

Admission



ADMISSION

A person who wishes to enroll as an undergraduate student or cadet student at North Georgia College & State University should apply online at www.ngcsu.edu/admissions. A prospective student who has questions regarding admissions and deadlines or wishes to have the application for admission, transcripts and scores sent to North Georgia should use the following addresses or telephone numbers:

If not participating in the Corps of Cadets:
North Georgia College & State University
Office of Undergraduate Admissions
82 College Circle
Dahlonega, GA 30597
(800) 498-9581
706-864-1800
admissions@ngcsu.edu
www.ngcsu.edu

If participating in the Corps of Cadets:
North Georgia College & State University
Cadet Recruitment Center
ATTN: Cadet Admissions
Dahlonega, GA 30597
(888) 413-9366
cadetrecurring@ngcsu.edu

The following documents are required depending on your student type:

- A completed application for Undergraduate Admission;
- Official high school transcripts;
- Official college or university transcripts from ALL attended colleges;
- Official SAT or ACT Scores. These scores are required for new freshmen who graduated from high school or home school within the past five years or transfer students with fewer than 30 transferable semester hours or 45 transferable quarter hours who have been out of high school less than five years (Information regarding these tests is available from high school counselors or any unit of the University System of Georgia.).
- A non-refundable application fee.
- A completed North Georgia Certificate of Immunization (Required by Student Health Services prior to enrolling).
- A completed North Georgia Medical Report (for cadets only).
- Applicants who are U.S. Citizens and were born outside of the U.S. must submit proof of U.S. Citizenship.
- Applicants who have been granted permanent U.S. residency must provide proof of permanent residency.
- Additional documentation may be required
- Students may be refused admission based on a review of academic credentials, disciplinary actions taken at previous institution and/or criminal background checks.

- Meeting admission requirements does not guarantee admission to North Georgia.
- Students are encouraged to apply early. Capacity may be met BEFORE deadlines. Students should review the web site at www.ngcsu.edu for deadlines.
- Applications and all supporting documents **must** be received by the deadline or before capacity is met for the term in which the student applied.
- Students transferring from other colleges or universities should arrange with the registrar of each institution attended to forward official transcripts directly to North Georgia's office of Undergraduate Admissions or Cadet Admissions.
- In some instances, the applicant may be requested to come to Dahlonega for testing and/or for an interview.

The university reserves the right to refuse admission when it appears that the number of students already accepted will fill the university to its capacity. It is recommended that students apply and complete admission files early.

Admission requirements to credit-bearing distance learning courses are the same as admission requirements to courses offered in the traditional classroom. Any student withholding or falsifying any information required by North Georgia as part of the application process is subject to having her/his admission and/or registration canceled and being dismissed from the university.

Confirmation Deposit For Students Not Participating in The Corps of Cadets

Students accepted for the Fall Semester are required to pay a \$200 Confirmation Deposit by May 1, or if admitted after May 1, within two weeks of admission. The Confirmation Deposit will be refunded to students who enroll for a minimum of ten days. Refunds will be processed no sooner than 30 days after classes begin. Admitted students who do not enroll will not receive a refund of their Confirmation Deposit. Students admitted for the Spring semester are required to pay a \$200 Confirmation Deposit by December 1, or if admitted after December 1, within two weeks of admission. The Confirmation Deposit will be refunded to the enrolled student no sooner than 30 days after the start of Spring classes. Admitted students who do not enroll will not receive a refund of their Confirmation Deposit.

Students who do not pay the confirmation deposit by the confirmation deposit deadline forfeit their admission and will not be eligible to enroll for the term in which they were accepted.

Transfer Credit

Transfer credit is generally accepted from regionally accredited institutions. A credit evaluation is completed by the Registrar's Office after a student has been accepted to North Georgia. This evaluation is done to determine if a course is equivalent to a North Georgia course.

If you wish to know which courses will transfer from your prior college(s) to North Georgia, please go to the Course Transfer Equivalencies section located on the Admissions Web site under transfer student requirements and select your college from the list. The Transfer Equivalencies site can assist students to determine

how credit has been transferred to North Georgia in the past for other students. It is a guide only. The listing or exclusion of certain institutions and/or courses does not reflect the transferability of course credit. Students are responsible for verifying whether the institution in which they are transferring from is regionally accredited. Please contact the Office of Undergraduate Admissions, or Cadet Admissions if a prospective cadet, with questions.

Learning Support Program (LSP)

Within the context of admission to the University, incoming students, typically non-traditional students, whose academic and/or testing records indicate the need for additional, non-credit work in English and mathematics, may be admitted with the condition that they contact the North Georgia Testing Office and schedule the COMPASS Placement Test, then based upon the scores, possibly complete certain Learning Support courses. Admitted students cannot take regular curriculum credit courses which require the content or skills of Learning Support courses without specific approval of their academic advisor, and such students will be given the opportunity to "test-out" of the Learning Support Program by achieving satisfactory scores on the COMPASS Placement Tests, offered by the North Georgia Testing Office, prior to the start of classes. Students who successfully "test-out" may be transferred to regular academic status. The Learning Support Program is discussed at length in the "Academic Support Programs" section of this bulletin.

Residence Policy

North Georgia College & State University has established a residence policy for undergraduates designed to enrich their education. The residential program fosters relationships with other students who have similar curricular and co-curricular interests, and with faculty and staff. The experience is designed to provide leadership development and to enhance the student's academic success.

Failure to comply with these policies may result in dismissal from the university. Failure to comply is defined as an act of providing misleading or false information during the admissions process or when applying for a waiver, or not moving into or maintaining residence in university housing when available.

North Georgia Residence Policy For Non-Cadets

Full-time students who have not earned 60 semester hours must live on campus. Students may live off-campus if they live with and commute daily from the permanent legal residence of parent(s) or grandparent(s) within a 50 mile radius of Dahlonega; are married or divorced; are 21 years of age or older; or have completed two years of successful active military service.

A waiver of this policy will be considered in individual cases for unique hardships. Prospective students should submit requests to the Office of Undergraduate Admissions, enrolled students to the Office of Student Affairs.

North Georgia Corps of Cadets Participation Policy

Corps of Cadets Participation Policy - The Corps of Cadets is a residential leadership experience which requires all cadets to live in a student-led military environment. Therefore, students in the Corps of Cadets must be enrolled full time and live on campus in designated residence halls. Cadets may live off-campus if

they live with and commute daily from the permanent legal residence of parent(s) or grandparent(s) within Lumpkin, Hall, Dawson, or White counties, are married, are 23 years of age, or have completed two years of successful active military service. Cadets who have earned 90 semester hours may elect to leave the Corps to become civilian students. Those who leave the Corps prior to earning 90 semester hours will be ineligible to enroll in North Georgia courses for a period of one calendar year from the date of their withdrawal from the Corps.

The Office of the Commandant may consider waivers of this policy in individual cases for unique hardships. Prospective cadets should submit requests to the Cadet Recruitment Center, enrolled cadets to the Commandant.

Applying for Admission

Freshman Applicants - Early Action or Regular Admission

1. The applicant must be at least 16 years old on or before the registration date and must be of good moral character.
2. Have graduated from an accredited high school or high school that is approved by the university.
3. The following specific College-Preparatory Curriculum (CPC) units must be completed by new freshmen and transfer applicants with fewer than 30 transferable semester hours (45 quarter hours):
 - English (Grammar, Literature, Advanced Composition) . . . 4 Units
 - Mathematics (Algebra I, Algebra II, 1 Geometry, 1 mathematics course that has the preceding courses as its prerequisite) . . . 4 Units
 - Social Science (American History, World History, 1/2 unit, Economics & 1/2 unit, Government or appropriate substitution) . . . 3 Units
 - Science (at least 2 from Biology, Chemistry, or Physics with at least 1 life science with lab and 1 physical science with lab) 3 Units
 - Foreign Language (one language) 2 Units
4. The applicant must show that he/she has satisfactorily completed the Scholastic Assessment Test (SAT I) or the American College Test (ACT), and any other entrance examination required by the University, with an acceptable score.
 - Minimum SAT requirements for regular admission are Math 440 and Critical Reading 480.
 - Minimum ACT requirements for regular admission are Math 18 and English 20.
5. Admission is competitive. Meeting the minimum requirements does not guarantee admission.
 - Send all transcripts from any previously attended colleges. Students previously joint enrolled with another regionally accredited institution must meet North Georgia joint enrollment requirements and submit official transcripts from a regionally accredited institution to receive transfer credit.
 - Freshman applicants who have attended a college after graduating from high school must also meet our transfer admission criteria.

North Georgia reserves the right to refuse to accept any or all of the credits from any high school or other institution, notwithstanding its accreditation status, when it is determined that the quality of instruction at such high school or other institution is for any reason deficient or unsatisfactory.

Freshman applicants must submit the following:

- Application for Undergraduate Admission with non-refundable application fee
- Official high school transcript after 11th grade has been completed (a final official transcript is required upon high school graduation)
- Official SAT or ACT score report (scores noted on official high school transcripts are accepted)
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visa must complete the International Student Application
- Prior to enrolling, a student must submit a North Georgia Certificate of Immunization, showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services.

Joint Enrollment Applicants

Academically qualified high school students may apply to enter North Georgia via the joint-enrolled plan. Students admitted to this program may receive dual credit in both high school and college for English, Mathematics and Social Science by successfully completing the appropriate courses with a grade of C or better. Students who wish to take courses in other areas may do so at the high school's discretion. However, dual credit may not be allowed by the high school for such courses.

Effective with Fall Semester of 2009, students attending non-accredited home school programs or non-accredited high schools will be eligible to participate in North Georgia's joint enrollment program if they provide a completed Admissions Portfolio and meet the university's joint enrollment requirements.

Students applying for admission must have completed all CPC requirements, as noted in the freshman applicant section, except the fourth unit of English, fourth unit of mathematics and the third unit of social science.

Those who wish to be considered for joint enrollment must:

- Submit an Application for Undergraduate Admission with the non-refundable application fee
- Be at least 16 years old on or before the registration date and be of good moral character.
- Have an official high school transcript and official SAT scores submitted to North Georgia; home-schooled students must provide a completed Admissions Portfolio.
- Present a cumulative Grade Point Average of 3.50 or better in CPC coursework
- Present minimum SAT scores of 530 Verbal / 530 Math with a total of at

least 1100 or ACT scores of 23 English / 23 Math with a composite score of at least 24.

- Students attending non-accredited home school programs must provide above average scores from an approved high school summation examination such as the Iowa Test of Educational Development, the California Achievement Test or the Stanford Achievement Test.
- Students not participating in the ACCEL program will be required to submit a parental approval and high school approval form. Please note that home schooled students are not eligible for ACCEL funds
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship.
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visas must complete the international student application
- Prior to enrolling, a student must submit a North Georgia Certificate of Immunization, showing proof of immunization should be submitted to Student Health Services.

Students who were previously Joint Enrolled at a regionally accredited institution prior to enrolling at North Georgia must meet the University System of Georgia minimum requirements for the SAT/ACT and GPA requirements to receive transfer credit.

Home Schooled Applicants

Home-schooled applicants with a diploma from a regionally accredited home study program will be given the same consideration for admission as students with a diploma from a public school. Please refer to the Office of Undergraduate Admissions Web site for the list of accreditation or approved agencies.

Freshman applicants home-schooled in non-accredited programs and applicants from non-accredited high schools should go to the Office of Undergraduate Admissions Web site, then print and follow the Portfolio Admissions Application Procedure, and submit the necessary documentation to the North Georgia Office of Undergraduate Admissions prior to the deadline for the term of entry.

Effective with Fall Semester of 2009, students attending non-accredited home school programs or non-accredited high schools will be eligible to participate in North Georgia's joint-enrollment program if they provide a completed Admissions Portfolio and meet the university's joint enrollment requirements. Students who have completed all high school college-preparatory curriculum credits except for the fourth mathematics course, fourth English course and third social science course, may be interested in reviewing North Georgia's joint enrollment program.

Home Schooled/Non-Accredited High School applicants seeking either freshman admissions or joint-enrolled admission must submit the following:

- Application for Undergraduate Admission with the non-refundable application fee.
- Official SAT or ACT score report
- Admissions Portfolio Only for non-accredited home schools or high schools; for a list of accreditation agencies recognized by North Georgia please visit

our Web site at www.ngcsu.edu; portfolio should not include more documents than requested in the portfolio guide.

- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency
- Applications seeking F-1 or J-1 visas must complete the International Student Application
- Prior to enrolling a student must submit a North Georgia Certificate of Immunization showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services.

Admission of freshman or joint-enrolled applicants in non-accredited home school programs or high schools is based on the following:

- Acceptable SAT I or ACT scores
 - To be admitted as a college freshman having less than 30 transferable college semester hours, the student must meet or exceed the average SAT-I score (Critical Reading + Mathematics), or average ACT Composite score, of North Georgia's preceding year's entering freshman class. For example, applicants for admission to either the Fall 2009 or Spring 2010 semester must meet or exceed an average SAT I score of 1088 (Critical Reading + Mathematics) or an ACT Composite score of 24, with minimum SAT I scores of 480 Critical Reading and 440 Math (or the ACT equivalent of 20 English and 18 Math).
 - To be admitted as a joint-enrolled student, the applicant must meet or exceed SAT I scores of 530 Critical Reading and 530 Math, with at least a 1100 Critical Reading and Mathematics combined score (or the ACT equivalent of 23 English, 23 Math and 24 Composite).
- The applicant must provide a portfolio and/or other evidence of successfully completing the equivalent of the Georgia high school College-Preparatory Curriculum (CPC), as defined by the Board of Regents of the University System of Georgia (4 units of English; 4 units of mathematics, including Algebra I and II, Geometry, and a higher level mathematics course; 3 units of laboratory science, including one in life science and another in physical science; 3 units of social science, including one each in US and world history; and 2 units of the same foreign language).
- Acceptable scores from an approved high school summation examination such as the Iowa Test of Educational Development, the California Achievement Test or the Stanford Achievement Test taken after completion of the 11th grade. (*Note: If you have completed all SAT II Subject Exams with our approved passing scores, you are not required to provide a high school summation examination score sheet; instead, have College Board send a paper copy of the scores to the Admissions Office.*)
- Completion of the Admissions Portfolio with all supporting documentation required.
- Applicants who are transferring from a college must also meet our transfer admission criteria.

Non-traditional Applicants

Non-traditional admission is designed for students who have not attended high school within the previous five years and whose high school class graduated at least five years ago, have earned fewer than 30 transferable semester hours (45 quarter hours) of college credit and who hold a high school diploma or have completed the G.E.D. These students are exempt from CPC requirements and from requirements for SAT/ACT testing. Applicants who are transferring from a college with over 30 transferable hours should apply as a transfer student. Non-traditional students shall be required to take the COMPASS examination and may be required to participate in the Learning Support Program.

A student who wishes to apply as a non-traditional student must submit the following:

- Application for Undergraduate Admission with the non-refundable application fee
- Official high school transcript noting date of graduation or official copy of GED certificate
- Official college transcripts(s), if applicable
- Official SAT or ACT scores, if available*
- Non-traditional students who are transferring from a college must also meet our transfer admission criteria
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visas must complete the International Student Application
- Prior to enrolling a student must submit a North Georgia Certificate of Immunization showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services.

* Students may be required to take a placement exam before registering for classes and may be placed in the Learning Support Program.

International Applicants

International students interested in attending North Georgia on a student visa should print a copy of the publication entitled "Application Guide for International Students" available at the Office of Undergraduate Admissions Web site, www.ngcsu.edu/admissions. This publication outlines all admission requirements and contains an application for admission and other associated forms. International students seeking admission to the university must submit the following documentation:

1. A completed International Application for Undergraduate Admission and non-refundable application fee in US dollars.
2. Official transcripts of courses and grades from all secondary schools and college or universities attended (even if the student withdrew). These records must be notarized. Certified, non-English transcripts or grade reports should be accompanied by official (literal, not interpretive) English translations. The translation and evaluation of credits must be conducted by a professional

accrediting agency.

3. If English is not the applicant's native language or if the applicant's schooling during the past five years has been in a language other than English, the University requires that the applicant take the Test of English as a Foreign Language (TOEFL). Test scores are only valid for two calendar years from the test date.

The University is looking for a minimum TOEFL score of 550 on the pencil/paper test, a minimum of 213 on the Computer-Based Test (CBT) or a minimum of 79 on the Internet-Based Test (IBT).

4. If English is the applicant's native language, the University requires that the freshman applicants take a standardized test that measures aptitude in mathematics and verbal areas. Applicants may choose either the SAT (Scholastic Assessment Test) or the ACT (American College Test). If the SAT is chosen, the SAT I should be taken.
5. It is the applicant's responsibility to demonstrate that sufficient funding is available to meet all university and living expenses for his/her entire course of study. North Georgia issues an I-20 only after a financial affidavit is completed and returned with a certified bank statement indicating that the funds will be available.
6. A certification of immunization against communicable diseases must be submitted prior to enrollment in any unit of the University System of Georgia, by policy of the Board of Regents. Students must provide proof of immunity to measles, mumps, rubella, tetanus, diphtheria, varicella, and, if 18 years of age or less at the time of classes, hepatitis B. Forms should be submitted to Student Health services prior to enrollment.
7. The North Georgia Medical Report must be completed before enrollment for cadets. Information provided on the form is especially important in those cases in which the student has a condition that requires special medical assistance.
8. If you are seeking documentation for a student visa, you must submit a completed North Georgia Financial Affidavit. All financial documents must be current, original, and certified. Applicants should have a second set of original financial documents to use for their visa application as the documents submitted to the University will not be copied or returned. Students who wish to bring their spouse or children must submit additional information as requested on the financial affidavit.
9. North Georgia requires all international students to be covered by health insurance. Each semester, all students who have been issued an I-20 from North Georgia will be billed for the cost of this insurance. A student who is covered under a relative's group health insurance plan may be eligible for a waiver of the Pearce & Pearce health insurance coverage. To request a waiver, the student must apply within 10 days of the beginning of the semester at www.studentinsurance.com. This waiver process must be completed each semester. The waiver is not automatically granted. Questions regarding international student health insurance should be addressed to the Office of the International Student Services at 1 + 706-867-2833.

Transfer Applicants

Transfer Applicants must

1. have a transferable academic grade point average of 2.0;
2. meet admission requirements for entering freshmen if they graduated high school within the past 5 years and are transferring less than 30 semester hours (45 quarter hours) of credit;
3. have a clear conduct record;
4. be in good standing at the last college attended for which credit is transferred to North Georgia;
5. have completed any Learning Support and CPC deficiency requirements (hours earned for learning support and/or CPC courses are not counted as transferable hours earned) and earned 30 semester (45 quarter) transferable hours beyond learning support and/or CPC deficiency courses;

Applicant who have a transferable college GPA that is lower than 3.0 must also have successfully completed the following credits:

- A course that is the equivalent to North Georgia's ENGL 1101 (English Composition I), with a grade of "C" or better;
- A mathematics course that is the equivalent of North Georgia's MATH 1101 (Introduction to Mathematical Models), MATH 1111 (College Algebra), MATH 1113 (Pre-Calculus) or MATH 2450 (Calculus I);
- Two additional courses (six semester hours) from those which comprise the Core Curriculum. **Note:** Effective Fall 2010, 3 additional courses (9 semester hours) from those which comprise the core curriculum will be required.

A student who wishes to apply as a non-traditional student must submit the following:

- Application for Undergraduate Admission with the non-refundable application fee
- Official copies of transcripts from EACH institution attended
- If the student has earned fewer than 30 semester hours of transferable credit they will need to send their Official high school transcripts and official SAT / ACT scores
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visas must complete the International Student Application
- Prior to enrolling, a student must submit a North Georgia Certificate of Immunization showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services office.

A transferring student should ask the registrar of each university which he/she has previously attended to send official transcripts to North Georgia. The applicant's academic qualifications for admission will ordinarily be based on

these university transcripts; however, the Director of Admissions may require high school transcripts to use in the evaluation. Students will not be admitted without required transcripts.

Transfer credit is generally accepted from regionally accredited institutions. A credit evaluation is completed by the Registrar's Office after a student has been accepted to North Georgia. This evaluation is done to determine if a course is equivalent to a North Georgia course.

If you wish to know which courses will transfer from your prior college(s) to North Georgia, please go to the Course Transfer Equivalencies section located on the Admissions web site under transfer student requirements and select your college from the list. The Transfer Equivalencies site can assist students to determine how credit has been transferred to North Georgia in the past for other students. The site is not exhaustive but includes work brought into North Georgia by prior students. It is a guide only. The listing or exclusion of certain institutions and/or courses does not reflect the transferability of course credit. Students are responsible for verifying whether the institution is which they are transferring from is regionally accredited. Please contact the Office of Undergraduate Admissions, or Cadet Admissions if a prospective cadet, with question.

Even if the institution that the student last attended is accredited, the Office of Undergraduate Admissions or Cadet Admissions may reject the application or all or any part of previously earned credits for degree credit at North Georgia if there is any reason to believe that the quality of the educational programs of the previous institution is unsatisfactory. An applicant will not be considered for admission unless the transcript shows an honorable discharge from the university last attended. Students who are not in good standing will not be admitted. Work undertaken at another institution by a student during a term of suspension or dismissal from North Georgia or any other institution cannot be transferred to the University for credit toward a degree. Transfer students entering North Georgia shall be subject to the following policies:

1. The amount of academic credit accepted for work done in another institution within a given period of time may not exceed the amount of credit that could have been earned at North Georgia during that period of time.
2. The total number of hours that may be earned toward a degree by either extension or correspondence courses shall not exceed 30 semester hours.
3. Students enrolled in undergraduate degree programs leading to the baccalaureate degree must complete the Regent's Writing and Reading Skills Test as a requirement for graduation. This paper and pencil exam, which consists of a one-hour reading test and a one-hour essay, is administered once per semester (including summer) on dates established by the Board of Regents (BOR).
4. Students are required to take the Regents' Test the first semester they attend unless they are in Learning Support English or Reading. All students who enroll in the Regents' Skills course for at least the third time must receive more individualized instruction in special sections of the course. The Regents' Test is administered by the Testing Office.

Undergraduate Applicants with a Bachelor Degree

Applicants *who do not wish to pursue a second undergraduate degree may apply as a Post-Baccalaureate, Non-Degree Student*. A Post Baccalaureate, non-degree student may receive credit for course work passed.

Applicants *who do not wish to pursue a second undergraduate degree but are seeking a teaching certification must apply as a post-baccalaureate student through the Graduate Program*.

Applicants *seeking a second degree must apply as a transfer student and meet all transfer requirements (See Transfer Applicant Section)*.

Post-Baccalaureate, Non-Degree applicants must submit the following:

- Application for Undergraduate Admission with the non-refundable application fee
- Official transcript from the degree-granting institution verifying the awarding of a bachelor's degree
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visas must complete the International Student Application
- Prior to enrolling a student must submit a North Georgia Certificate of Immunization showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services office.

Non-degree Applicants

An undergraduate applicant admitted as a non-degree student is allowed to earn up to 12 semester hours from selected courses. Students who have earned a bachelors degree should apply and meet the requirements for a Post-Baccalaureate non degree seeking student (See: Undergraduate applicants with a bachelor degree). Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course. Students are advised to check course prerequisites and descriptions carefully and to consult with an academic advisor prior to registering for courses. The following courses are approved for non-degree undergraduate students: BIOL 1010, BIOL 1010L, BIOL 1260, BIOL 1260L, ACCT 2101, ACCT 2102, CHEM 1151, CHEM 1151L, CHEM 1152, CHEM 1152L, GEOL 1644K, MUSC 1100, ART 2510, ART 2520, ART 1010, ART 3150, ART 3200, ART 3600, ART 3650, ART 3700, ART 3800, THEA 2500, all 1000-2000 level music courses, PHED 1000, all physical education one-hour activity courses, HIST 2111, HIST 2112, SOCI 1101, SPAN 1001, FREN 1001, GRMN 1001, CSCI 1101, CSCI 1150, MILS 1000, MILS 1100, MILS 2000, MILS 2100, NURS 1020, NURS 3330, ASTR 1010, ASTR 1010L, ASTR 1020, ASTR 1020L, POLS 1101, CRJU 1100, and PSYC 1101.

A student who wishes to apply as a non-degree student at North Georgia must submit the following:

- Application for Undergraduate Admission with the non-refundable application fee

- Official transcript from the degree-granting institution verifying the awarding of a bachelor's degree
- Students who have not yet earned a bachelor's degree, must submit an official high school transcript.
- Applicants who are U.S. citizens and were born outside the U.S. must submit proof of U.S. citizenship
- Applicants who have been granted permanent U.S. residency must submit proof of permanent residency.
- Applicants seeking F-1 or J-1 visas must complete the International Student Application
- Prior to enrolling a student must submit a North Georgia Certificate of Immunization showing proof of immunization as required by the Board of Regents of the University System of Georgia. The immunization form should be submitted to Student Health Services office.

Accepted students who plan to take a class but do not want to receive academic credit can audit the class. No academic or degree credit shall be awarded for audited classes. These students must get approval from the class professor prior to registration, contact the Office of Admissions to request that their record be changed to "auditor" and contact the Registrar's Office during registration. Auditing students are required to meet admission requirements listed for non-degree applicants. Students registered to audit classes shall be required to pay the regular tuition and fees for enrollment.

Transient Applicants

Students who are enrolled at another college or university may apply for the privilege of temporary registration at North Georgia. Such students will ordinarily be those who expect to return to the college or university in which they were previously enrolled. These policies shall govern admission of transient students:

1. The student must apply for admission to North Georgia and pay the non-refundable application fee.
2. The admissions office must have evidence that the institution which the student previously attended was a regionally accredited or approved institution.
3. An applicant may be accepted as a transient student when it appears that the applicant's previous academic work is of satisfactory quality. The Office of Undergraduate Admissions may require the applicant to submit a transcript of previous college work.
4. An applicant for admission as a transient student must submit a transient permission letter from her/his home institution which recommends the student for admission as a transient student. The letter must state that the student is in good standing and eligible to return to the home institution. Students on academic probation, suspension or dismissal (academic or disciplinary) will not be admitted.
5. Admission is for only one term.
6. Immunization records must be provided to Student Health Services. Students applying for study abroad transient status are not required to have immunization records.
7. A student who wishes to return as a transient student must reapply and submit

- an updated transient letter from her/his home institution each semester.
8. Transient students who wish to apply to North Georgia after attending as a transfer student must apply, follow transfer applicant procedures and meet transfer requirements.
 9. Students wishing to reapply as a transient student or apply as a transfer must meet all admission requirements and deadlines.

Auditing Applicants

Students who wish to audit courses must apply and meet all admission requirements. Students should refer to the student types (freshman, transfer, non, degree, etc.) in the previous sections to determine admission requirements. Students are required to apply for admission and submit the application fee and official documentation by admission deadlines. No academic or degree credit shall be awarded to auditors. Students registered as auditors are required to pay the regular tuition and fees for enrollment. Course credit is not granted to students auditing courses.

Former North Georgia Students Returning

Students who were previously enrolled but have not been in attendance for less than three semesters, including summer term, may be advised and register during pre-registration or drop/add for classes as a continuing student, without having to reapply.

Students who were previously enrolled but have not been in attendance for three or more semesters, including summer term, must reapply by the application deadline for the term they wish to attend. Students should reapply through the office of Undergraduate Admissions (Civilian students) or through Cadet Admissions (Cadets). An application fee is required. Refer to the transfer applicant section or the applicant section based on your applicant type to review admission requirements.

Former students must submit official transcripts from all other institutions attended since leaving North Georgia. Students must have a 2.0 transferable GPA, have a clear conduct record, be in good academic standing and be eligible to return to their most recently attended college in order to be considered for re-admission and any kind of transfer credit. Upon evaluation, additional documentation may be required.

A student bringing credit from another institution may not receive transfer credit for a course in which a grade (other than a W grade) was previously earned in the same course at North Georgia unless the student has NOT been enrolled at North Georgia for 4 or more consecutive terms, including summer terms.

Former North Georgia students returning after an absence of less than 4 consecutive terms, including summer terms, may choose to complete degree requirements as stated in the Undergraduate Bulletin that was in effect when they left North Georgia or these students may choose to complete the degree requirements of the Undergraduate Bulletin in effect upon their re-enrollment. After an absence of 4 or more consecutive terms, including summer terms, returning North Georgia students will be required to complete the degree of the Undergraduate Bulletin in effect upon their re-enrollment. Returning students who have an existing plan of study must submit an updated plan of study if they re-enroll under a different

Bulletin.

If a student withdrew during a term in progress, this term will be credited as one of attendance.

Credit by Examination

Credits may be awarded to entering students upon the presentation of acceptable official scores to the Office of Undergraduate Admissions or Cadet Admissions on certain standard examinations. A list of the courses accepted and minimum scores required for credit by examination at North Georgia can be found at www.ngcsu.edu/VPAA/credit_ex.

Distance Learning Courses

Admission requirements for credit-bearing distance courses are the same as admission requirements for courses offered in the traditional classroom.

Tuition Waiver for Persons 62 Year of Age or Older

Pursuant to the provisions of the Georgia Constitution, the University System of Georgia establishes the following rules with respect to enrollment of persons 62 years of age or older in units of the University System. To be eligible for enrollment under this provision, such persons:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility.
2. 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 the application for admissions, supplies, laboratory or shop fees.
3. Must apply and meet all admission requirements. Students should refer to the student types (freshman, transfer, non-degree, etc.). Prerequisites may be required in certain courses. Learning Support or the Compass Exam may be required.
4. Shall have all usual student and institutional records maintained; however, institutions will not report such students for budgetary purposes.
5. Must meet all System, institution, and legislated degree requirements if they are degree-seeking students.
6. Immunization records must be provided to Student Health Services.
7. May not enroll in Dental, Medical, Veterinary, Law Schools or other premium undergraduate or graduate programs under the provisions of this Policy.
8. Students are accepted and registered on a space available basis.

Tuition Classification (for the purpose of paying tuition and fees)

1. A student is responsible for registering under the proper tuition classification. The responsibility for the determination of a student's residency, for the purpose of paying tuition and fees, rests with the Office Undergraduate Admissions or Cadet Admissions and is based upon information provided on the application for undergraduate admission or cadet admission.
2. A person's legal residence is her/his permanent dwelling place. It is the place where she/he is generally understood to reside with the intent of remaining

there indefinitely and returning there when absent. There must be a concurrence of actual residence and of intent to remain to acquire a legal residency in order to qualify for in-state tuition.

3. Applicants who have been denied in-state status for the purpose of paying tuition and fees may appeal this decision by completing an application for in-state tuition. Students must complete the application for in-state tuition and submit all required documentation to be considered for in-state tuition. Students who do not submit all requested documentation will not be considered for in-state tuition classification.
4. Under the constitution and laws of Georgia, the Board of Regents of the University System of Georgia was created to govern, control, and manage a system of public institutions providing quality higher education for the benefit of Georgia citizens. The state, in turn, receives substantial benefit from individuals who are attending or who have attended these institutions through their significant contributions to the civic, political, economic, and social advancement of the citizens of the State of Georgia. Because the overwhelming proportion of financial support for the operation of the public institutions of higher education in Georgia comes from the citizens through the payment of taxes, the determination of whether a student is classified as a resident or a non-resident of the state for the purpose of payment of tuition and fees becomes a significant matter. The tuition paid by in-state students covers only about one-fourth of the total cost of their education in the University System. Therefore, Georgia taxpayers are contributing three-fourths of the necessary funds to provide quality education for the citizens of the state.
5. The practice followed by state colleges and universities of assessing out-of-state students a higher tuition rate is a rational attempt by states to achieve a partial cost equalization between those who have and those who have not recently contributed to the state's economy, even though there is no precise way to determine the degree to which higher tuition charges equalize the cost of educating in-state and out-of-state students.
6. The durational residency requirement (usually 12 months) imposed by most states is considered by the courts to be a reasonable period during which the new resident can make tangible or intangible contributions to the state before being allowed the benefit of attending state colleges and universities upon the payment of in-state tuition and fees. Courts which have been faced with the challenges to residency classification procedures have consistently recognized the right of public institutions of higher education to charge higher rates to out-of-state students and to adopt reasonable criteria for determining the establishment of in-state status. See *Martinez v. Bynum*, 51 U.S.L.W. 5424 (Sup.Ct.May 2, 1983, *Starnes v. Malkerson*, 401 U.S. 985 (1971); *Sturgis v. Washington*, 368 Supp. 38 (W.D. Wa. 1973) aff'd mem. 414 U.S. 1057 (1973), and *Michelson v. Cox*, 476 F. Supp. 1315 (S.D. Iowa, 1979).
7. For the purpose of these regulations, the question to be answered is not primarily whether a student is a "resident" or "non-resident" of Georgia, but rather, whether the student meets the criteria to pay University System tuition and fees on an "in-state" basis. The term "resident" is confusing because it is susceptible to several meanings as it relates to voter registration, drivers' licenses, automobile registration, deeds, contracts, wills, income taxes, and

other matters. A student may be a resident of Georgia for some purposes, but not entitled to in-state status for the purpose of payment of tuition and fees. To be considered “a resident” for the purpose of payment of tuition and fees, one must have been a bona fide legal resident of Georgia for at least 12 months preceding the date of registration.

8. The Board of Regents has adopted certain policies governing the classification of students as residents and non-residents for the purpose of payment of tuition and fees in keeping with its responsibilities to the citizens of Georgia for an appropriate assessment of fees and to ensure that out-of-state students pay a fair and reasonable share of the cost of their education. The taxpayers of Georgia are thereby assured that they are not assuming the financial burden of educating persons whose presence in the state is not intended to be permanent.

Fees and Expenses

Please visit our website at www.ngcsu.edu/admissions for the most current tuition and fees, or call the Office of the Comptroller. There are additional fees charged for some courses (lab sciences, field placement courses, applied music, etc.). These charges will appear on the student invoice.

Fee Waiver Policy and Procedures

A limited number of Fee Waivers are available each semester under the following categories: Cadet Grant, International Student Waivers, and Out-of-State student Waivers. International students interested in applying for an out-of-state fee waiver should contact the Director of Admissions in writing stating their reasons why a waiver should be granted. The Director of Admissions will then notify the student of her decision. The cadet grants are awarded through Cadet Admissions. The International and out-of-state waivers are awarded through Undergraduate Admissions.

At the end of each term, on the day the Academic Review Committee meets, a fee-waiver committee will meet to review lists of students who received fee waivers for the term just completed. This committee shall consist of representatives from the Office of Academic Affairs, the Office of Admissions, the Office of the Commandant, the Office of the Comptroller, the Office of the Registrar, and the Office of Student Affairs. The committee will review the fee-waiver lists. Students determined by the committee to be ineligible for waivers will be notified in writing by the Office of Academic Affairs that the fee waiver no longer applies.

1. For recipients of out-of-state and international waivers, determination of continued eligibility shall include the following criteria:
 - a) The student must enroll in at least 12 semester hours each fall semester and spring semester. There is no minimum number of hours which must be attempted during the summer term.
 - b) When the student has attempted 24 semester hours, she/he must have an institutional grade point average of at least 2.0.
 - c) For each subsequent term, the institutional grade point average must be at least a 2.0.

2. Each student receiving a waiver will sign a statement indicating an understanding of the criteria for maintaining waiver status. The responsibility for the securing and filing of such signed statements shall be as follows:

For new students:

- a) International Student Waivers: Director of Admissions
- b) Out-of-State Waivers: Director of Admissions

For Currently Enrolled Students:

- a) International Student Waivers: Vice President for Academic Affairs
- b) Out-of-State Waivers: Vice President for Academic Affairs

3. The Office of Business and Finance shall ensure that each fee-waiver recipient who pre-registers will receive a bill stating that the waiver for the next term is contingent on the student continuing to meet the established criteria for the waiver. Fee waivers shall be for a maximum of nine terms, with the summer session counting as half a term toward this maximum.

Contact Information that may be helpful to you during the application process:

Office of Registrar

Phone: 706-864-1760

Fax: 706-867-2749

Email: regoff@ngcsu.edu

Office of Student Financial Aid

Phone: 706-864-1412

Fax: 706-864-1411

Email: finaid@ngcsu.edu

Student Health Services

Phone: 706-864-1948

Fax: 706-864-1448

Email: kbtomlinson@ngcsu.edu

Athletics

Phone: 706-867-2755

Fax: 706-867-2799

Email: lbrooksher@ngcsu.edu

www.saintsports.com

Business Office

Phone: 706-864-1407

Fax: 706-864-1878

Email: CLwade@ngcsu.edu