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The Office of Admissions at Atlanta Metropolitan College is the beginning point for all applicants seeking to enroll. Admissions personnel review and evaluate all required documents submitted by applicants to determine eligibility for admission.

To be considered for admission to Atlanta Metropolitan College, applicants must submit:

1. A completed application along with a $20 non-refundable application fee
2. A Certificate of Immunization
3. A final high school transcript and/or General Equivalency Diploma (GED)
4. Transcripts from all colleges and postsecondary institutions previously attended

The College should receive applications and supporting documents by the published application deadlines. Submitted credentials become the property of Atlanta Metropolitan College and will not be returned or transferred to another institution.

Credit hours earned at other post secondary institutions are evaluated for admissions purposes. Only credits awarded at institutions listed on a student’s application will be considered for transfer to the College.

The Office of Admissions must receive official copies of all transcripts from all previously attended institutions by the application deadline established for the semester of matriculation. Students who were previously enrolled in Atlanta Metropolitan College, but who have not been enrolled for one or more semesters, must submit an Application for Readmission to the Office of the Registrar prior to the semester they intend to re-enroll. Applications are valid for one academic year, after which all documents are destroyed. After documents have been destroyed, an applicant seeking admission or readmission must complete and submit a new application and submit all required documents to the Office of Admissions.

Any student who is found to have falsified application records or documents will be subject to dismissal without refund.

Applicants will be notified of their acceptance after all application documents have been received, reviewed, and processed. Applicants are encouraged to
submit their applications and required documents before the application priority deadline, so that they may receive an early notification related to their acceptance.

**Application Fee**

A $20 non-refundable application fee is required of all applicants. Applicants who previously submitted an application for admission within the last three (3) semesters, but did not enroll, should submit a completed Admission Update Application to the Office of Admissions. Additional admission documents may be required if policies and procedures changed since the last application. Applicants who applied more than three (3) semesters ago must submit a new application, required documents, and a $20 application fee.

**Immunization Requirement**

In compliance with the policies of the University System of Georgia, applicants are required to submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis B, as part of their application materials.

Applicants who have not been immunized for religious objections or for certified medical reasons may be admitted; however, they will be subject to College-initiated withdrawal from classes, without refund in the event of an outbreak of a disease for which immunization is required. The Office of Admissions provides a Certificate of Immunization to all applicants for admission to Atlanta Metropolitan College.

**Transcripts**

Official transcripts are required from the last high school attended showing date of graduation and/or GED scores. Also, official transcripts are required from each College, university, and/or technical school attended. It is the applicant’s responsibility to request that all transcripts be sent directly to the Office of Admissions of Atlanta Metropolitan College. [See specific transcript requirements for each category of admission, in the “Categories of Admission” section.] All transcripts must be received by the application deadline for the semester for which the student is applying. A student attending high school or College should submit a partial transcript at the time of application. A final transcript must be sent immediately after high-school graduation. High school transcripts must show date of graduation and type of diploma awarded. Applicants who previously attended institutions of higher learning must send transcripts after completion of the last term enrolled at these institutions.
ADMISSIONS TESTING

Applicants for admission to Atlanta Metropolitan College who have graduated from high school within the past five years are no longer required to submit SAT or ACT scores. Although ACT and SAT scores are not used in making the decision to admit applicants who have graduated from high school within the last five years, applicants who have earned an SAT Verbal score of 430 or an ACT English score of 17 and have completed the College Preparatory Curriculum (CPC) in English in high school, may be exempted from taking the COMPASS Placement Exam in English and reading; applicants who submit an SAT math score of 400 or an ACT math score of 17 and completion of the College Preparatory Curriculum in math may be exempted from taking the COMPASS Placement Exam in math.

Therefore, it is recommended that high school students take either the SAT or ACT exams during their junior or senior year and submit their test scores to the Office of Admissions along with their application documents. Registration information for these exams may be obtained from the high school or the testing agencies at the following addresses:

The College Board Headquarters
College Board SAT Program
P.O. Box 025505
Miami, FL 33102
(866) 756-7346
www.collegeboard.com

or

ACT National Office
500 ACT Drive
P.O. Box 168
Iowa City, IA 52243-0168
Telephone: 319/337-1000
Fax: 319/339-3020
www.act.org
ADMISSIONS CLASSIFICATIONS

Beginning Freshman
The beginning freshman must submit all of the following items to be considered for admission:

1. A completed application form and a non-refundable $20 application fee.

2. An official high school transcript showing the date of graduation. An applicant who has received a secondary school (high school) certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) test prior to being considered for admission. Graduates of non-accredited, out-of-state, or unapproved high schools are required to have successfully completed the GED.

3. Students who followed a College Preparatory Curriculum in high school must have earned a 2.0 high school grade point average based on the grades in the 16 CPC units.

4. Students who followed a Technology/Career-Preparatory Curriculum in high school must have a 2.2 high school grade point average based on the grades in the 13 units of the academic Technology/Career-Preparatory Curriculum.

5. A Certificate of Immunization

Students who have not completed the 16 units of CPC and who intend to be in degree programs leading to a baccalaureate degree must take additional courses to make up the CPC course deficiencies. Students who enter Atlanta Metropolitan College with a Technology/Career diploma, students from private high schools or other states, students with a Georgia Department of Education General Diploma, and home-schooled students will be evaluated for CPC completion to determine whether additional courses will be required.

Students who intend to declare “career programs” (programs leading to a Certificate, Associate of Applied Science Degree, or Associate of Science in Allied Health programs) that require more than twelve (12) semester credit hours in the core curriculum must meet the minimum high school grade point average requirement (a 2.0 GPA for the College Preparatory Curriculum or a 2.2 for the Technology/Career Curriculum). Students who later decide to transfer to an
associate degree program that leads to a baccalaureate degree will be evaluated for College Preparatory Curriculum completion.

Applicants planning to seek a four-year degree who have attended high school or College within the previous five (5) years and who have earned fewer than thirty (30) transferable semester hours of College credit must meet the College Preparatory Curriculum (CPC) requirements specified by the University System of Georgia.

**Limited Admissions**
Atlanta Metropolitan College recognizes that some students may not meet the above established standards but may demonstrate other evidence of potential for success. These students may be considered for Limited Admission status. When evaluating students being considered for Limited Admission, Atlanta Metropolitan College utilizes multiple measures, such as interviews, portfolios, and records of experiential achievements. All students admitted to Atlanta Metropolitan College must have a high school diploma or GED and shall be required to satisfy all College Preparatory Course (CPC) requirements.

**Transfers from Other Colleges**
Transfer students with fewer than thirty (30) transferable semester hours of credit must complete all requirements for beginning freshmen and submit the following items to be considered for admission:

1. A completed application form and a $20 application fee
2. An official high school transcript showing date of graduation. An applicant who has received a secondary school certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) Test prior to being considered for admission. Graduates of non-accredited, out-of-state, or unapproved high schools are required to have successfully completed the GED
3. All Official transcripts from each College or university attended
4. A Certificate of Immunization

**Additional Transfer Student Admissions Requirements**
Applicants who have earned fewer than thirty (30) transferable semester credit hours must complete all the requirements for beginning freshman admissions.

Applicants who have earned thirty (30) or more semester hours of transferable credits may transfer to Atlanta Metropolitan College if they are eligible to continue or return to the institution from which they have transferred.
Students with incomplete Learning Support requirements at another University System of Georgia (USG) institution shall be admitted only in accordance with approved Learning Support guidelines of Atlanta Metropolitan College.

Applicants who transfer from institutions or programs that did not require the College Preparatory Curriculum (CPC) must complete all requirements for beginning freshman admissions. Also, applicants who have not met all CPC requirements and who have not completed thirty (30) semester credit hours of transfer core courses must complete all requirements for beginning freshman admissions.

Atlanta Metropolitan College accepts transferred credits from other colleges and universities with a course grade of “C” or better that satisfy curricular requirements. In addition, courses with a grade of “D” may be transferred in accordance with College policy as follows: Atlanta Metropolitan College accepts “D” grades in Areas A, B, C, D, and E, except for English 1101 and 1102, and accepts no grades lower than “C” in Area F, as long as the student’s GPA is at least 2.0 on a 4.0 scale.

Upon admission to Atlanta Metropolitan College, an evaluation of credits acceptable for transfer will be provided to the student. The advising division determines which “D” grades are acceptable within the 2.0 grade point average requirement as stated in College policy. [See above].

A maximum of forty-five (45) semester hours of academic credit may be transferred to Atlanta Metropolitan College. However, all students must complete at least twenty (20) semester hours of their required coursework at Atlanta Metropolitan College.

**Non-Traditional Students/Adult Learners**

This admission category is designated for all persons seeking admission who have not attended high school or College within the last five years.

Non-Traditional Students must submit all of the following items to be considered for admission:

1. A completed application form and a $20 application fee

2. An official high school transcript showing date of graduation. (An applicant who has received a secondary school certificate of attendance rather than a diploma must successfully complete the General Education Development (GED) Test prior to being considered for admission. Graduates of non-accredited, out-of-state, unapproved high schools are required to have successfully completed the GED.)

3. All official transcripts from each College or university attended
4. A Certificate of Immunization

For placement purposes, all non-traditional students, with the exception of students who transfer in College English or College Algebra, must take the COMPASS Test as required by the University System of Georgia. This test will determine whether any Learning Support courses will be required.

Non-Traditional Student applicants are exempt from College Preparatory Curriculum requirements.

Transient Students
This admission category is designated for students who are currently enrolled in another College or university. Each semester before registering at Atlanta Metropolitan College, a transient student must submit a transient letter from his or her institution to AMC’s Office of Admissions.

Transient students must submit all of the following items to be considered for admission:

1. A completed application form and a $20 application fee.
2. An approved transient letter from the Chief Academic Officer or Registrar of the institution the student is currently attending. This letter must include:
   • Permission to enroll at Atlanta Metropolitan College. (Students who wish to apply for a second transient semester must submit an updated transient permission letter.)
   • A statement that the student is eligible to return to the institution at which he or she is currently enrolled
   • A list of the courses to be taken at Atlanta Metropolitan College.
3. A Certificate of Immunization
4. Also, international (F-1 Visa) students must present a letter from the parent College certifying that the parent College will retain responsibility for the issuance of the I-20 form during the transient semester(s).

A transient student who wishes to continue as a transfer student at Atlanta Metropolitan College must apply through the AMC Office of Admissions and must meet all transfer student admission requirements.

Special Students
This admission category is designated for students who have earned an Associate of Arts, or Associate of Science, or higher degree from a regionally accredited institution recognized by the University System of Georgia. Students in this category do not intend to earn an additional degree at Atlanta Metropolitan College.
Students seeking a degree must meet transfer or beginning student requirements.

All prerequisites must be met before a Special Student can enroll in a course with prerequisite requirements.

Applicants applying for admission as Special Students must submit all of the following items:

1. A completed application form and a $20 application fee
2. An official transcript from all colleges or universities attended. (including evidence of having earned an Associate of Arts, or Associate of Science or higher degree)
3. A Certificate of Immunization

Home-Schooled Students

Alternative Requirements for Home-Schooled Students and Graduates of Non-accredited High Schools.

Home-schooled students will be considered deficient in all College Preparatory Curriculum areas not completed at an accredited high school. These students are not eligible for admission consideration until their class would have graduated from high school. Applicants from home schools or graduates of non-accredited high schools may validate the CPC in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the CPC areas at the College preparatory level may be used in lieu of Carnegie unit requirements of the CPC. A student who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission. For students with ACT scores, the ACT composite score comparable (according to the tables from the joint study by ACT, ETS, and the College Board) to the average SAT I total score is required. Students in this category must also meet the minimum SAT I Verbal (or ACT English) requirement and the minimum SAT I Mathematics (or ACT Math) requirement for the sector to which they apply.
Students admitted in this category with satisfactory documentation of CPC competence in all areas will not be counted in the institution’s Limited Admissions (including Presidential Exceptions) category. Those with qualifying SAT I scores and documentation of partial CPC completion may be admitted on the same basis and with the same conditions as other students with CPC deficiencies.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History and Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

Applicants for Admission to Career and Certificate Programs

Programs with More Than Twelve (12) Semester Hours of Core Curriculum
1. Applicants must have a high school diploma or a GED.
2. Applicants must have a 2.0 high school GPA if they followed a College Preparatory Curriculum in high school, or a 2.2 GPA if they followed a Technology/Career Program Curriculum in high school.

Programs with Twelve (12) or Fewer Semester Hours of Core Curriculum
1. Applicants must have graduated from an accredited high school with a minimum 1.8 GPA, or have earned a GED; and
2. Applicants must meet the beginning freshman CPC criteria

Verification of Lawful Presence
The Board of Regents of the University System of Georgia now requires all applicants to provide proof of Lawful Presence in the United States in order to be considered for In-State resident tuition fees. This change is effective immediately for ALL applicants. See policy below.*
You **MUST** provide proof of lawful presence in the United States in **ONE** of the following ways:

- Your completed FAFSA for the 2011-2012 financial aid year. Lawful presence can be determined through this process. Atlanta Metropolitan College school code for the FAFSA is 012165.

- Your certified U.S. Birth Certificate showing that you were born in the U.S. or a U.S. territory. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMC staff.*

- Your U.S. Certificate of Naturalization (USCIS form N-550 or N-570). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMC staff.*

- Your U.S. Certificate of Citizenship (USCIS form N-560 or N-561). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMC staff.*

- Your U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMC staff.*

- Your current U.S. Passport. *A photocopy/fax is NOT acceptable unless the original has been reviewed by AMC staff.*

- Your current Driver's License issued by the State of Georgia after January 1, 2008.

- Your current ID issued by the State of Georgia after January 1, 2008.

- Your current Military ID (service member only, not dependent)

- Your current, valid Permanent Resident Card (USCIS form I-151 or I-551)

Applicants who will not be submitting documentation of lawful presence must submit an [Opt-Out Form](#). (see website or obtain copy from the Office of Admissions)

You can submit the FAFSA online at [www.fafsa.gov](http://www.fafsa.gov) or submit any one of the other documents listed above to the Office of Admissions or the Office of the Registrar. **FAILURE TO COMPLY WITH ONE OF THE ABOVE REQUIREMENTS WILL IMPACT YOUR TUITION ASSESSMENT!**

*BOR Policy 4.3.4: Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status (in-state tuition), as defined in Section 7.3 of this Policy Manual, and of every person admitted to an institution referenced in Section 4.1.6 of this Policy Manual.*
Dual Enrollment Programs / Early Admission of High School Students

Atlanta Metropolitan College offers Dual Enrollment and Early Admission of high school students to provide opportunities for acceleration of their formal academic programs. The Dual Enrollment Programs provide an opportunity for high school students to enroll in courses for College credit while they are continuing their enrollment in high school as a junior or senior. The Early Admission Program provides an opportunity for high school students after the completion of their junior year to enroll as full-time College students. To participate in either program a student must be enrolled in an appropriately accredited public or private secondary high school as defined by University System of Georgia policies.

Students who are interested in dual enrollment may be eligible for funding under ACCEL, the State of Georgia’s dual admission program. For additional information about the ACCEL program, students should contact their high school guidance counselor, the Georgia Department of Education Academic Standards Unit, or the Georgia Student Finance Commission.

Students applying for either Dual Enrollment or Early Admissions must meet the following admission standards for each specific program:

- Minimum combined SAT I verbal and mathematics scores of 970 or ACT Composite of 20.
- Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;
- Exemption of all LS requirements for early admission.
- Written consent of parent or guardian if student is a minor;
- On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation

Students applying for either the Joint Enrollment Program or the Early Admissions Program must submit all of the following items to the Office of Admissions.

- A completed application form and a $20 application fee
- An official high-school transcript (The high school may require permission of parent or guardian to release this document.)
- SAT I verbal and math scores or ACT scores
- A Certificate of Immunization
- A letter of consent from the student’s parent or guardian
Students wishing to complete their CPC or high school graduation requirements by enrolling in College courses must also meet the following admission requirements:

CPC English and/or Social Science: Students planning to complete their fourth (4th) year high school English and/or social studies requirements with College credit must have an SAT-I Verbal score of 480 or higher or an ACT English score of 20.

CPC Math: Students planning to complete their fourth (4th) year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 450 or ACT Mathematics score of at least 18.

Electives: Students can enroll in appropriate elective courses with written approval by the high school counselor. (Students must have completed two units of a foreign language to enroll in a College foreign language course and three units of science prior to enrolling in a College science course.)

Students who are accepted into one of the Dual Enrollment Programs or the Early Admission Program have the same status as other members of their high school senior class, including eligibility for valedictorian and being able to participate in extracurricular activities.

**Move On When Ready**

HB 149, “The Move on When Ready Act,” (MOWR) permits 11th and 12th grade students to leave their assigned high schools and attend postsecondary institutions full-time to earn course credit that will apply towards high school graduation and College. The “Move on When Ready Act” is intended as another option (not a replacement) for 11th and 12th graders, in addition to other dual enrollment programs, residential programs, early colleges, career academies and charter schools. The MOWR program is only available to students who are entering the 11th or 12th grade and who spent the prior year (2 consecutive semesters) in attendance at a Georgia public high school. Students must be certified as Georgia residents according to their high school.

**Admission Criteria for MOWR**

- 970 Total SAT Score with at least 480 Critical Reading and 450 Math on the SAT1; OR
- Minimum 20 English and 18 Math on the ACT; Composite ACT of 20 or higher AND
- A minimum High School Academic GPA of 3.0 on a 4.0 scale in core high school courses
Students must be on track to complete high school graduation requirements.

**Admissions Process**

The admissions process for MOWR is the same for all other types of admission to the College. Application with accompanying application fee, official transcripts, and standardized test scores must all be received by the application and document deadline. Immunization record is required before a student is allowed to register.

Students seeking admission to the MOWR program must also submit a copy of the Permission to Participate form, signed by the high school guidance counselor, parent(s) and student, and the MOWR Checklist.

Due to increasing enrollments at the College, students are not guaranteed their course selection preferences. However, the earlier students select AMC as their institution and identify the courses they want, the better their chances of being enrolled in their first choice courses. Therefore, students are encouraged to apply for admission early and register for classes as soon as possible.

**Application/Document Deadlines**

Fall – July 15  
Spring – November 15

**Academic Advising**

Students must be enrolled in a minimum of 12 credit hours as of the last day of the drop/add period. Postsecondary institutions are under no obligation to offer courses that will ensure a student participating in MOWR will complete high school graduation requirements on time.

Stephen Woodall, Director of Student Outreach and Access, (404-756-4635) is the MOWR program advisor. Students should be encouraged to contact Mr. Woodall if they need assistance in course selection or wish to withdraw from classes after the drop/add period.

**Auditors**

Students who submit evidence of graduation from an accredited or approved high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as “auditors.”
Students must indicate their status as auditors at the time of registration and cannot change from audit to credit status after registration.

Credit is not granted to an auditor when the course has ended, nor can credit be awarded retroactively at a future date.

Students registered as “auditors” are required to pay regular tuition and fees.

**Students Sixty-two (62) Years of Age and Older**

According to the provisions of Amendment 23 to the Georgia Constitution, the Board of Regents of the University System of Georgia has permitted citizens of the State of Georgia who are sixty-two (62) years of age or older to attend Atlanta Metropolitan College, or any other institution in the University System of Georgia, without payment of fees (except for supplies and laboratory fees) when space is available in a course scheduled for resident credit. Provisions to implement special enrollment privileges for these students are as follows:

1. Must be residents of Georgia, sixty-two (62) years of age or older at the time of registration, and must present a birth certificate or other comparable written documentation of age in order for the Registrar to determine eligibility

2. Must meet Atlanta Metropolitan College admission requirements.

3. May enroll as a regular or auditing student in courses offered for resident credit on a “space available” basis without payment of fees, except for supplies or laboratory or shop fees

4. Degree seeking students must meet all system, institution, and legislated degree requirements such as Regents’ Test, Major Area Exam, and Georgia History and Constitution instruction/examination

5. Shall have all usual student and institutional records maintained

6. Must submit a Certificate of Immunization

**Re-Admission of Former Students**

Students enrolled during a given semester may re-enroll for the following semester without applying for re-admission. Former students not enrolled during the semester prior to re-admission must apply for re-admission. Former students who have attended another College or university since attending Atlanta Metropolitan College must have an official transcript sent to Atlanta Metropolitan College from each College or university attended.
**Advanced Placement**
The Registrar may grant Advanced Placement credit toward graduation for some courses to those students who present Advanced Placement Test scores of at least three (3) points from the College Entrance Examination Board.

**Admissions Requirements for Non-U.S. Citizens**

Atlanta Metropolitan College welcomes students from other countries. The presence of international students fosters cultural exchange which can be beneficial to the student body and to the community at large. In addition to a completed Atlanta Metropolitan College application, applicants who are not citizens of the United States must submit the following items for consideration:

1. Students whose native language and/or whose first language is not English must demonstrate sufficient English Language proficiency. English proficiency can be demonstrated by providing one of the following official scores: TOEFL score of 523 on the paper test, 193 on the computerized test (CBT), 69-70 on the internet based test (IBT), ACT English Score of at least 17, SAT Verbal score of at least 430, IELTS score of at least 5.5 or official scores from the Georgia State Test of English Proficiency (GSTEP) offered by Georgia State University, with a score of “6” on all parts.
   a. Local applicants may contact Educational Testing Service to request an International TOEFL application or call the Atlanta Metropolitan College Office of Counseling and Testing Services. TOEFL website is [www.toefl.org](http://www.toefl.org). IELTS website is [www.ielts.org](http://www.ielts.org).
   b. Overseas applicants may consult the American Embassy for overseas TOEFL information.

2. Original documents, certifying immigration status (permanent resident alien card, I-94 form, refugee card, passport, etc.). Original documents will be photocopied by Atlanta Metropolitan College Office of Admissions’ staff.

3. Applicants must present official credentials, certificates, diplomas, or appropriate examination results (GCE, CXC, WASC, SSCE) at a recognized level of completion and accreditation.

4. Official transcripts from all colleges and universities attended. If a transcript is in a language other than English, official English translation must accompany the original transcript. Course descriptions also may be required.
5. A Financial Statement. All applicants requesting a Form I-20 A-B for student F-1 visas must provide an original affidavit of support showing that a minimum of $19,960 per College year is available to the student to defray College expenses including matriculation fees, non-resident fees, school supplies, transportation, living cost, and related expenses. All applicants must submit a certified statement from the student’s or sponsor’s bank showing that the required funds are available. All fees must be paid at the time of registration. Federal financial aid is not available for F-1 visa students.

6. A copy of the student’s passport and a completed Atlanta Metropolitan College International Address form are required.

7. Certificate of Immunization. In compliance with the policies of The Board of Regents of the University System of Georgia, Atlanta Metropolitan College requires that all new students submit a Certificate of Immunization for measles, mumps, rubella, tetanus-diphtheria, varicella, and hepatitis.

**General Information for Non-U.S. Citizen Applicants**

International (F-1 visa) students are required to attend College full-time (as defined by the College catalog), and must make satisfactory progress each semester toward their program objectives as stipulated in the College-issued Certificate of Eligibility (I-20 A-B). The College is required to notify the Immigration and Naturalization Service (INS) when international students do not attend full-time, maintain poor class attendance, terminate their enrollment, or make unsatisfactory progress in their programs.

- International students who complete the admission process will be notified of acceptance to the College for issuance of INS Form I-20 A-B.
- It is important that the applicant have a United States mailing address at the time of registration.
- As a two-year non-residential College, Atlanta Metropolitan College does not provide, supervise, or recommend student-housing facilities for international students. Students must find their own housing and arrive in Atlanta before the term of registration for this purpose.
- All students admitted to Atlanta Metropolitan College are required to abide by the rules and regulations of the College, to make satisfactory progress toward their educational objectives, and to remain in good standing.
- Counseling and advisement services are available to assist students.
- Direct all correspondence regarding admission for non-U. S. citizen applicants to the Office of Admissions at Atlanta Metropolitan College, 404-756-4004 or email us at admissions@atlm.edu.
College Preparatory Curriculum (CPC)
First-time freshmen as well as freshmen who have not earned the equivalent of thirty (30) semester hours of College credit are required to meet College Preparatory Curriculum (CPC) requirements. Students who have not completed sixteen units of the CPC and who intend to be in degree programs leading to a baccalaureate degree must take additional courses to make up for the CPC deficiencies. Students who enter with a Technology/Career diploma, students from private high schools or from other states, students with a Georgia DOE General Education Diploma (GED), and home-schooled students must be evaluated for CPC completion and must take additional courses as necessary, following standard USG policy.

English Deficiency
Students graduating with fewer than four units of English will be required to take the COMPASS Tests in English and Reading, regardless of SAT or ACT scores. Students who do not score satisfactorily on the COMPASS test will be placed in Learning Support English and/or Reading courses.

Mathematics Deficiency
Students graduating with fewer than four units of mathematics will be required to take the COMPASS Test in Mathematics. Students who do not score satisfactorily on the COMPASS Test will be placed in a Learning Support Mathematics course at an appropriate level, in accordance with COMPASS Test scores.

Science Deficiency
Students graduating with fewer than three units of science will be required to take an additional course in a laboratory science, chosen from the approved laboratory science courses in Area D of the Atlanta Metropolitan College Core Curriculum.

Social Science Deficiency
Students graduating with fewer than three units of social science will be required to complete one additional three (3) credit-hour course, chosen from the approved social science courses in Area E of the Atlanta Metropolitan College Core Curriculum.
Foreign Language Deficiency

Students graduating with fewer than two units of the same foreign language will be required to complete one additional three (3) credit-hour, introductory-level foreign language course.

The following provisions apply to science, social science, and foreign language requirements:

- These additional required courses represent course work beyond the requirements for the program in which the student is enrolled; although the student receives credit in the grade point average for these courses, the credit hours do not count toward hours required for a degree. These courses are aimed at expanding the student’s previous exposure to the disciplines.
- To remove the CPC deficiency, the student must earn a “C” or better in the course.
- Beginning freshmen must remove all CPC deficiencies by the time they have earned thirty semester hours of degree credit.
- Transfer students must take these courses immediately upon entering System institutions or as soon as possible thereafter.
- Courses taken to meet College Preparatory Curriculum requirements cannot be repeated for degree credit.

Students who accumulate thirty (30) degree-credit hours and have not successfully completed CPC requirements may enroll only in CPC courses until all CPC requirements are successfully met.

Conditional Acceptance

If an extreme circumstance beyond the applicant’s control prevents the applicant from submitting all admission materials to the Office of Admissions prior to the published deadline, the Director of Admissions may grant a conditional acceptance. The student must present substantial evidence that the extreme circumstance warrants an exception that will permit the student to enroll temporarily, pending the Office of Admission receiving all required documents. No credit may be recorded and no grades may be released to a student attending the College under a conditional acceptance, until the required documents are received by the Office of Admissions.

The burden of proof rests upon the applicant to establish that his/her failure to submit required credentials or information is a result of circumstances beyond his/her control.
ADMISSIONS APPEAL

Applicants whose admission or re-admission to the College is denied, have the right to appeal in accordance with the following process:

1. The student must appeal in writing to the President of the College within five (5) working days of the action for which the person complains.

2. The President may utilize the services of the Admissions and Records Committee, or may appoint a committee of three faculty members, who will review all facts and circumstances connected with the case.

3. The President will make a decision concerning the applicant’s request for admission or re-admission.

RESIDENCY

Change of Residency Classification

Students are responsible for registering under the proper residency classification. A student classified as a non-resident who believes that he or she is entitled to be reclassified as a legal resident may petition the Residency Coordinator in the Office of Admissions for a change in status. This petition must be filed no later than thirty (30) days after the semester begins in order for the student to be considered for reclassification for that semester. If the petition is granted, reclassification shall not be retroactive to prior semesters. Forms for petitioning a change in residency classification are available in the Office of Admissions and on the AMC website, www.atlm.edu.

University System of Georgia Policy for Classification of Students for Tuition Purposes and Out-of-State Waivers

The Board of Regents has adopted the following policies governing the classification of students as in-state and out-of-state for tuition purposes.

Classification Status for Tuition Purposes

United States Citizens

A. Independent Students

1. An independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive
months immediately preceding the first day of classes for the term shall be classified as in-state for tuition purposes.

No student shall gain or acquire in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Georgia for purposes other than attending postsecondary educational institution in this state.

2. If an independent student classified as in-state for tuition purposes relocates out of state temporarily but returns to the State of Georgia within 12 months of the relocation, such student shall be entitled to retain his or her in-state tuition classification.

B. Dependent Students

1. A dependent student shall be classified as in-state for tuition purposes if such dependent student's parent has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term and (a) the student has graduated from a Georgia high school; or (b) the parent claimed the student as a dependent on the parent's most recent federal or state income tax return.

2. A dependent student shall be classified as in-state for tuition purposes if such student's United States court-appointed legal guardian has established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term, provided that such appointment was not made to avoid payment of out-of-state tuition and the U.S. court-appointed legal guardian can provide clear evidence of having established and maintained domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term.

3. If the parent or United States court-appointed legal guardian of a dependent student currently classified as in-state for tuition purposes establishes domicile outside of the State of Georgia after having established and maintained domicile in the State of Georgia, such student may retain his or her in-state tuition classification so long as such student remains continuously enrolled in a public postsecondary educational institution in this state, regardless of the domicile of such student's parent or United States court-appointed legal guardian.
Non-citizen Students

A non-citizen student shall not be classified as in-state for tuition purposes unless the student is legally in this state and there is evidence to warrant consideration of in-state classification as determined by the Board of Regents. Lawful permanent residents, refugees, asylees, or other eligible non-citizens as defined by federal Title IV regulations may be extended the same consideration as citizens of the United States in determining whether they qualify for in-state classification.

International students who reside in the United States under nonimmigrant status conditioned at least in part upon intent not to abandon a foreign domicile shall not be eligible for in-state classification.

OUT-OF-STATE TUITION WAIVERS AND WAIVER OF MANDATORY FEES

OUT-OF-STATE TUITION WAIVERS

An institution may award out-of-state tuition differential waivers and assess in-state tuition for certain nonresidents of Georgia for the following reasons (under the following conditions):

A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.

B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.

C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.

D. Medical/Dental Students and Interns. Medical and dental residents and medical and dental interns at the Medical College of Georgia (BR Minutes, 1986-87, p. 340).

E. Full-Time School Employees. Full-time employees in the public schools of Georgia or Technical College System of Georgia (BR Minutes,
October 2008), their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver (BR Minutes, 1988-89, p. 43).

F. Career Consular Officials. Career consular officers, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.

G. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if

a. the military sponsor is reassigned outside of Georgia, and the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status;

b. the military sponsor is reassigned out-of-state and the spouse and dependent children remain in Georgia and the sponsor remains on active military duty;

c. or the active military personnel and their spouse and dependent children are stationed in a state contiguous to the Georgia border and live in Georgia. (BR Minutes, February 2009)

H. Research University Graduate Students. Graduate students attending the University of Georgia, the Georgia Institute of Technology, Georgia State University, and the Medical College of Georgia, which shall be authorized to waive the out-of-state tuition differential for a limited number of graduate students each year, with the understanding that the number of students at each of these institutions to whom such waivers are granted shall not exceed the number assigned below at any one point in time:

<table>
<thead>
<tr>
<th>University of Georgia</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Institute of Technology</td>
<td>60</td>
</tr>
<tr>
<td>Georgia State University</td>
<td>80</td>
</tr>
<tr>
<td>Medical College of Georgia</td>
<td>20</td>
</tr>
</tbody>
</table>

I. Border County Residents. Students domiciled in an out-of-state county bordering Georgia, enrolling in a program offered at a location approved by the
Board of Regents and for which the offering institution has been granted permission to award Border County waivers (BR Minutes, October 2008).

J. Georgia National Guard and U.S. Military Reservists. Active members of the Georgia National Guard, stationed or assigned to Georgia or active members of a unit of the U.S. Military Reserves based in Georgia, and their spouses and their dependent children (BR Minutes, October 2008).

K. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Economic Development as being part of a competitive economic development project.

L. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.

M. Students in Pilot Programs. Terminated October 2008.

N. Students in ICAPP® Advantage programs. Any student participating in an ICAPP® Advantage program.

O. International and Domestic Exchange Programs. Any student who enrolls in a University System institution as a participant in an international or domestic direct exchange program that provides reciprocal benefits to University System students (BR Minutes, October 2008).

P. Economic Advantage. As of the first day of classes for the term, an economic advantage waiver may be granted to a U.S. citizen or U.S. legal permanent resident who is a dependent or independent student and can provide clear evidence that the student or the student's parent, spouse, or U.S. court-appointed legal guardian has relocated to the State of Georgia to accept full-time, self-sustaining employment and has established domicile in the State of Georgia. Relocation to the state must be for reasons other than enrolling in an institution of higher education. For U.S. citizens or U.S. legal permanent residents, this waiver will expire 12 months from the date the waiver was granted (BR Minutes, October 2008).

As of the first day of classes for the term, an economic advantage waiver may be granted to an independent non-citizen possessing a valid employment-related visa status that can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment. Relocation to the state
must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals would be required to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Independent non-citizen students may continue to receive this waiver as long as they maintain a valid employment-related visa status and can demonstrate continued efforts to establish U.S. legal permanent residence and legal domicile in the State of Georgia (BR Minutes, October 2008).

A dependent non-citizen student who can provide clear evidence that the student's parent, spouse, or U.S. court-appointed legal guardian possesses a valid employment-related visa status and can provide clear evidence of having relocated to the State of Georgia to accept full-time, self-sustaining employment is also eligible to receive this waiver. Relocation to the state must be for employment reasons and not for the purpose of enrolling in an institution of higher education. These individuals must be able to show clear evidence of having taken legally permissible steps toward establishing legal permanent residence in the United States and the establishment of legal domicile in the State of Georgia. Non-citizen students currently receiving a waiver who are dependents of a parent, spouse, or U.S. court-appointed legal guardian possessing a valid employment-related visa status may continue to receive this waiver as long as they can demonstrate that their parent, spouse, or U.S. court-appointed legal guardian is maintaining full-time, self-sustaining employment in Georgia and is continuing efforts to pursue an adjustment of status to U.S. legal permanent resident and the establishment of legal domicile in the State of Georgia. (BR Minutes, October 2008.)

Q. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may also be granted to their spouses and dependent children. This waiver may be granted for not more than one year (BR Minutes, October 2008).

R. Nonresident Student. As of the first day of classes for the term, a nonresident student can be considered for this waiver under the following conditions:

Dependent Student. If the parent or U.S. court-appointed legal guardian has maintained domicile in Georgia for at least 12 consecutive months and the student can provide clear and legal evidence showing the relationship to the parent or U.S. court-appointed legal guardian has existed for at least 12 consecutive months immediately preceding the first day of classes for the term. Under Georgia code legal guardianship must be established prior to the
student's 18th birthday (BR Minutes, October 2008).

Independent Student. If the student can provide clear and legal evidence showing relations to the spouse and the spouse has maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term. This waiver can remain in effect as long as the student remains continuously enrolled (BR Minutes, October 2008).

If the parent, spouse, or U.S. court-appointed legal guardian of a continuously enrolled nonresident student establishes domicile in another state after having maintained domicile in the State of Georgia for the required period, the nonresident student may continue to receive this waiver as long as the student remains continuously enrolled in a public postsecondary educational institution in the state, regardless of the domicile of the parent, spouse or U.S. court-appointed legal guardian (BR Minutes, June 2006).

S. Vocational Rehabilitation Waiver. Students enrolled in a University System of Georgia institution based on a referral by the Vocational Rehabilitation Program of the Georgia Department of Labor (BR Minutes, October 2008)

Falsification of Information
Clarifies that students who are found to have provided incomplete or inaccurate information for the purpose of receiving classification as an in-state student or to receive an out-of-state waiver, must be immediately reclassified or have their waiver revoked. Also, “cancellation of registration, judicial review, and/or conviction under O.C.G.A. 16-10-71 and resulting penalties may occur.”
FINANCIAL INFORMATION

FINANCIAL OBLIGATIONS

TUITION

FEES AND EXPENSES

REFUNDS
FINANCIAL OBLIGATIONS
Atlanta Metropolitan College fees are assessed according to the policies of the Board of Regents of the University System of Georgia. Fees are subject to change at the end of any semester. A student is not considered registered at the College until all fees have been paid. Fees for each semester are to be paid in full at the time of registration with cash, check, certified check, money order or credit card (MasterCard, Visa or Discover), or approved financial aid. If a credit card is used, the person whose name appears on the card must be present. Any student who is delinquent in the payment of any fees owed to the College will have grade reports and transcripts of records withheld, and will not be allowed to register at the College for a new semester until the delinquency has been cleared. Please note that the fee amounts specified below reflect rates for fall Semester 2010 for incoming freshmen.

TUITION

In-State Tuition
The tuition structure for Georgia residents for the 2010-2011 academic year is as follows:

- 1 – 14 credits hours: $80.00 per semester credit hour
- 15 or more credit hours: $1,199.00 per semester

For current detailed information, students should refer to the Tuition and Fees link on the Atlanta Metropolitan College website, www.atlm.edu.

Out-of-State Tuition
Non-residents of Georgia are charged out-of-state tuition. The tuition structure for non-residents for the 2010-2011 academic year is as follows:

- 1 – 14 credits hours: $310.00 per semester credit hour
- 15 or more credit hours: $4,638.00 per semester

For current detailed information, students should refer to the Tuition and Fees link on the Atlanta Metropolitan College website, www.atlm.edu.
FEES AND EXPENSES

Student Activity Fee
All students are required to pay a $60.00 Student Activity Fee each semester.

Technology Fee
All students are required to pay a $40.00 Technology Fee each semester.

Student Athletic Fee
All students are required to pay a $65.00 Athletic Activity Fee each semester.

Institutional Fee
All students are required to pay a $100.00 Institutional Fee each semester.

Student Center Fee
All students are required to pay a $100.00 Student Center Fee each semester.

Vehicle Registration Fee
All students who plan to park personal cars on campus are required to pay a parking fee of $15.00 per car per academic year. The vehicle registration fee is non-refundable.

Applied Music Fee
The Applied Music Fee is $50.00 per one credit hour.

Lab Fee
The Lab Fee is $25.00 per one credit hour laboratory science course.

Late Registration Fee
The late registration fee is $25.00. This fee is non-refundable.

Application Fee
A $20.00 application fee should accompany each initial application for admission to the College, except for applicants age 62 and older.
Re-Admission Fee
A $20.00 application fee will be assessed to any student who is seeking re-admission to the College, but who has not enrolled at the College for two or more consecutive semesters (summer sessions excluded).

Graduation Fee
A $25.00 graduation fee is charged to all graduating students. This fee must be paid before diplomas are ordered and preferably upon registration for the final semester before graduation. This is a non-refundable fee and is separate from the fee for the purchase of cap, gown, tassel and hood.

Parking Fines
Cars illegally parked on the Atlanta Metropolitan College campus will be ticketed. Fines must be paid promptly at the cashier's window in the Business Office. Students are not permitted to register for classes in subsequent semesters until all fines have been paid. Students who have more than two unpaid tickets are subject to having their vehicles booted. Vehicles that do not have a parking decal or are parked illegally are subject to being towed at owners' expense.

Identification Card Replacement Fee
Students are issued a one-time College identification (ID) card at no cost. There is a $10.00 replacement fee for all lost ID cards. To replace lost ID cards, students should go to the Office of Campus Safety.

Returned Check Penalty Charge
AMC welcomes payment of tuition and fees by check. Checks must be made payable to Atlanta Metropolitan College with the student's name and ID number on the face of the check. AMC does not accept two-party checks, payroll checks, starter checks, counter checks, post-dated checks or checks which must be sent for collection. If the check presented for payment of the student’s tuition and fees is not honored by the bank and is returned to the College unpaid, a financial hold will be placed on the student’s record, the
student will be assessed a $30.00 returned check fee, and the student will be required to make all future payments to the College by cash, cashier's check, traveler's check or money order. Checks will be immediately forwarded to Certegy Check Services, the College's guarantee service. Certegy will reimburse the College for the amount of the check and charge the student a service fee. If for any reason Certegy cannot honor the check, the student must clear the returned check in full, including the returned check fee, within 10 calendar days following a written notification by the Business Office.

**Fees Paid By Outside Agencies**

Students whose fees are paid by Georgia State Vocational Rehabilitation, Veterans Rehabilitation and other authorized agencies must make certain that the Business Office receives written authorization from the agency prior to registration each semester. Students will be held responsible for default of such payments if the default was caused by some action or lack of compliance by the student. Since veterans in training under the G.I. Bill are paid benefits directly through the Veterans Administration, they are required to pay all fees as other students.

**Fees for Non-Credit Programs**

Fees for non-credit courses are based on the cost of each course. Persons enrolling in these courses must pay fees as published. If a course is cancelled by the College, fees shall be refunded or transferred to another course. Fees are nonrefundable after the first class session meets. Registration cannot be completed until fees are paid. There is no guarantee of a place in a class unless registration has been completed.
REFUNDS

Refunds for fees will be made only upon written application for withdrawal from school. **Students who do not formally withdraw, who are suspended for disciplinary reasons, or who leave the College when disciplinary action is pending are not eligible for a refund of any portion of any fees paid.** Other refund policies follow:

- Students who withdraw completely from the College prior to completing 60 percent of the days in a given semester are refunded a percentage of tuition and mandatory fees paid. The late fee is non-refundable. It is the student’s responsibility to complete the withdrawal form within the refund period. The percentage of refund is based on when the completed withdrawal form is signed by the student and the instructor.

- Withdrawal forms can be obtained from the student’s Academic Division Office. It is the student’s responsibility to complete the withdrawal process ending at the Cashier’s Window in the Business Office within the dates listed in the Refund Policy section of each semester’s class schedule. For more details, please refer to the official College Class Schedule of each semester.

- Students who formally withdraw from the institution after the first 60 percent (in time) of the days completed are not entitled to a refund of any portion of tuition and fees.

- Students are eligible for a full tuition refund for RGTE 0199 if they pass the Regents’ Test Essay on appeal during the same semester in which they were required to take RGTE 0199. Any student who still maintains full-time status twelve (12) hours or more after the reduction of RGTE 0199 would not be eligible for a refund.

- Students who are attending an institution for the first time, and who receive assistance under Title IV of the Higher Education Act of 1965 as amended, are entitled to a pro rata refund of that portion of the tuition, fees, room and board, and other charges assessed the student by the institution. The refund will be equal to that portion of the period of enrollment for which the student has been charged that remains on the last day of attendance up to the 60 percent point (in time) of the days completed in a given semester.

- Refunds of all tuition paid (resident or non-resident) and other mandatory fees will be made in the event of the death of a student at any time during an academic semester.
• Students who are members of the Georgia National Guard or other reserve components of the Armed Forces and who receive emergency orders to active military duty are entitled to a full refund of tuition paid for that semester. Military personnel on active duty in the Armed Forces who, before the end of their present station assignment, receive emergency orders for a temporary or permanent change of duty location, are entitled to a full refund of tuition paid for that semester.

• Students who drop a class but remain in school after the official schedule change date for Drop-Add (i.e., non-complete withdrawal from the College) are not entitled to any refund.

Refund checks for tuition and fee payments paid by cash or charge card will be made within ten working days. Refund checks for tuition and fee payments paid by check will be made after fifteen working days.

All fees and charges are subject to change at the end of any given semester.