

# 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 Assessment Test (SAT) of the College Entrance Examination Board.

Statistics for the 2010 freshman class were the following:

71% ranked in the upper 30% of their class; 90% attained a grade point average of 3.0 or higher; 54% had an ACT score of 24 or higher for those who reported this data.

**Homeschool Students:** The following qualifications are required for homeschooled students seeking admission to CBU.

1. Graduation from secondary school.
2. A scholastic average of at least a "C".
3. Satisfactory scores on the American College Testing Program (ACT) or the Scholastic Assessment Test (SAT) of the College Entrance Examination Board.
4. Course descriptions and listing of curriculum strongly preferred.

**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 26 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 on one of the following English Language proficiency tests: 500 TOEFL (paper based); 173 TOEFL (computer based); 61 TOEFL (internet based); 5 IELTS; Grade C - CAE; Grade C - CPE.

**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 500 or above on the General Education Development (GED) high school level test. Mature students who have not completed at least twelve semester hours of non-remedial course work at any other college or university will also be asked to submit one or more of the following:

1. Satisfactory scores on the American College Testing Program (ACT) or on the Scholastic Assessment Test (SAT) of the College Entrance Examination Board
2. Resume showing work history and professional growth, with a letter of recommendation from current and/or previous supervisor.

**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 Admissions or the Director of Graduate and Professional Studies. 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 Professional Studies programs 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 Office of Admissions or the Graduate and Professional Studies Office noting good standing and authorization to enroll in specific courses.

**Dual Enrollment Students:** Christian Brothers University participates in the Tennessee Dual Enrollment program. This program partially funds high school students' study at eligible postsecondary institutions. Participating students receive college credit and can receive credit toward high school graduation. Students remain enrolled at their current high school and are also enrolled at CBU as a special part time student.

**To be eligible to participate in Dual Enrollment you must:**

1. Be a rising Junior or Senior.
2. Have satisfactory scores on the American College Testing Program (ACT) or the PLAN test if the ACT has not been taken.
3. Meet the minimum GPA standard.
4. Enroll in 100 and 200 level courses.
5. Maintain the minimum grade point requirement of 2.75 in the college coursework (which means the student must achieve a grade of A or B in the course(s) attempted). If the minimum grade point is not achieved, the student will no longer be able to participate in the dual enrollment program.

**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 or the Director of Graduate and Professional Studies.

## **ADMISSIONS PROCEDURES**

### **Freshmen:**

*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.
4. Official high school transcript.
5. Completed Health Form.

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

*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 (official transcripts submitted that are not in English will require an official translation).
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 26).

### **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.
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 of Academics.

## **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, letters of recommendation, 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 Graduate and Professional Studies programs 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 granted appropriately. No VA certification can be sent in unless the VA student fills out the Request for Verification Form in the Veteran's Services Office each semester that the VA student is enrolled.

### **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, 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. Christian Brothers will evaluate higher level International Baccalaureate courses for college credit for students scoring between a 4 and 7. An official transcript from the IB school must be sent to CBU before credit can be evaluated. The maximum number of credit hours that can be granted through any combination of the above 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 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. A student may not receive CLEP credit for any course which was previously failed either at Christian Brothers University or elsewhere.

Only official scores from Advanced Placement and CLEP are acceptable and must be sent to the Office of the Registrar. A final, official copy of the IB transcript from the high school involved in the International Baccalaureate Program must be sent to the Office of the Registrar after graduation from the high school. Accepted scores for AP, CLEP, and IB are posted on the CBU Web site, <http://www2.cbu.edu/cbu/resources/RegistrarsOffice/AcademicRecords/index.htm>.

### **EXPERIENTIAL ASSESSMENT**

Students may apply for and be granted college-level credit for knowledge and understanding related to the student's degree program and gained from work-site or other experiences. 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 Director of Graduate and Professional Studies along with the "Experiential and Non-Credit Learning Assessment" application and the application fee. 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 Director of Graduate and Professional Studies. Upon payment of appropriate fees the Registrar's Office will be notified to post the credit. The credit awarded will not be posted to the student's transcript until the student has earned 12 hours of academic credit at Christian Brothers University.

### **COURSE CREDIT FOR EMPLOYER-BASED OR OTHER NON-ACADEMIC ORGANIZATION INSTRUCTION**

Credit for professional or technical courses, licenses, certifications, workshops, or similar instruction may be awarded if completion, clock hours, contact, and validation of successful completion are documented thoroughly. The student must submit the "Experiential Learning and Non-Credit Instruction Assessment" application and follow the procedures stated under Experiential Assessment. In some instances the course of study may have been evaluated previously as part of an evaluation. In these instances, the Dean of Academic Services or the Director of Graduate and Professional Studies is authorized to grant approval and notify the Office of the Registrar for posting once all applicable fees have been paid and the student has earned 12 hours of academic credit at Christian Brothers University.

### **REGISTRATION**

During an announced advisement period, a student meets with his/her advisor to plan a schedule of courses for the upcoming semester. Students register themselves via the Web. 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 \$150.00. 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.