CHECKLIST AND INFORMATION FOR
UNDERGRADUATE NON-DEGREE SEEKING STUDENTS
(Senior Citizens)

Links and Information can be found on our website www.wm.edu/nds
Office of the University Registrar: registrar@wm.edu, 757-221-2800
Blow Memorial Hall, Room 240, M-F 8a-5p

o Find a class you want to take.
   a. Search W&M PATH to find a W&M course you are interested in taking. Make sure you are searching for classes in the correct term.
   b. The Osher Lifelong Learning Institute also offers seminars and classes. To receive a current catalog of Osher courses contact osher@wm.edu.
o Make sure your computer & internet meet W&M technology requirements.
   a. Access to a laptop and Internet access
      i. Intel i5 processor or higher
      ii. 256GB hard drive or higher
      iii. 8GB of RAM or higher
      iv. High speed Internet access
   b. College courses heavily rely on computer technology and the use of multiple platforms, including the Online Application Portal and my.wm.edu which includes Banner Self-Service, Outlook, and Blackboard.
o Senior Citizens should review the Senior Citizens Higher Education Act of 1974 (Code of Virginia 23.1-639 and 23.1-640) for eligibility requirements. Note: course fees are not covered under this waiver (i.e., course materials fee such as art fees or laboratory fees).
o Complete NDS application in Online Application Portal.
   a. Go to www.wm.edu/nds and click on
      APPLY NOW - UNDERGRADUATE NDS.
   b. Complete Residency questions in the application.
   c. Pay the Application Fee in the application.
o Application decision will be sent within 7 days to your application portal.
   a. Be sure to maintain **the email address and password** used to complete the online application.
   b. Review W&M's Policies & Resources website.
o Set up W&M credentials. All W&M business must be transacted from W&M email account.
o Register for your course. Registration for NDS students begins on the first day of classes for the fall/spring term and ends at the end of the add/drop period.
   a. Review the PATH Quick Start Guide.
   b. If a Registration Error is encountered while attempting to register, visit Registration Errors webpage for instructions on how to overcome the registration error. The error must be overcome in order to register for the course.
o If taking course for audit, complete & submit Undergraduate Permission to Audit form. This form must be signed by your professor and submitted to the University Registrar's Office prior to the end of the add/drop period.
   a. Instructor contact information may be found in the W&M Directory.
o Pay tuition & fees to the Bursar's Office.
   a. Complete and sign the DocuSign Financial Responsibility Agreement (FRA).
   b. Senior Citizens who qualify for the tuition waiver: waiver will be applied to your account during the add/drop period.
o Start attending classes and using Blackboard for communication with the Professor. Questions regarding Blackboard should be directed to the IT Department at bbhelp@wm.edu or 757-221-4357.