



ATLANTA METROPOLITAN COLLEGE
1630 Metropolitan Parkway, SW
Atlanta, Georgia 30310

Office of Admissions

Dear Prospective Student:

Thank you for your interest in continuing your education at Atlanta Metropolitan College. On the following pages you will find information and forms necessary for you to apply for admissions.

A **\$20 non-refundable application fee** must accompany your application in order for it to be processed. So that your application may be processed without delay, it is important that you complete your application and submit it and all required documents to the Office of Admissions as soon as possible.

Also, **financial aid information** is included in this application packet. By adhering to financial aid guidelines and deadlines, issues related to paying for your education are more likely to be resolved before the college's registration deadline.

If you have questions about the admissions information, you may call (404) 756-4004. A member of our staff will welcome the opportunity to assist you.

Sincerely,

Audrey M. Reid
Assistant to the President for Enrollment Management/
Director of Admissions

Enclosures

Telephone (404) 756-4004

Facsimile (404) 756-4407

ATLANTA METROPOLITAN COLLEGE

A Two-Year Unit of the University System of Georgia
1630 Metropolitan Parkway S.W., Atlanta, Georgia 30310

APPLYING FOR ADMISSION

COMPLETING AND SUBMITTING THE APPLICATION FOR ADMISSION

Applicants should complete an admission application by providing correct, accurate information on the application form. Submit the completed application to the Office of Admissions along with a non-refundable \$20 application fee (a check or money order made payable to Atlanta Metropolitan College).

Applicants who submitted an application for admission within the last three (3) semesters, but did not register, should submit a completed Admission Update Application. Applicants who applied more than three (3) semesters ago should submit a new application, required documents, and a \$20 application fee. Documents of applicants who do not complete the admissions/enrollment process are destroyed after three (3) semesters.

REQUESTING AND SUBMITTING TRANSCRIPTS

Applicants are required to request an official high school transcript from either their former high school or their high school's city or county board of education. Applicants should request an official college transcript from the Registrar's Office of their former institutions. High school and college transcripts may take weeks to process and to reach the Office of Admissions; therefore, you should make your requests for transcripts early enough to meet the admissions deadline date. (See the Office of Admissions Mini Calendar.) Transcripts printed on the web will not be accepted.

COMPASS PLACEMENT EXAM REQUIRED FOR SOME STUDENTS

Applicants who meet the following conditions must take the COMPASS PLACEMENT EXAM:

If you graduated from high school or obtained your G.E.D. within the last five years and scored less than 430 Verbal and 400 Math on the SAT or 17 English and 17 Math on the ACT;

- If you graduated from high school or earned a G.E.D. more than five years ago and have no prior college experience;
- If you graduated from high school within the last five years with fewer than four units of English and/or four units of math;
- If you transferred from an accredited college with fewer than 30 hours of transferable credit and/or scored less than 430 Verbal and 400 Math on the SAT or 17 English and 17 Math on the ACT.

The COMPASS Placement Exam is administered at specific times before and during the General Registration Period.

If you have taken the COMPASS at any University System of Georgia institution or Georgia technical school, your scores are transferable to Atlanta Metropolitan College if received on official letterhead PRIOR to registering for the COMPASS at AMC.

If you are not able to take the COMPASS on the date which you are scheduled, please contact the Office of Counseling and Testing at (404) 756-4916.

GETTING THE REQUIRED IMMUNIZATION

All applicants must submit a Certificate of Immunization that reflects immunity against the following:

- MMR1 and MMR2 – Required for all applicants born in 1957 or later. MMR (Measles, Mumps, Rubella).
- Tetanus-Diphtheria – TD booster dose in the last ten years of primary series with DTaP, DTP or Td.
- Varicella – Either a history of chicken pox, a Varicella antibody, or two (2) doses of vaccine given at least one month apart if immunized after the age of 13.
- Hepatitis B – Required of all applicants who are 18 years of age or younger.

Immunization statements must be completed and verified by a physician.

TAKING THE SAT AT AMC - INSTITUTIONAL SAT (I-SAT)

SAT or ACT scores are required for applicants who graduated from high school or received a G.E.D. within the last five (5) years. Applicants who have not taken the SAT or who wish to improve their scores may take the Institutional Scholastic Aptitude Test (I-SAT), which is administered on campus several weeks prior to General Registration each semester.

There is a \$30 registration fee for the I-SAT. Applicants who register but do not take the test receive a \$20 refund and will be charged a \$10 processing fee. For additional information regarding the cost and test dates for the I-SAT, call the Office of Counseling and Testing at (404) 756-4916.

ATTENDING ORIENTATION AND REGISTERING FOR CLASSES

All new and transfer students are required to attend New Student Orientation. Students who are accepted for admissions will receive orientation and registration dates from the Office of Admissions. During orientation, you will receive information essential to your success as a college student; you will receive instructions related to registration; and you will be guided through the registration process.

Students scheduled to take the COMPASS Placement Exam will take the exam immediately following the orientation session and then proceed to register.

APPLYING FOR FINANCIAL AID AND PAYING TUITION AND FEES

If you are applying for financial aid, it is important that you complete the [Free Application for Federal Aid \(FAFSA\)](#) process before the financial aid application deadline. By completing the financial aid process early you may avoid a delay in continuing your education.

If you have applied for financial aid, contact the Financial Aid Office to speak with a counselor regarding the status of your application. You may call the Financial Aid Office at (404) 756-4002.

Your registration is not complete until you have paid tuition and fees. During registration, financial aid counselors and personnel from the Office of Fiscal Affairs will be available to assist you with settling your account.

INTERNATIONAL APPLICANTS APPLYING FOR ADMISSION

To ensure that the Office of Admissions receives your application before the deadline dates, international applicants are encouraged to apply for admissions and to pay your application fee on-line at www.atlm.edu.

Also, we recommend that you have someone who resides in the United States to help facilitate your application process. Students who are out of the United States when they apply for admissions and/or who do not have a contact person within the United States are urged to apply at least two semesters in advance. This should provide enough time for transmission of documents from other countries to Atlanta Metropolitan College's Office of Admissions and allow you enough time to schedule an appointment with your Embassy.

Obtaining an I-20

Applicants must meet all Atlanta Metropolitan College admissions requirements before they are accepted to the college as students. You must be accepted into the college before an I-20 can be issued. After you are accepted, the I-20 will be mailed with an acceptance letter to the address that you provide on your application. We strongly recommend that you provide the Office of Admissions with the name and address of a contact person living in the United States who can assist you with delivering documents to the Office of Admissions in a timely manner.

Required Documents

- A high school transcript or certified "O" Level Exam Certificate that has been translated into English
- A Passport, Visa, or Permanent Resident Alien Card (Applies to students already in the United States)
- Statement of Financial Support, \$18,660 (USD) with the official statement from sponsor
- International Student Health Insurance (available for purchase at the college's registration)
- Applicants, whose native language is not English, must submit Official TOEFL (Test of English as a Foreign Language) scores. The minimum acceptable score is 523. Photo copies and copies sent by fax are not acceptable.

Evaluation of International College Transfer Credit

International applicants may have their transcripts evaluated by the following agencies and submitted to the Office of Admissions.

Josef Silny & Associates, Inc. International Education Consultants 7101 S.W. 102 nd Avenue Miami, Florida 33173 Tel: (305) 273-1616 Fax: (305) 273 1338 E-Mail: info@silny.com http://www.jsilny.com	Lisano International International Education Consultants P.O. Box 407 Auburn, Alabama 36831 Tel: (334) 745-0425 Fax: (334) 745-0425 E-Mail: LisanoINTL@aol.com www.Lisano-INTL.COM
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HOUSING

Atlanta Metropolitan College does not offer housing on its campus. It is each student's responsibility to find housing. If you require assistance call the Office of Student Activities at (404) 756-4485.

TUITION AND FEE SCHEDULE

Tuition and Fees – Effective Fall 2004

Number of Semester Hrs.	Georgia Resident	Non-Resident
1	\$167.00	\$350.00
2	\$229.00	\$595.00
3 (one 3hr. course)	\$291.00	\$840.00
4	\$353.00	\$1,085.00
5	\$415.00	\$1,330.00
6 (two 3hr. courses)	\$477.00	\$1,575.00
7	\$539.00	\$1,820.00
8	\$601.00	\$2,065.00
9 (three 3hr. courses)	\$663.00	\$2,310.00
10	\$725.00	\$2,555.00
11	\$787.00	\$2,800.00
12 hrs or more	\$839.00	\$3,041.00

(Dates and fees are subject to change without notice)

Tuition and Fees include: \$25 per semester student activity fee; \$45 per semester athletic fee; \$30 per semester technology fee.

Tuition and Fees do not include: \$35 per credit hour applied music fee; \$12 annual vehicle registration fee; \$20 non-refundable application or update fee; \$25 non-refundable late registration fee.

QUICK REFERENCE TELEPHONE DIRECTORY

DEPARTMENTS	NUMBERS
Admissions	404-756-4004
Financial Aid	404-756-4002
Business Office/Cashier	404.756-4442
COMPASS Placement Exam	404-756-4916
Counseling and Testing Services	404-756-4918
International Student Applicant Advisor	404-756-4004
Registrars Office	404-756-4001
Evening and Weekend Services	404-756-4009
Security/Lost and Found	404-756-4040

QUICK LINKS

- [Readmission Application – Continuing Students](#)
- [Application Update – Never attended](#)
- [Petition for Georgia Residency](#)
- [AMC College Catalog](#)
- [Financial Aid Information](#)

PROGRAMS OF STUDY

TRANSFER PROGRAMS

Associate of Arts – Division of Humanities and Fine Arts

Art

English

Foreign Language

General Studies

Music

Option I – Music Composition / Education

Option II – Music Recording / Production

Option III – Music Management

Speech

Option I – Drama / Theatre Arts

Option II – Broadcast Journalism/

Mass Communication/Public Relations

Associate of Science – Division of Business

Business Administration

Business Education

Office Administration / Secretarial Science

Associate of Science – Division of Natural Sciences and Mathematics

Biology

Chemistry

Computer Information Systems

Computer Science

Health Information Management

Mathematics

Physics

Pre-Dental Hygiene

Pre-Engineering

Pre-Engineering Technology

Pre-Medical Technology

Pre-Nursing

Pre-Occupational Therapy

Pre-Physical Therapy

Associate of Science – Division of Social Sciences

African American Studies

Criminal Justice

Health and Physical Education

History

Political Science

Psychology

Recreation

Social Work

Sociology

Teacher Education

Option I – Early Childhood Education

Option II – Middle Grades Education

Option III – Secondary Grades Education

CAREER PROGRAMS

Associate of Applied Science – Division of Business

Accountancy •

Business Management •

Computerized Office Management •

Associate of Applied Science – Division of Natural Sciences and Mathematics

Computer Programming

Option I – Information Systems

Option II – Computer Analysis

Associate of Applied Science – Division of Social Sciences

Human Services

Recreational Leadership

CERTIFICATE PROGRAMS

Certificate of Completion – Division of Business

Automated Office Management •

Certificate of Completion – Division of Social Sciences

Criminal Justice

Option I – Management and Supervision

Option II – Clerical and Secretarial

• *Denotes programs under revision*

All prospective students should fall under one of the following categories. Please refer to the following descriptions to determine which category best describes the student group under which you would be classified.

NEW FRESHMAN STUDENT	Applicants who have NEVER attended college:
	Application and \$20.00 non-refundable application fee
	Official high school transcript with graduation date or GED scores
	Meet Freshman Index requirements
	Minimum acceptable SAT (330 Verbal and 310 Math) or ACT scores (12 English and 14 Math)
Immunization Record: MMR1, MMR2, Varicella, TD and (Hepatitis B – If you are 18 years of age or younger.	
TRANSFER STUDENT	Applicants who have attended ANY college level coursework at one or more colleges or universities.
	Application and \$20.00 non-refundable application fee
	Official college transcript from ALL institutions previously attended
	Meet Freshman Index
	Immunization Record: MMR1, MMR2, Varicella and TD.
POST BACCALAUREATE	Applicants who have earned a Bachelors Degree from an accredited institution recognized by the University System of Georgia and would like to take non-degree seeking courses:
	Application and \$20.00 non-refundable application fee
	Official college/university transcript with type of degree conferred and graduation date
	Immunization Record: MMR1, MMR2, Varicella and TD.
NON-TRADITIONAL STUDENT	Applicants who have graduated from high school five years prior to the term of admissions
	Application and \$20.00 non-refundable application fee
	Official high school transcript with the graduation date or GED scores
	Official college transcript from ALL institutions previously attended
	Immunization Record: MMR1, MMR2, Varicella and TD.
TRANSIENT STUDENT	Applicants who wish to maintain enrollment at another institution and apply course work taken at Atlanta Metropolitan College to satisfy requirements at the home institution
	Application and \$20.00 non-refundable application fee
	Official Transient Student Permissions Form from the college/university in which the application is currently enrolled
	Immunization Record: MMR1, MMR2, Varicella and TD.
INTERNATIONAL STUDENT	Applicants who are not citizens of the United States
	Application and \$20.00 non-refundable application fee
	Official high school transcript and “O” Level Exam Certificate
	Test of English as a Foreign Language (TOEFL) scores
	Passport, Visa or Resident Alien Card
	Financial Statement of Support
	International Student Health Insurance (available for purchase at AMC)
	Immunization Record: MMR1, MMR2, Varicella and TD.
HIGH SCHOOL JOINT-ENROLLMENT	Applicants who are currently in high school and would like to take courses for college credit prior to high school graduation
	Application and \$20.00 non-refundable application fee
	Official high school transcript reflecting at least a 3.0 academic GPA and a current junior/senior class schedule
	Complete and submit a Post-Secondary Options Tuition Grant Form from high counselor
	SAT Scores totaling 970
	Immunization Record: MMR1, MMR2, Varicella, TD and (Hepatitis B – If you are 18 years of age or younger.

NAME OF HIGH SCHOOL ATTENDED	CITY	STATE
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Have you graduated from high school? YES – Give month and year

NO - Give month and year of expected graduation

Do you have a GED? YES – Give month and year

List below all colleges, universities, and vocational/technical institutions you have attended since graduating from high school or obtaining a G.E.D. Any omission or misrepresentation of fact or failure to furnish information to the Director of Admissions will automatically invalidate the acceptance of any applicant. You must request official transcripts from ALL institutions attended, and they must be mailed directly to the Office of Admissions in the original sealed envelope.

NAME OF INSTITUTION (List Last School Attended First)	CITY	STATE	DATES ATTENDED		TYPE OF DEGREE AWARDED
			FROM MONTH – YEAR	TO MONTH – YEAR	
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
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Term and year you plan to enroll: Fall Spring Summer Year

Indicate your entering status by checking one of the boxes below:

- | | |
|---|---|
| <input type="checkbox"/> Beginning Freshman (NO PREVIOUS COLLEGE WORK) | <input type="checkbox"/> Joint Enrollment |
| <input type="checkbox"/> Transfer | <input type="checkbox"/> Transient |
| <input type="checkbox"/> Non-Traditional | <input type="checkbox"/> Post-Baccalaureate |
| <input type="checkbox"/> Early Admission | <input type="checkbox"/> Audit |
| <input type="checkbox"/> Cooperative Program with Atlanta Technical Institute | |

Program of Study

I certify that the information given is correct to the best of my knowledge and I understand that failure to give accurate and complete information may invalidate my admission to Atlanta Metropolitan College.

SIGNATURE

DATE

This application is for admission to the college only. Any student requesting financial assistance must complete separate documentation through the Office of Student Financial Aid.



Atlanta Metropolitan College
University System of Georgia

ADMISSIONS MINI-CALENDAR

Office of Admissions
1630 Metropolitan Parkway, SW
Atlanta, GA 30310
(404) 756-4004
(404) 756-4407 fax

DATES FOR NEW APPLICANTS AND APPLICANTS APPLYING FOR READMISSION

ACTIVITIES	SUMMER SEMESTER 2006	FALL SEMESTER 2006	SPRING SEMESTER 2007
APPLICATION & DOCUMENT Deadline An admissions decision will be made after ALL documents have been received.	April 15	July 15	November 15
PETITION for Georgia Residency Please allow 3 to 4 weeks for processing after ALL documents have been submitted	May 1	August 1	December 1
NEW STUDENT Orientation Student Center, Conference Room A. Dates are subject to change.	May 30, 2006	August 17, 2006	TBA
COMPASS Placement Test For questions regarding the COMPASS Placement Test and to schedule an appointment time, please contact the Office of Counseling and Testing (404) 756-4016.	March 22 nd @ 10 a.m. March 29 th @ 6 p.m. April 17 th @ 10 a.m. April 18 th @ 6 p.m. May 8 th @ 10 a.m. May 9 th @ 6 p.m. May 27 th @ 10 a.m. and 6 p.m.	TBA	TBA
READMIT Registration For the current class schedule, please refer to the Office of the Registrar's website at www.atlm.edu .	May 31, 2006	August 18, 2006	TBA
LATE Registration (\$25) & FIRST Day of classes	June 1, 2006	August 21, 2006	TBA
Mid-Term	June 22, 2006	October 11, 2006	TBA
FINAL Exams End	July 24, 2006	December 15, 2006	TBA
FINANCIAL Aid Deadline For questions regarding Financial Aid, please contact the Office of Financial Aid at (404) 756-4002.	March 1	June 1	October 15
Noted Holidays <i>All Administrative Office closed</i>	July 4 <i>Independence Day</i>	September 4 <i>Labor Day</i> November 23– 25 <i>Thanksgiving</i>	January 15 <i>M.L. King Day</i> March 5 – 10 <i>Spring Break</i>

The Academic Support Center provides tutoring assistance for the COMPASS Placement Test on an individual or group basis. Please visit or contact the Academic Support Center, located on the 3rd floor of the Library Building at (404) 756-5690 for further details.

For additional assistance with the COMPASS Placement Test visit American College Testing (ACT) website at: www.act.org/COMPASS and click on "Sample Questions" in the top left hand corner of the screen.

TBA – Indicates To Be Announced

**ATLANTA METROPOLITAN COLLEGE
CERTIFICATE OF IMMUNIZATION**

Applicants applying for admission to Atlanta Metropolitan College are required to complete this Certificate of Immunization and submit it to the Office of Admissions in order for their applications to be processed. Since proof of immunization may require obtaining records, or making appointments with a physician / health care agency; it is important that applicants begin immediately to gather the information listed below.

This completed Certificate of Immunization should be mailed or delivered to: **Atlanta Metropolitan College, Office of Admissions
1630 Metropolitan Parkway, S.W., Atlanta, Georgia 30310**

PART I: TO BE COMPLETED BY APPLICANT (STUDENT)

Name: _____ Signature: _____
Last Name First Name Middle Initial

Social Security Number: ____/____/____ Date of Birth: ____/____/____ Expected Semester of Enrollment: _____20____

PART II: REQUIRED IMMUNIZATIONS - TO BE COMPLETED AND SIGNED BY A HEALTH CARE PROVIDER
(Please fill in month, date, and year immunization was given in space provided)

A. Measles, Mumps, Rubella (Required for applicants born in 1957 or later)

1. **M.M.R.**
____/____/____ Two (2) doses with the first dose at 12 months of age or later and the second at least 28 days after the first dose, **OR**
____/____/____ Laboratory/serologic evidence of immunity

OR

2. **Measles**
____/____/____ Two (2) doses with the first dose at 12 months of age or later and the second at least 28 days after the first dose, **OR**
____/____/____ Laboratory/serologic evidence of immunity

Mumps
____/____/____ One (1) dose at 12 months of age or later, **OR**
____/____/____ Laboratory/serologic evidence of immunity

Rubella
____/____/____ One (1) dose with the first dose at 12 months of age or later
____/____/____ Laboratory/serologic evidence of immunity
____/____/____ Required of applicants born before 1957

3. **Exemption (Please check)**
____ Applicant was born before 1957, and therefore is exempt from the measles and mumps requirement.

B. Tetanus-Diphtheria (TD booster dose in the last ten years) or (a Primary Series with DTaP, DTP, or Td)
____/____/____ One (1) TD booster dose within the last ten years prior to matriculation, **OR**
____/____/____ Completion of primary series (DTaP, DTP or TD) within the last ten years prior to matriculation

C. Varicella (Either a positive varicella (chicken pox) antibody, or two (2) doses of vaccine given at least one month apart, if immunized after age 13 years, or a history date for chicken pox.)
____/____/____ One dose given at 12 months of age or later, BUT before the student's 13th birthday, **OR**
____/____/____ Two (2) doses with first dose given after the student's 13th birthday, AND the second dose at one month after the first dose
____/____/____ History of disease? Yes ____ No ____, **OR**
____/____/____ Laboratory/serologic evidence or immunity **OR**

D. Hepatitis B – Required of all students who are 18 years of age or younger. (Three doses of vaccine or a positive Hepatitis surface antibody)
____/____/____ Three-dose Hepatitis B series, **OR**
____/____/____ Three-dose combined Hepatitis A and Hepatitis B series, **OR**
____/____/____ Two doses Hepatitis B series of Recombivax, **OR**
____/____/____ Laboratory/serologic evidence of immunity or prior infections, **OR**
____/____/____ This applicant is 19 years of age or older and therefore not required to be immunized for Hepatitis B

E. Permanent or Temporary Immunization Exemption (Please Check)
____ This applicant is exempt from the above immunizations on grounds of permanent medical contraindication
____ This applicant is temporarily exempt from the above immunizations until ____/____/____

NAME AND ADDRESS OF HEALTH CARE FACILITY and/or PROVIDER: Name: _____

Address: _____

To be signed by health-care provider: _____ Date ____/____/____

PART III: STUDENT

____ Religious Exemption: I affirm that immunization as required by the University System of Georgia is in conflict with my religious beliefs. I understand that I am subject to exclusion from all classes, campus activities, and campus facilities, in the event of an outbreak of a disease for which immunization is required. Your statement requires your notarized signature:

NOTARY SEAL Notary's Signature _____ Date ____/____/____ Applicant's Signature: _____