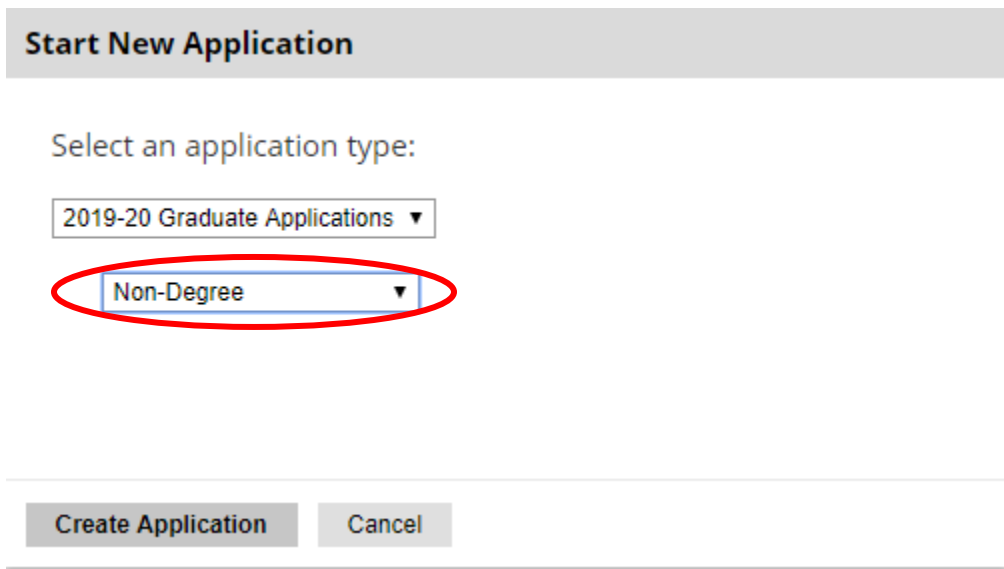
**2019-20 Graduate Applications** ▼

▼

**Create Application** **Cancel**

**Step 9:**

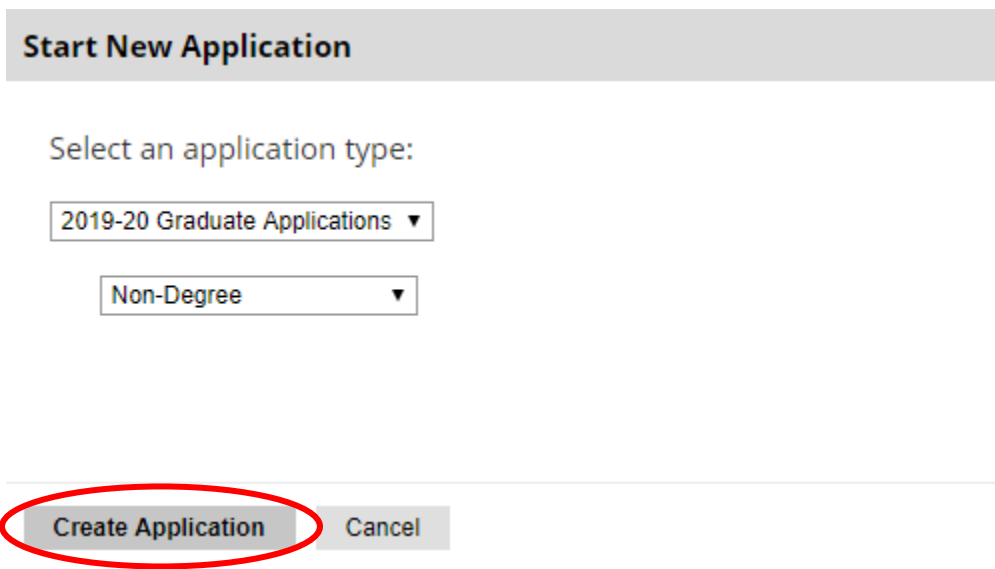
Select 'Non-Degree' for the second drop-down box.



The screenshot shows a form titled "Start New Application". Below the title, it says "Select an application type:". There are two dropdown menus. The first dropdown menu is set to "2019-20 Graduate Applications". The second dropdown menu is set to "Non-Degree", which is circled in red. At the bottom of the form, there are two buttons: "Create Application" and "Cancel".

**Step 10:**

Click 'Create Application'.



The screenshot shows the same "Start New Application" form. The dropdown menus are still set to "2019-20 Graduate Applications" and "Non-Degree". The "Create Application" button at the bottom is circled in red.

## Step 11:

Make sure 'Non-Degree' is selected, then click 'Open Application'.

### Application Details

Started 02/12/2019

Status In Progress

2019-20 Graduate Applications

Accelerated Admissions

Degrees and Certificates

Readmission

Non-Degree

Change of Program

**Open Application** Cancel

## Step 12:

Begin the application process. Make sure to fill in all relevant information.

[Home](#)

**Personal Background**

[Non-Degree Information](#)

[Residency](#)

[Military Status](#)

[Academic History](#)

[Supplemental Information](#)

[Activities](#)

[Community Standards](#)

[Signature](#)

[Review](#)

## Personal Background

### Name

Prefix

First (Given)

Middle

Last (Family)

Suffix

Preferred First

Other Last Names Used

### Addresses

**Permanent Address** [Delete](#)

Country

Street Address

City

State

Postal Code

**Mailing Address** [Delete](#)

Same as permanent

## Step 13:

Click 'Non-Degree Information'.

[Home](#)  
[Personal](#)  
[Background](#)  
**[Non-Degree Information](#)**  
[Residency](#)  
[Military Status](#)  
[Academic History](#)  
[Supplemental Information](#)  
[Activities](#)  
[Community Standards](#)  
[Signature](#)  
[Review](#)

## Non-Degree Information

### Appalachian Enrollment

Have you ever been enrolled at Appalachian State University?

### Non-Degree Enrollment Details

Where do you wish to take classes?

Off Campus courses are offered through [Distance Education](#) with face-to-face off site locations and online options. If you wish to take an online course, please review the [Distance Education](#) page on [State Authorization](#) before proceeding with the application.

Application term:

Why are you planning to enroll as a graduate-level, non-degree student? Please select all that apply.

- continuing education, certification/licensure credits
- curious about a program, checking to see if it is the right fit
- international exchange student
- missed the application deadline for program
- need academic credit for participation in an institute or conference
- personal enrichment and knowledge
- planning to transfer credit to another institution
- other

## Step 14:

Choose relevant response for 'Have you ever been enrolled at Appalachian State University?'

## Non-Degree Information

### Appalachian Enrollment

Have you ever been enrolled at Appalachian State University?

**No**

Yes, I am currently enrolled at Appalachian.

Yes, I have been enrolled at Appalachian in the past.



Where do you wish to take classes?

Off Campus courses are offered through [Distance Education](#) with face-to-face off site locations and online options. If you wish to take an online course, please review the [Distance Education](#) page on [State Authorization](#) before proceeding with the application.

Application term:

Why are you planning to enroll as a graduate-level, non-degree student? Please select all that apply.

- continuing education, certification/licensure credits
- curious about a program, checking to see if it is the right fit
- international exchange student
- missed the application deadline for program
- need academic credit for participation in an institute or conference

## Step 15:

Select 'On-Campus'.

# Non-Degree Information

## Appalachian Enrollment

Have you ever been enrolled at Appalachian State University?

No ▼

## Non-Degree Enrollment Details

Where do you wish to take classes?

On Campus ▼

Off Campus courses are offered through [Distance Education](#) with face-to-face off site locations and online options. If you wish to take an online course, please review the Distance Education page on [State Authorization](#) before proceeding with the application.

## Step 16:

Select 'Summer 1 2019'.

Off Campus courses are offered through [Distance Education](#) with face-to-face off site locations and online options. If you wish to take an online course, please review the Distance Education page on [State Authorization](#) before proceeding with the application.

Application term:

Summer 1 2019 ▼

Why are you planning to enroll as a graduate-level, non-degree student? Please select all that apply.

continuing education, certification/licensure credits  
curious about a program, checking to see if it is the right fit  
international exchange student  
missed the application deadline for program  
need academic credit for participation in an institute or conference  
personal enrichment and knowledge  
planning to transfer credit to another institution  
other



**Step 17:**

Select 'Need academic credit for participation in an institute or conference'.

Why are you planning to enroll as a graduate-level, non-degree student? Please select all that apply.

- continuing education, certification/licensure credits
- curious about a program, checking to see if it is the right fit
- international exchange student
- missed the application deadline for program
- need academic credit for participation in an institute or conference
- personal enrichment and knowledge
- planning to transfer credit to another institution
- other



**Step 18:**

Select 'Adult Basic Skills Professional Development'.

Please let us know in which summer institute or conference you are participating.

Adult Basic Skills Professional Development ▼

Have you already registered for the conference / institute?

Continue

**Step 19:**

*Select the relevant response regarding registration. Note: If you click no, you must register separately as a participant with the conference or institute and pay an applicable conference or institute fee.*

Please let us know in which summer institute or conference you are participating.

Adult Basic Skills Professional Development ▼

Have you already registered for the conference / institute?

You must register separately as a participant with the conference or institute and pay any applicable conference or institute fees.

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**Step 20:**

*Proceed through the application and make sure to submit and pay the application fee. You can also 'Save for Later' and resume at another time. This can be found under the 'Review' tab on the left hand side.*

**Submit Application**

Save for Later

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