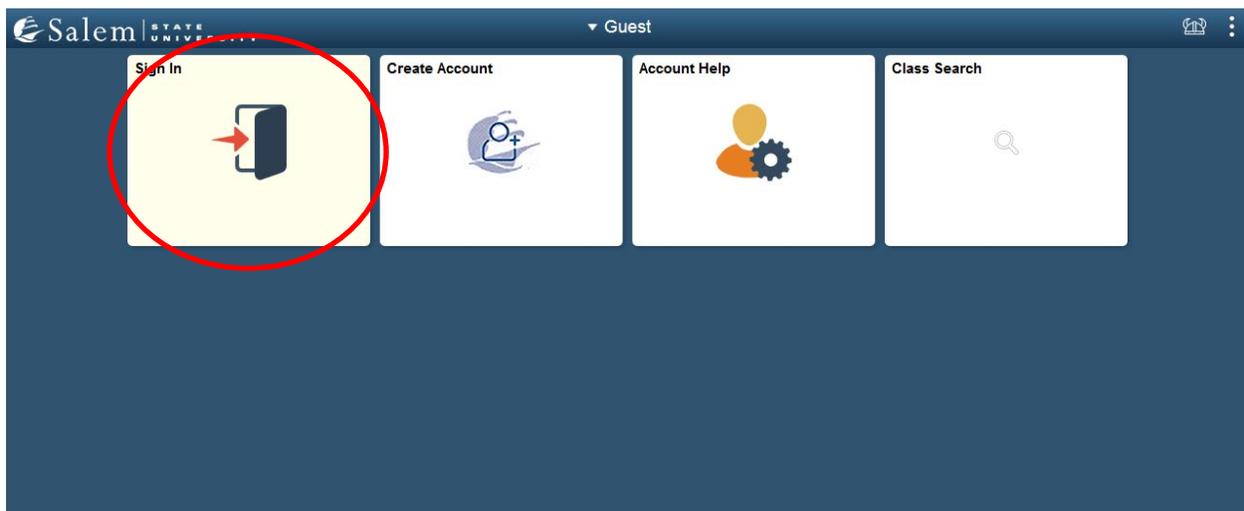


Student Navigation Center

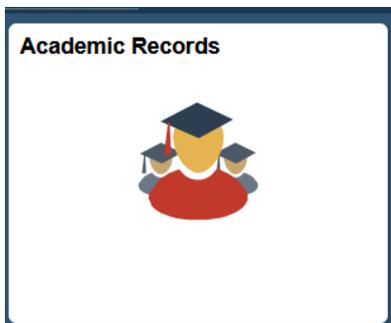
How to: Reactivating Your Student Record as a Non-Degree Student

Non-Degree or Non-Matriculated means you are **not** currently pursuing a degree or certificate program at SSU but are still earning academic credit(s). Some course restrictions may apply.

1. At the student log in page, click on "Sign In".



2. Go to the Academic Records tile.



3. Select “Activate a Non-Degree Program.



4. Select the career/class level for the class(es) you wish to enroll in. You may only see one option or no options, depending on your current status. If you don't see the option, you are looking for, please contact the Student Navigation Center at the link below.

You may activate either an **Undergraduate** or a **Graduate Non-degree program**. Please select one, indicate your residency and then click "Continue".

- Undergrad - Non-Matriculating**
- Graduate - Non-Matriculating**

5. Indicate if you have been a Massachusetts resident, other than for the purpose of attending an educational institution, for at least the last 12 consecutive months?

Have you been a resident of Massachusetts, other than for the purpose of attending an educational institution, for at least the last 12 consecutive months?

- Yes**
- No**



6. Click ‘Continue’ to create your program or ‘Cancel’ to cancel the transaction.

7. A pop-up menu will ask you to confirm your selection. Click 'Yes' to continue or 'No' to cancel and go back

You have requested to activate an Undergrad Non-degree program and you are not a resident of Massachusetts. Is this correct?



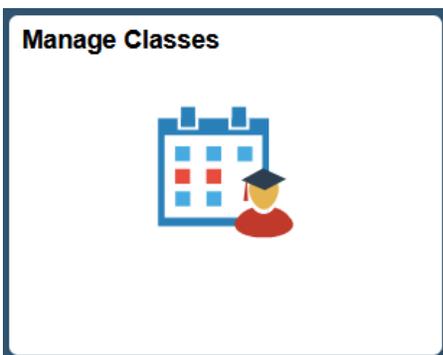
8. The final step in creating your non-degree program is to confirm that you agree and understand the terms and conditions for creating a non-degree program. Click 'Submit' to create your program or 'Cancel' to cancel the transaction.

You are about to activate a non-degree career/program at Salem State University. By clicking the 'Submit' button, you agree and understand that classes taken as a non-degree student only may only apply to a degree-seeking program at Salem State University under certain rules and restrictions as outlined in the Undergraduate Catalog or Graduate Catalog. By clicking 'Submit' you also agree and understand that by registering for classes a Salem State University, you are entering into a financial obligation for any and all charges associated with your class registration. Any class that you do not wish to attend or complete must be dropped prior to the refund deadline for that particular class. If you agree to these terms and conditions and wish to activate a non-degree career/program, please click the 'Submit' button below. If you do not agree, please click 'Cancel'.



Please contact the [Student Navigation Center](#) for further assistance in creating a Non-degree Program.

9. After your non-degree program has been created, go to the Navigator home page, and click on the 'Manage Classes' tile. Choose the career and term you wish to register for.



10. Students will also get an email confirming the creation of the non-degree program.

Note: If you would like to take a non-credit course for personal or professional enrichment, please visit the following website for registration instructions:

<https://www.salemstate.edu/academics/school-continuing-and-professional-studies/professional-education>.