


**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

- ☐ Find a class you want to take.
 - a. Search [W&M Courselist](#) 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.
- ☐ Make sure your computer and 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
 - b. College courses heavily rely on computer technology and the use of multiple platforms, including the Online Application Portal and my.wm.edu (includes Banner Self-Service, Outlook, and Blackboard).
- ☐ 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: some course fees are not covered under this waiver (i.e., course materials fee such as art fees or laboratory fees).
- ☐ Complete NDS application in the Online Application Portal.
 - a. Go to www.wm.edu/nds and click on

 - b. Complete Residency questions on the application.
 - c. Pay the \$50 application fee when you are ready to submit your application.
- ☐ 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](#).
- ☐ Set up W&M credentials. All W&M business must be transacted from W&M email account.
- ☐ Register for your course. Registration for NDS students begins on the first day of classes through the last day of add/drop for the fall/spring terms.
 - a. Review the [Banner 9 Register for Classes PDFs and Video Tutorials](#).
 - b. If a Registration Error is encountered while attempting to register, visit [Registration Errors webpage](#) for instructions on how to overcome the registration error.
- ☐ 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](#).
- ☐ 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.
- ☐ 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.