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# **ADMISSIONS INFORMATION**

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## GENERAL ADMISSIONS REQUIREMENTS

The Office of Admissions and Enrollment Services at Atlanta Metropolitan State 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 State College, applicants must submit:

1. A completed application
2. A \$20.00 non-refundable application fee
3. An official final high school transcript and/or General Equivalency Diploma (GED)
4. Transcripts from all regionally accredited colleges and postsecondary institutions previously attended
5. Verification of Lawful Presence
6. COMPASS Testing

All admissions documents should be submitted by the following priority due dates:

Fall	July 15
Spring	November 15
Summer	April 15

Submitted documents become the property of Atlanta Metropolitan State College and will not be returned or transferred to another institution.

## APPLICATION

Students may complete their application online at [www.atlm.edu](http://www.atlm.edu). Applications can also be submitted by mail or in person. Please refer to the website to print a paper application.

Students who were previously enrolled in Atlanta Metropolitan State 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.

Students who previously applied to Atlanta Metropolitan State College, but did not attend must submit an Update Application and any missing documents prior

to the semester they intend to enroll. Applications are valid for one academic year, after which all documents are destroyed. After documents have been destroyed, an applicant seeking admission must complete and submit a new application and submit all required documents to the Office of Admissions and enrollment Services.

Applications should be received in the Office of Admissions no later than the published priority due date. Any student that knowingly and willingly makes a false statement on the application, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject to prosecution in a court of law. Any such false statement may subject a student to non-admission or immediate dismissal from the institution.

### **APPLICATION FEE**

A \$20.00 non-refundable application fee is required of all applicants. Applicants who previously submitted an application and paid the fee for admission within the last three (3) semesters, but did not enroll, do not have to pay the fee again. Applicants who applied more than three (3) semesters ago must submit the fee with their new application. If the application fee was waived for any reason and you do not attend that semester, a fee will be required to update your application to a future semester.

### **CERTIFICATE OF IMMUNIZATIONS**

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, for admission. You are advised to check with your health care provider to make sure your immunizations are up to date and to have the form completed.

Applicants who have not been immunized for religious objections or for certified medical reasons you may exempt from the requirement. However, the applicant 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 Certificate of Immunization can be found on the website at [www.atlm.edu](http://www.atlm.edu).

Applicants who are taking only on-line courses may exempt the requirement by completing the Certificate of Immunization form and indicating they are on-line only students.

## **TRANSCRIPTS**

### **High School/GED**

Official transcripts are required from the last high school attended showing date of graduation. Students who are currently attending high school 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 received. Student who received the GED must provide official GED scores. Note: If the student would have graduated within the past five (5) years, the official high school transcript is also required for the time the student attended high school. If the student would have graduated more than five (5) years ago, only the official GED scores are required. All transcripts must be received by the application priority date for the semester for which the student is applying. It is the applicant's responsibility to request transcripts.

### **College**

Official transcripts are required from every regionally accredited institution attended. If you are not sure if the school you attended is regionally accredited, have the transcript sent. Students who are currently enrolled should send a partial transcript at the time of the application. A final transcript must be sent prior to the next term of registration. All transcripts must be received by the application priority date for the semester for which the student is applying. It is the applicant's responsibility to request transcripts.

## **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. 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. 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. <i>A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.</i>
Your U.S. Certificate of Naturalization (USCIS form N-550 or N-570). <i>A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.</i>
Your U.S. Certificate of Citizenship (USCIS form N-560 or N-561). <i>A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.</i>
Your U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240). <i>A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.</i>
Your current U.S. Passport. <i>A photocopy/fax is NOT acceptable unless the original has been reviewed by AMSC staff.</i>
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 <u>Opt-Out Form</u> . (see website or obtain copy from the Office of Admissions)

## COMPASS TESTING

Although Atlanta Metropolitan State College no longer requires SAT or ACT scores as criteria for admissions, applicants who meet the following criteria should submit scores to be exempt from taking the COMPASS Placement Exam. Test scores must be from a national test administration and less than seven (7) years old.

- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and transfer in English 1101 or College Math from an accredited institution.
- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and you have an **SAT Verbal** score of **430** or higher and an **SAT Math** score of **400** or higher;
- If you are not CPC (College Preparatory Curriculum) deficient in English or Math and you have an **ACT English** score of **17** or higher and an **ACT Math score 17** or higher;
- If you graduated from a Georgia high school on or after May 2010 with a minimum English Language Arts (ELA) score of **235** on Georgia High School Graduation Test and you have no CPC (College Preparatory Curriculum) deficiencies in English this score will exempt you from taking the COMPASS Placement Exam in English and Reading only.

If you have taken the COMPASS Placement Exam at **any** University System of Georgia institution or Georgia technical school which you have matriculated within the past year, your scores are acceptable at Atlanta Metropolitan State College provided they meet admissions criteria.

All applicants are required to take the COMPASS Placement Exam unless exempt by above requirements. There is a \$20.00 testing fee. To schedule the COMPASS exam contact Testing Services at (404) 756-4783.

## **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 State 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 State 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 State College utilizes multiple measures, such as interviews, portfolios, and records of experiential achievements. All students admitted to

Atlanta Metropolitan State 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 State 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 State 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 State 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 State 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. **Exceptions:** Students seeking admittance to the



Bachelor of Science in Biological Science will not have any courses transferred in which they receive a “D”.

Upon admission to Atlanta Metropolitan State 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 State College. However, all students must complete at least twenty (20) semester hours of their required coursework at Atlanta Metropolitan State College. **Exception:** Students who matriculate in the Bachelor of Science in Biological Science must earn a minimum of 39 semester hours at Atlanta Metropolitan State College, in courses numbered, at 3000 or above, with an average GPA of at least 2.5 ; and at least half of the courses in the major should be taken at AMSC.

### **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 State College, a transient student must submit a transient letter from his or her institution to AMSC'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 State 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 State 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 State College must apply through the AMSC 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 State 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.