

# ADMISSIONS & REGISTRATION

## REQUIREMENTS FOR UNDERGRADUATE ADMISSION

Christian Brothers University admits students of any race, age, color, sex, religion, and national or ethnic origin.

**Freshman Standing:** The following qualifications are required of those seeking admission with regular freshman standing:

1. Graduation from an approved secondary school.
2. A scholastic average of at least "C" and rank in the upper 2/3 of the graduating class.
3. Satisfactory scores on the American College Testing Program (ACT) or on the Scholastic Aptitude Test (SAT) of the College Entrance Examination Board.

Statistics for the 2003 freshman class were the following:

67% ranked in the upper 30% of their class; 72% attained a grade point average of 3.0 or higher; 49% had an ACT score of 24 or higher for those who reported this data.

**Transfer Students:** Students who wish to transfer from other colleges will be considered if they are in good standing at the college of last attendance. (See Page 35 regarding transfer of credit from other institutions.)

**International Students:** International students who intend to enter the University must have the equivalent of a high school education and have sufficient command of English to enable them to do the prescribed work. Proof of their command of English will be given by a minimum score of 500 on the paper-based test or a 173 on the computer-based test of English as a Foreign Language (TOEFL).

**Mature Students:** Students who do not meet regular admissions requirements and who are age 25 or more may be considered for admission if they have completed high school or have obtained an average score of 50 or above on the General Education Development (GED) high school level test.

**Special Students (non-degree seeking):** Qualified applicants who desire to take one or more courses but in general do not intend to earn a degree at Christian Brothers University may be accepted as Special students. Application for admission should be made to the Office of Day Admissions or the Director of the Evening Program. Special students may accumulate no more than 36 semester hours of credit at Christian Brothers University. Special students will not be able to have any transfer credit, including challenge exams, granted while classified as special students. *Special and Transient students are not eligible for financial aid.*

In exceptional circumstances, the Admissions Committee may invite a candidate who does not qualify for degree status to enter the university as a Special or Conditional student (non-degree seeking) for a limited period of time. In this time, the student must demonstrate adequate preparation and motivation to pursue the degree program of studies for which he/she has applied.

To seek a change of status to that of a degree-seeking student, a Special student must have completed at least 12 hours of credit at the university, be in good academic standing, and have completed a Change of Program form in the Registrar's Office.

Qualified Special students who wish to pursue a degree must reapply to the Day or Evening Program for a change of status after they have demonstrated their qualifications. Students

who are enrolled at another institution and wish to take a course or courses for credit at Christian Brothers University should present official correspondence from that institution to the Day Admissions Office or the Evening Program noting good standing and authorization to enroll in specific courses.

**Admissions Committee:** A limited number of entering freshman and transfer students who do not meet the minimum requirements for regular admission may be considered by the Admissions Committee for entrance into the university. If a student is accepted by the Admissions Committee, he/she will be admitted under one of the following conditions:

1. Accepted with a limitation on the number of hours and/or specific courses that may be attempted during the first semester or two evening terms or
2. Accepted as a regular student.

The decision of the Admissions Committee may be appealed to the Academic Vice President upon the initiation of the Dean of Admissions.

## ADMISSIONS PROCEDURES

### **Freshman:**

*The applicant should send the following items to the Office of Admissions:*

1. Completed application form and \$25.00 fee.
2. Official high school transcript; then final official high school transcript with graduation date.
3. Official ACT or SAT scores.
4. Student Essay or Personal Statement.
5. Completed Health Form.

### **Transfer Students:**

*The applicant should send the following items to the Office of Admissions:*

1. Completed application form and \$25.00 fee.
2. Complete official transcripts from all colleges attended.
3. Official ACT or SAT scores; official high school transcript.
4. Completed Health Form.

### **Returnee/Transfer Returnee:**

*The applicant should send the following items to the Office of Admissions:*

1. Completed application form.
2. Complete official transcripts from all colleges attended since last attendance at CBU.
3. Completed Health Form, if one is not already on file.

### **International students:**

*The applicant should send the following items to the Office of Admissions:*

1. Completed application form and \$25.00 fee.
2. Official transcripts of all work done at the secondary level or above.
3. Official TOEFL exam scores.
4. Declaration of Finances.
5. Completed Health Form.

Deans and Department Chairs establish equivalency between transfer courses and courses taught at Christian Brothers University. Credit for both traditional and non-traditional college level work is evaluated for acceptance by the Dean of Academic Services. Only courses with a grade of "C" or better will be accepted for transfer credit. (See Page 35).

**Special Students:**

*The applicant should send the following to the Office of Admissions:*

1. Completed application form and \$25.00 fee.
2. College Graduate or Previous College Student—official transcript(s) from previous institution(s).
3. New Freshman—proof of high school graduation or concurrent enrollment or acceptable GED.
4. Student in a Special Course/Program—official high school transcript or complete official transcripts of other institutions attended; acceptance by the director of that program.
5. Non-matriculated Students—proof of high school graduation or GED, as requested. If student did college work, the most recent transcript showing good standing and appropriate prerequisites.

Special/Transient students—no financial aid available.

**Mature Students:**

*The applicant should send the following to the Office of Admissions (Day or Evening):*

1. Completed application form and \$25.00 fee.
2. Complete official transcripts from all colleges attended; official high school transcript, as requested.
3. Personal letter of request for admission, including relevant details for consideration.
4. Completed Health Form.

**Disciplinary Admissions:**

1. No student shall be admitted to Christian Brothers University who is under the disciplinary sanction of suspension or expulsion from another institution.
2. Once a student is again in good standing at the institution of previous enrollment, she/he may be admitted through the regular Christian Brothers University admission policy, providing the admission is endorsed by the Vice President for Student Life.

**ACCEPTANCE PROCEDURE**

Admission is selective and students are encouraged to apply as early as possible. The preferred application date is May 1 for the Fall semester and January 1 for the Spring semester. Students who apply after this date will be considered for admission on a space available basis. Applications will be reviewed on a rolling admissions basis. When a student has filed a completed application (official high school transcript, official college transcripts when applicable, and official ACT or SAT scores) with the Office of Admissions, the Admissions Committee will act upon it. Students will be notified of the decision by the committee shortly thereafter. When accepted, students must submit a completed health form and are required to confirm a place within the entering class with a deposit of \$450.00 for those who plan to reside on campus and \$300.00 for commuter students. This deposit is non-refundable after May 1 for students entering in the Fall semester or January 1 for those entering in the Spring. Freshmen and others wishing to live on campus will also be sent a housing application.

No acceptance will be considered final until the above fee and forms are returned, and final transcripts of work in progress at the time of application are received by the Admissions Office.

Applications for the Evening Program are accepted throughout the year. Applications are reviewed when they are complete, and students are notified of the decision by mail.



### **CREDIT FOR MILITARY SERVICE AND SCHOOLING**

All veteran students are required to submit a DD214. All post secondary education/training including military will be evaluated, and credit evaluated appropriately.

### **ADVANCED PLACEMENT AND COLLEGE LEVEL EXAMINATION PROGRAM**

Students who have successfully passed one or more of the Advanced Placement Tests of the College Entrance Examination Board or the College Level Examination Program (CLEP) of the CEEB may ask for advanced standing and/or credit when they submit their applications for admission to Christian Brothers University. Credit will be allowed for college courses satisfactorily completed through the Defense Activity for Non-Traditional Education Support (Dantes-Military CLEP), subject to the usual rules involving credit of this nature. The maximum number of credit hours that can be granted through any combination of the above exams is 30.

Credit is usually granted for AP scores of 4 and 5. AP scores of 3 are evaluated by the Chair of the Department where the course resides. That Department Chair will decide on the type of credit to be granted and the college course or courses that will be omitted in place of AP credit.

The actual decision to grant advanced college standing and/or credit is based on such factors as the content of courses in the University's curriculum and the applicability of the submitted

area of advanced study to the prescribed or elective requirements of the program in which the student is enrolled. The student's overall high school record, other test scores available, and the recommendation of the high school official concerned are also given careful consideration.

Christian Brothers University participates in the College Level Examination Program (CLEP) of the College Entrance Examination Board (CEEB). Students who, by virtue of study or travel abroad, work experience, independent study, advanced work in high school, or study in nonaccredited institutions, believe that they might already possess knowledge comparable to that expected in certain lower division courses may receive credit and placement based on acceptable scores of selected Subject Examinations administered by CLEP. Acceptable CLEP scores on specified exams are determined by individual departments. Information regarding the program at Christian Brothers University may be obtained from the Office of the Registrar or the Evening Program Office.

Only official scores from Advanced Placement and CLEP are acceptable and must be sent to the Office of the Registrar.

### **EXPERIENTIAL ASSESSMENT**

Students may be granted credit for college-level knowledge and understanding related to the student's degree program and gained from non-college instruction. Credit for professional or technical courses, licenses, certifications, workshops, or similar instruction can be awarded if completion, clock hours, and content are documented thoroughly. Documentation is evaluated for credit by the department chair who teaches in the area in which credit is sought. The student must submit all appropriate documentation to the Dean of Academic Services or the Evening Program Academic Director. The documentation will then be forwarded to the academic department chair for evaluation. The department chair will complete the evaluation form detailing what, if any, credit should be awarded and then forward the material back to the Dean of Academic Services or the Evening Program Academic Director to ensure that duplicate credit is not being awarded if several departments must evaluate the information. The Dean of Academic Services or the Evening Program Academic Director will submit the awarded transfer credit to the Registrar's Office for posting.

### **REGISTRATION**

During an announced advisement period, a student meets with his/her advisor to plan a schedule of courses for the upcoming semester. A student registering for day classes then has the courses entered onto his or her record by the advisor or may bring the signed registration form to the Office of the Registrar in order to be added to the class rolls. A student registering for classes in the Evening Program should submit the registration form to that office. The Business Office will bill the student at the beginning of each term or semester for the courses chosen. ***Registration is finalized or completed only after making payment or arrangements for payment in the Business Office.***

Students who have not completed advisement and registration may do so on campus during the week before classes begin. If a student cannot register during this period, registration may be done during the first week of classes. Such late registration requires the payment of a fee of \$100.00. An academic advisor is assigned to help counsel the student in course selection.

**It is the student who is ultimately responsible for knowing and following the courses and graduation requirements published in the catalog.**