

# Enrollment Management

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## Enrollment Management

*Susan B. Davies, Ph.D., Associate Vice Chancellor for Enrollment Management*

The Division of Enrollment Management is responsible for coordinating the recruitment, scholarship and retention activities of undergraduate students. It is committed to meeting the varied needs of students through an intensely personalized process which identifies and supports their academic interests and needs. It interacts with nearly every agency on campus and within the broader University community and is particularly responsive to supporting the instructional mission of the University.

The Division of Enrollment Management includes the Office of Admissions, the Office of Transfer Services, The Office of Financial Aid, University Scholarships, College Access Partnerships (GEAR-UP, Upward Bound and Pre-Enrollment Programs), Registrar's Office, and Student Veteran Services.

### The Office of Admissions

*Alexis S. Pope, Director*

[www.admissions.appstate.edu](http://www.admissions.appstate.edu)

The Office of Admissions coordinates the recruitment and selection of undergraduate students. It is committed to maintaining and improving the current quality of new students and to sustaining the desired number of entering students each year. The office provides information that will help make prospective students and their support groups aware of Appalachian and its offerings.

### Admissions

Appalachian seeks to admit students who are capable of college-level work. As a state-supported institution, the University recognizes its obligation to provide educational opportunities to those who will benefit from them. Consideration of classroom space places a restriction on the number of students who can be admitted to the University. For this reason, students are requested to apply as soon as possible after the application is available the year preceding enrollment. (typically early August)

Appalachian admits students at the beginning of the fall, spring and summer terms. Any person who wishes to enter the University during any term - fall, spring, or summer, as an undergraduate (first-year or transfer), or non-degree student, should visit the website [www.admissions.appstate.edu](http://www.admissions.appstate.edu) for full information and application procedures.

### First-year Student Admission Requirements

Applicants will be considered for first-year admission upon meeting the requirements specified below. Those students who have demonstrated the greatest probability of success will be given priority in the selection of the incoming class. Admission is competitive. Requirements are as follows:

1. A complete online application
2. An application fee of \$55 (USD) must be submitted with every application. This fee is neither deductible from the first semester fees nor is it refundable. Appalachian accepts official Application Fee Waivers from the College Board, ACT and National Association for College Admission Counseling (NACAC).
3. Graduation from an accredited/approved secondary school (If the applicant has not graduated, an equivalency certificate is required.)
4. Presentation of a competitive combination of secondary school grades, class rank (if determined), evidence of competitive curriculum, and ACT or SAT score, as evidenced on an official high school transcript and/or test score document(s). Appalachian also "super-scores" the results if a student takes the SAT or ACT more than once. Scores from non-standard SAT or ACT administration for appropriately identified disabled students are also accepted.
5. Presentation of appropriate high school coursework as specified in the minimum course requirements (MCR) of the University of North Carolina (see below)
6. A Criminal Background Check may be required if conduct questions on the application are answered affirmatively.
7. A satisfactory health and immunization record once admission has been offered to the student
8. Official college transcript(s) if any college work has been attempted (even if coursework was not completed)

### Minimum Course Requirements (MCR) for Undergraduate Admission

*(Established by the University of North Carolina Board of Governors)*

#### For applicants less than 21 years of age,

The following high school courses will be required for admission, in addition to an institution's own specific requirements:

**Language**, six course units including:

- four units in **English** emphasizing grammar, composition, and literature; **and**
- two units of a **language other than English**

**Mathematics**, four course units including **Algebra I**, **Algebra II**, and **Geometry**, and a **higher level mathematics course for which Algebra II is a prerequisite**. (Effective for high school graduates of 2006 and beyond, a fourth unit of mathematics is required for admission.) Mathematics courses that are approved for the fourth unit minimum requirement include the following: AP Calculus\*, AP Statistics\*, Pre-Calculus (formerly Advanced Math), Discrete Mathematics, IB Mathematics Level II, Integrated

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Mathematics IV, and Advanced Functions and Modeling. (\*College Board, Advanced Placement Program, and AP are registered trademarks of the College Board Entrance Examination Board.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

**Science**, three course units including:

- at least one unit in a life or biological science (for example, biology);
- at least one unit in a physical science (for example, physical science, chemistry, physics); and
- at least one laboratory course

**Social Studies**, two course units including one unit in U.S. history, but an applicant who does not have the unit in U.S. history may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.

## For applicants who are at least 21 years of age

Applicants who are (or will be) at least 21 years of age at the point of intended enrollment may be exempted from the UNC Minimum Course Requirements and Minimum Admissions Requirements.

## Minimum Admissions Requirements (MAR) *(Established by the University of North Carolina Board of Governors)*

All applicants for first-time admission as freshmen must meet minimum high school GPA and SAT or ACT scores. Students applying for admission must submit either the SAT or the ACT. The minimum GPA and test scores to be considered for admission:

Minimum GPA	2.5
Minimum SAT	880 (March 2016 and later administrations)
Minimum SAT	800 (January 2016 and prior administrations)
Minimum ACT	17

## Transfer Admission Requirements

Applicants seeking to transfer from other accredited institutions must submit:

1. A complete online application.
2. An application fee of \$55 (USD) must be submitted with every application. This fee is neither deductible from the first semester fees nor is it refundable. Appalachian accepts official Application Fee Waivers from the College Board, ACT and National Association for College Admission Counseling (NACAC).
3. An official high school transcript, if under 21 years of age at the time of intended enrollment or have less than 30 hours of transferable credit. (If the applicant has not graduated from high school, an equivalency certificate is required.)
4. Official test scores are required if you will be under 21 years of age at the time of intended enrollment or have less than 30 semester hours of transferable credit.
5. A Criminal Background Check may be required if conduct questions on the application are answered affirmatively.
6. A satisfactory health and immunization record once admission has been offered to the student.
7. Transfer applicants must be currently eligible to return to the last institution attended.

Coursework with a "C" or better (grades of "C-" and below will not transfer) from a regionally accredited institution that is comparable to the course offerings at Appalachian State University is acceptable as transfer credit. Appalachian State University accepts credit under the guidelines of the North Carolina Comprehensive Articulation Agreement. See "Transfer Credit Policy" at [www.transfer.appstate.edu](http://www.transfer.appstate.edu). Students must have completed 30 transferable semester credits; or be in progress of completing a total of 30 transferable semester credits, to be considered for admission as a transfer student. The minimum cumulative transfer GPA for admission is a 2.25 on all previous college work attempted.

NOTE: Students with fewer than 30 hours of transferable credit and who are also under 21 years of age at the time of enrollment will be reviewed based on their high school GPA, completion of the Minimum Course Requirements (MCR), as well as SAT or ACT scores (if available) to make a decision. If you feel this is applicable to you, we recommend you send us your official SAT or ACT scores and your Official High School transcript for consideration.

Because requirements for admission to particular programs of study at Appalachian are sometimes different, transfer applicants should refer to the requirements listed for that program of study within the specific college/school or academic department/program. As an example, applicants for admission to any of the academic programs offered by the Hayes School of Music must also successfully audition with the Hayes School of Music for acceptance into one of the music programs.

## Students with Veteran and Military Service

All Active Duty, National Guard, Reservist, Veteran and Retired military students should apply as a Transfer Student. In addition to the general transfer admission requirements, students should submit the DD214 or most current Leave and Earnings Statement, as well as the Joint Services Transcript. Students with 3+ years of active duty service who have completed less than 30 transferable semester credits are not required to meet Minimum Course Requirements (MCR).

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## Non-Degree Students

Non-degree applicants must complete the online application and pay a \$55 (USD) nonrefundable application processing fee. Applicants who have a satisfactory record of experience and education may be admitted to courses though they do not plan to pursue a degree. Non-degree students are admitted for one term only (space permitting), and must be re-admitted at the beginning of each subsequent term. An individual who has been denied admission as a degree-seeking student may not enroll as a non-degree student during the academic year.

## Non-Degree Teacher Certification Students

Non-degree teacher certification applicants must complete the online application and pay a nonrefundable application processing fee. Applicants must receive approval form from the Reich College of Education; applicants must hold a four-year degree from an accredited institution and must provide that transcript to the Office of Admissions. Non-degree teacher certification students are accepted on a space available basis.

## Second Degree Applicants

Second degree applicants are those students who have earned a bachelor's degree from an accredited 4-year institution and are seeking an additional bachelor's degree from Appalachian State University. They should apply as a transfer student and must provide a copy of the transcript from their bachelor's degree-granting institution to the Office of Admissions. They will be reviewed and considered for admission as a transfer student, based on space availability.

## Graduate Student Admission

For admission and graduation requirements, see the catalog for the Cratis D. Williams Graduate School.

## International Student Admission Requirements

An international student wishing to apply for undergraduate admission should first make arrangements in her/his own country to take one of the following tests:

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing Service (IELTS)
- SAT
- ACT

A student whose native language is not English may not be approved for admission as an undergraduate student (even if she/he meets all other requirements) until sufficient evidence of English proficiency from one of the above tests is received. International students must submit these test scores, official transcripts with English translations, and a financial statement if they need an F-1 student visa. To support international students interested in applying for admission, Appalachian has conditional acceptance partnerships with the American Language Academy ([www.alaenglish.com](http://www.alaenglish.com)), INTERLINK ([www.uncg.interlinkesl.com](http://www.uncg.interlinkesl.com)), ELS ([www.els.edu](http://www.els.edu)), and New Mind ([www.newmindedu.com](http://www.newmindedu.com)).

Once admitted, documentation to demonstrate sufficient financial resources to cover the estimated expenses for one year of study at Appalachian will be required prior to issuing the immigration documents needed to apply for a student visa. International students are considered out-of-state students for tuition purposes and pay tuition and fees based upon out-of-state/non-resident rates. Funds for financial assistance to international students are limited.

Any questions regarding immigration documents, international student orientation and pre-arrival materials, programs for international students, etc. can be answered by International Student and Scholar Services at [iss@appstate.edu](mailto:iss@appstate.edu). For more information on the admissions requirements for international students, please go to [www.admissions.appstate.edu](http://www.admissions.appstate.edu) and click on "How to Apply" and then the link for international students.

## Forgiveness Policies

Any student formerly enrolled as an undergraduate student at Appalachian may choose to re-enter the University under one of two forgiveness policies. Either of these policies permit a student to retain all earned credit while resetting his/her institutional cumulative grade-point average to 0.00 for academic standing and graduation purposes. Students wishing to return to Appalachian under forgiveness must apply for readmission, select the desired forgiveness policy, and send official college transcripts from all accredited institutions attended after leaving Appalachian.

Students returning under either forgiveness policy are considered for financial aid eligibility upon completion of the Free Application for Federal Student Aid (FAFSA). Students not making satisfactory academic progress (SAP) towards the completion of a degree also need to complete a Satisfactory Academic Progress Appeal Form to be considered for financial aid eligibility. More information on SAP and the appeal form can be found at [financialaid.appstate.edu](http://financialaid.appstate.edu).

For forgiveness policies, transferable credit is defined as: 1) completed coursework, 2) coursework that can be used for graduation purposes at Appalachian, AND 3) coursework that does not repeat an Appalachian course for which credit has been earned.

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## One Year Forgiveness Policy

Any former Appalachian student that has not attempted any courses at Appalachian for a minimum of one (1) calendar year (including summer terms) and has earned at least thirty (30) new semester hours of transferable credit from other collegiate institutions since last attending Appalachian may apply for readmission under the One Year Forgiveness Policy. Eligibility for readmission under the One Year Forgiveness Policy is determined by averaging all grades earned in transferable coursework at another accredited institution with all grades earned previously at Appalachian State. This combined average, as determined by Appalachian State, must be at least a 2.00 on a 4.00 scale.

## Two Year Forgiveness Policy

Any former Appalachian student that has not attempted any courses at Appalachian for a minimum of two (2) calendar years (including summer terms) may apply for readmission under the Two Year Forgiveness Policy. Eligibility for readmission under the Two Year Forgiveness Policy is determined by averaging all grades earned in transferable coursework since leaving Appalachian State. This combined average, as determined by Appalachian State, must be at least a 2.00 on a 4.00 scale.

### Students returning under forgiveness should consider the following:

- All courses taken prior to using a forgiveness policy will still be visible on the student's Appalachian transcript with the original grade and a notation that they are excluded from grade point average computation.
- Students that have been granted forgiveness are not eligible to graduate with Latin honors.
- Students may only be granted forgiveness upon re-entry and may only be granted forgiveness ONCE during his/her academic career.
- Forgiveness does not override specific grade requirements for specific courses, individual colleges/schools, or departments/programs.
- After forgiveness has been granted, students must complete a minimum of thirty (30) hours in residence at Appalachian in addition to all other graduation requirements to be eligible for graduation.
- Students returning under a forgiveness policy will retain all attempted hour counts. All attempted hours from attendance at Appalachian State and all transfer hours continue to count toward the tuition surcharge and financial aid eligibility.
- Forgiveness does not affect the number of repeat grade counts available. Students are limited to four grade repeats during their academic career.
- Forgiveness does not affect the number of career drop counts available. Students are limited to four drop counts during their academic career.
- The process of resetting the grade point average to 0.00 is completed within the first two (2) weeks of classes in the student's re-entry term.

## The Office of Transfer Services

*Jane M. Rex, Director*

The Office of Transfer Services (OTS) is responsible for the timely and accurate evaluation of transfer credit. OTS serves as an advocate for transfer students by providing pertinent information to prospective and current students and offers resources and services that support transfer student success.

### Transfer of Credit

Coursework with a "C" or better (grades of "C-" and below will not transfer) from a regionally accredited institution that is comparable to the course offerings at Appalachian State University is acceptable as transfer credit. Appalachian accepts credit under the guidelines of the North Carolina Comprehensive Articulation Agreement. See "Transfer Credit Policy" at [www.transferservices.appstate.edu](http://www.transferservices.appstate.edu)

### Types of Credit

**AP, CLEP, IB** credits may be accepted. See the Admissions website to find the courses and acceptable scores for transfer purposes. [www.admissions.appstate.edu/credit-examination-ap-ib-clep](http://www.admissions.appstate.edu/credit-examination-ap-ib-clep)

### Foreign Coursework

To receive transfer credit from a foreign university, transcripts must be evaluated in English by a credentialing agency such as: World

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Education Services ([www.wes.org](http://www.wes.org)), Educational Credential Evaluators ([www.ece.org/](http://www.ece.org/)), Josef Silny & Associates ([www.jsilny.com](http://www.jsilny.com)) or Global Credential Evaluators ([www.gceus.com](http://www.gceus.com)), etc. and the student must provide course descriptions or syllabi (in English).

## **Military Credit**

Military training and experience will be evaluated upon receipt of the Joint Services Transcript with recommendations from the American Council on Education ([www.acenet.com](http://www.acenet.com)) used as a resource to award credit. See "Academic Regulations" on p. 50 for additional information.

## **North Carolina Community College Articulation Agreement (CAA)**

The North Carolina Community College System and the University of North Carolina System revised the Comprehensive Articulation in Spring of 2014 with implementation in the Fall of 2014. The CAA enables students to meet the lower level general education requirements at UNC system institutions by completing the Associate in Arts, or the Associate in Science degree with a GPA of at least a 2.0 on a 4.0 scale and a grade of "C" or better in all CAA courses. Although the Transfer Core Diploma was excluded from the new revisions, students enrolled in the Transfer Core Diploma curriculum prior to the fall of 2014 may be awarded the Transfer Core Diploma at their community college and meet the general education requirements at Appalachian State. Degrees awarded prior to 1997 will be evaluated on an individual basis. Students who earn the Associate in Arts, the Associate in Science, the Associate in Fine Arts, defined by the North Carolina Comprehensive Articulation Agreement are exempt from the UNC Minimum Course Requirements (MCR's).

For more detailed information regarding the CAA go to:

<http://www.northcarolina.edu/?q=content/nc-community-college-transfer>

**Evaluation of Out-of-State Associate's Degree** - see the "Academic Regulations" section of this catalog.

**General Education Completion at UNC System Institutions** - see the "Academic Regulations" section of this catalog.

## **Course Equivalency Information**

The following link will allow you to search for courses from other institutions and determine how they transfer to Appalachian. This is not a comprehensive listing. Contact the Office of Transfer Services if a course is not available.

[www.bannerweb.appstate.edu/pls/PROD/bzsktran.P\\_Select\\_term](http://www.bannerweb.appstate.edu/pls/PROD/bzsktran.P_Select_term)

## **Petition for Equivalent Credit**

A student may petition transfer credit for Appalachian courses that are designated as "elective credit" after the initial credit evaluation is completed by the Office of Transfer Services. The student may petition to have the course equated to a specific Appalachian course, by initiating the Transfer Coursework Petition process.

For detailed instructions and access to the form, go to [www.transferservices.appstate.edu/current-students/petition-credit-0](http://www.transferservices.appstate.edu/current-students/petition-credit-0)

## **Petition for General Education Credit**

A student may petition transfer credit for the purpose of meeting general education requirements after the initial credit evaluation is completed by the Office of Transfer Services. A student may petition to have the course reviewed for theme or designation credit. Requests for general education credit must be submitted directly to the Office of General Education with the required syllabus/course documentation. For additional information, contact the General Education Office at (828) 262-2028.

## **Visiting Coursework**

Once an undergraduate student has enrolled as a degree-seeking student at Appalachian, she or he should NOT enroll as a visiting student at another collegiate institution unless prior approval has been received from Appalachian. A student who wishes to attend another collegiate institution should contact the Office of Transfer Services and consult with an advisor to confirm that the course is applicable to the major.

**Failure to obtain prior approval may result in the coursework being deemed unacceptable for transfer to Appalachian.**

For detailed instructions and access to the form, go to [www.transferservices.appstate.edu/current-students/visiting-coursework-0](http://www.transferservices.appstate.edu/current-students/visiting-coursework-0)

**Study Abroad** - see [www.international.appstate.edu](http://www.international.appstate.edu).

## **University Scholarships**

*Leah Beth Hubbard, Director*

The Office of Admissions acts as a clearinghouse for merit-based scholarships for incoming students and works with the Director of University Scholarships to identify scholarship recipients. Currently enrolled students should contact their department, college/school, or program of study for information about scholarships available to them. Graduate students should contact the Cratis D. Williams Graduate School to inquire about scholarship opportunities.

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Incoming students will be invited to apply for merit scholarships based on their Admissions application. The deadline for merit scholarships coincides with the Admissions First Notification Period deadline and information concerning Admissions deadlines can be found at [www.admissions.appstate.edu](http://www.admissions.appstate.edu). Applicants are expected to provide evidence of superior academic performance; other requirements vary.

Applicants should consult the scholarships website at [www.scholarships.appstate.edu](http://www.scholarships.appstate.edu) for more detailed information on scholarship specific requirements and information regarding major-specific scholarships.

### College Access Partnerships

*Jennifer Wilson-Kearse, Executive Director*

[www.gocollege.appstate.edu](http://www.gocollege.appstate.edu)

College Access Partnerships, a member of the Appalachian Higher Education Network (AHEN), is a collaborative for college access programming, public schools, and higher education in western North Carolina. College Access Partnerships serves as a clearinghouse of information and activities related to improving access to higher education by providing the following: a Directory of College Preparation Opportunities; a list of funding opportunities for K-12 schools in North Carolina; and Pre-Enrollment Programs. Housed at Appalachian State University, College Access Partnerships serves the Appalachian region of North Carolina and provides opportunities for middle and high schools in the twenty-nine NC Appalachian counties to enter college better prepared.

GEAR UP, Upward Bound, and Upward Bound Math Science are funded by the U.S. Department of Education and are designed to assist middle and high school students in preparing academically and personally for post-secondary education. The students selected for the project receive academic support services, personal and cultural development opportunities and participate in summer residential programs on campus. The projects serve participants from 12 area school districts: Ashe County, Avery County, Watauga County, Wilkes County, Burke County, Alleghany County, Graham County, Swain County, Clay County, Madison County, Yancey County, and Rutherford County.

For further information, visit the College Access Partnerships website at [www.gocollege.appstate.edu](http://www.gocollege.appstate.edu).

### The Registrar's Office

*Debbie Race, University Registrar*

[www.registrar.appstate.edu](http://www.registrar.appstate.edu)

The Registrar's Office serves as the official custodian for all academic records, undergraduate and graduate. In maintaining the academic record, the Office seeks to insure accuracy, completeness, and confidentiality. Specific responsibilities assigned to the Registrar's Office include the following: plan and implement registration for classes; compile and maintain the academic record; provide both official and unofficial transcripts of the academic record to students and appropriate third parties; certify enrollment at the University; process official withdrawals from the University; plan and manage the University's commencement ceremonies held at the end of the fall and spring semesters; receive, process, and track applications for graduation at the undergraduate level; and process readmission applications for former students wishing to re-enroll at the university. In addition to those responsibilities, the Registrar's Office is also formally involved in the consultation, development, and implementation of effective and secure electronic solutions requiring access to and/or the use of student data.