

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

Links and Information can be found on our website [www.wm.edu/nds](http://www.wm.edu/nds)  
Office of the University Registrar: [registrar@wm.edu](mailto: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 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](mailto:osher@wm.edu).
- 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](http://my.wm.edu) which 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: course fees are not covered under this waiver (i.e., course materials fee such as art fees or laboratory fees).
- Complete NDS application in Online Application Portal.
  - a. Go to [www.wm.edu/nds](http://www.wm.edu/nds) and click on 
  - b. Complete Residency questions in the application.
  - c. Pay the Application Fee in the 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 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.
- 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](mailto:bbhelp@wm.edu) or 757-221-4357.