

Application for Undergraduate Non-Degree Admission

The Office of Adult Student Services encourages all prospective students to seek advising for assistance in creating their academic plan. The process will facilitate your admission and registration. Non-degree students may continue to register for courses from one term to the next unless a fall or spring term is missed. In that event, a student must reapply for admission. Failure to enroll during the summer does not interrupt the status of a non-degree student. Continuously enrolled students may use Cougar Trail to register for courses according to hours earned at the College of Charleston.

Financial Aid

State and Federal financial assistance is **not** available to students admitted to non-degree status. Students must formally apply to be considered for all grant and financial aid programs. National exchange students and teacher certification candidates may also be eligible. Financial assistance grants and scholarships for non-degree students may also be available for adult/transfer students. Please submit the application from the web page.

Campus Housing

Campus housing is usually available to non-degree students during the summer terms but not during the fall and spring semesters. An exception is made for national and international exchange students housed on campus during regular terms.

Application Fee

Application fee of \$ 10.00 made payable to College of Charleston should accompany this application. Senior Citizen tuition status student do not pay this additional fee.

This application is appropriate for students who wish to enroll in undergraduate courses but who may not intend to seek a degree at this time:

• Adult Students, non-degree status

age 21 or over who have an interest in taking one or more courses for job advancement or personal satisfaction or who wish to establish an academic record before applying for degree status. A high school diploma or GED is required. Students with a GED will take diagnostic placement tests in English and Mathematics to determine appropriate academic courses. Official transcripts of previous college work are usually required and recommended for advising purposes and to demonstrate completion of course pre-requisites. Students in non-degree status may formally transfer into a College of Charleston degree admission program after completion of 15 - 30 hours of coursework with a minimum 2.6 (in-state resident) / 3.0 (out-of-state resident) GPA. At that time, official transcripts from all colleges and universities previously attended must be submitted if they are not currently on file with the Office of Admissions and Adult Student Services.

• Transient or visiting students

from other institutions who wish to take a few courses but plan to graduate from their "home" institution. A letter of permission is required from the student's home institution certifying that the student is eligible to return to the home institution and the courses completed at the College of Charleston can transfer to the student's degree program. Transcripts may be required.

• Graduate Credit

Students interested in enrolling in graduate-level courses should consult the Graduate School at 843.953.5614.

• Readmit non-degree students

who have been away from the College for one Fall or Spring semester or more must complete this application for readmission. Former non-degree students who left the college with less than a 2.0 GPA may enroll via Adult Student Services pending admissions acceptance by the Office of Undergraduate Academic Services. Students in this status must formally apply by the annual readmit student deadlines of July 1 for Fall and December 1 for Spring.

• High school students

of superior ability who wish to enroll concurrently in college-level courses. They are required to submit a transcript of grades and a written recommendation from their high school counselor or principal.

• College graduates

who take courses as non-degree students. Those seeking **teacher certification** must first meet with the School of Education to gain approval.

• Senior citizen

residents of South Carolina, age 60 or above, who are not employed with full-time employee benefits, may take courses tuition-free on a space-available basis. A processing fee will be assessed each enrolled semester. Senior citizens must present proof of age at their first registration, be academically eligible to enroll, and complete the addendum to the non-degree application. The **application fee is included** in the processing fee for these students and due upon enrollment.

Earning a Degree

Students who wish to earn a degree from the College of Charleston must formally apply for admission using an undergraduate or graduate degree application. All students are urged to consult the College of Charleston Undergraduate and Graduate Bulletin for information pertinent to admissions, course offerings, fees, etc. On-line submission of application is encouraged. If you have further questions, contact:

Office of Admissions and Adult Student Services
College of Charleston
Charleston, South Carolina 29424-0001
843.953.5620 or 843.953.5670
fax: 843.953.7461 or 843.953.6322
<http://www.cofc.edu>
E-Mail: adu@cofc.edu

The College of Charleston is committed to provide leadership in the attainment of equal opportunity for all persons regardless of race, religion, sex, national origin, age, handicap, or other legally protected classifications. The effort is in compliance with all federal and state laws, including Title VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 as amended. Inquiries should be directed to the Office of Human Relations and Minority Affairs, College of Charleston. Charleston, SC 29424-0001. 843. 953.5580.

Federal Law prohibits the College of Charleston from making inquiries regarding handicaps prior to admission. Information regarding handicaps, voluntarily given or inadvertently received, will not affect any admission decision. However, upon admission, students with disabilities needing accommodations (including learning disability or attention deficit disorder) should contact the Office of Disability Services at 843.953.1431.

Application Fee: \$10.00 Make check payable to College of Charleston

Office Use only: P R W

Applicant Information Please print or type clearly If only attending summer sessions contact 843.953.5668 or summer@cofc.edu

Semester applying for Fall Spring 200_____ Full-time part-time

Status: Adult Readmit High School/Concurrent Visiting/Transient Senior citizen College Graduate

Social Security Number - -

Legal Name _____
 Last First Preferred First Name Middle

Please list any former names used on official records: _____

Permanent Address: _____
 Street Address City State Zip Code

Current South Carolina Area Home
 County of Residence _____ Code & Telephone Number _____

Email Address: _____

Date of Birth (Month/Day/Year) _____ Birthplace: _____

Are you a legal resident of the State of South Carolina for tuition purposes? yes no uncertain
 (If you check no or uncertain please contact the Legal Residency Office at (843-953-7311)/(843-953-7312) or via the web at legalresidency.cofc.edu)

How long have you resided in South Carolina? Year(s) _____ Month(s) _____

Country of Citizenship: United States Other _____

If not U. S. Citizen, are you a resident alien? yes no
 (Non-US citizens and military are classified as non-residents until approved by the Legal Residency Office.)

How long have you lived in the U. S. ? _____ First language if other than English: _____

Are you or your spouse/parents active military? yes no

Emergency Contact: _____

Address: _____

Work/Cell Telephone Number: _____ Relationship to Student: _____

Have you previously applied to the College of Charleston? yes no If yes, when? _____

The following information is used for statistical purposes only and will not be used for discriminatory purposes in an admissions decision:

Sex: Male Female

Self Description: White, not of Hispanic origin American Indian or Alaskan Native Asian
 Black, not of Hispanic origin Cuban American Mexican American Other Hispanic American
 Pacific Islander or Native Hawaiian Other No Response

Are you currently employed? Yes No Employer: _____

Does your employer support your academic goals through:
 Flexible Work Hours Tuition Reimbursement Career Advancement Opportunities Other

How did you become interested in the College of Charleston: (check all that apply)
 CofC Alumni Guidance Counselor Relative/Friend Currently Enrolled Student
 Website College Fair CofC Literature CofC Representative
 Newspaper Magazine Employer Campus visit /Open House

Name of high school _____

City _____

State _____

Dates of attendance: _____ to _____ Graduate? Yes No GED _____ Month/Year
month year month year

List all colleges/universities attended and dates of attendance:

A. _____
Name of college _____ City _____ State _____

Dates of attendance: _____ to _____ Are you eligible to return? Yes No GPA _____
month year month year

B. _____
Name of college _____ City _____ State _____

Dates of attendance: _____ to _____ Are you eligible to return? Yes No GPA _____
month year month year

C. _____
Name of college _____ City _____ State _____

Dates of attendance: _____ to _____ Are you eligible to return? Yes No GPA _____
month year month year

Have you completed a degree? Associates Bachelor's Master's Doctorate

Do you plan to seek a degree from the College of Charleston? Yes No

Area(s) of study: _____

Do you plan to continue your education at another institution after completing College of Charleston courses?

Yes No If yes, which college/university _____

*Have you ever been on probation, dismissed, suspended, or otherwise subject to any academic and/or disciplinary sanction from any school, college, or university? yes no

*Do you have any convictions, guilty pleas, judicial findings of guilt or charges pending for any criminal offenses (including juvenile offenses) other than minor traffic violations? yes no

***If you answered yes to either question, please explain fully in the personal statement or attachment.**

Primary Educational Goal: Career change Job enhancement Pre-professional programs
 Graduate degree Personal achievement Undergraduate degree

Please provide a brief statement outlining how coursework at the College of Charleston fits in with your career/life goals:

CERTIFICATION

Important! ALL applicants must read and sign below.

I certify that all information provided on this application is correct and complete and that it may be disclosed for consideration of admission and financial aid. I understand that I am responsible for forwarding all required official and final transcripts from all schools previously attended and that such transcripts become property of the College of Charleston. If I enroll at the College of Charleston, I agree to abide by its Honor Code and the rules and regulations of the College. Furthermore, I understand that any untruthful statement in this application could subject me to immediate dismissal from the College.

Signature of Applicant _____ Date _____