



## **ADMISSION TO UVa-WISE**

### **ADMISSION TO THE COLLEGE**

UVa-Wise seeks to admit students whose intellectual ability, preparation, and seriousness of purpose indicate potential for success in the programs of study offered. Admission to the College is competitive.

### **ACADEMIC PREPARATION**

All applicants for admission to UVa-Wise must be graduates of approved secondary schools or hold certificates of high school equivalence (GED – see GED Policy on page 14-15). Preference is given to students who meet the following criteria:

1. Earn an Advanced Studies Diploma or its equivalent
2. Rank in the top half of their graduating class
3. Score 900 or better on the SAT I Reasoning Test (ACT Assessment scores of 18 or better)
4. Complete the following courses:
  - 4 years of English
  - 3 or more courses in mathematics, including algebra 1 and 2 and a course selected from among geometry, trigonometry, advanced mathematics, or calculus
  - 2 or more years of natural science beyond general science
  - 2 or more years of a foreign language

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- 1 year of American history
- 1 year of world history.

### ADMISSION TESTS

The SAT I Reasoning Test or the ACT Assessment is required for admission. The following exceptions are granted:

1. The student is 25 years of age or older.
2. The student has earned an Associate of Arts or Associate of Science degree from an accredited community college.
3. The student has completed 30 semester hours of transferable credit at an accredited institution prior to enrolling.

### APPLICATION PROCEDURES FOR FRESHMEN

1. Initiate the admissions process early in the senior year of high school or at least one semester prior to the anticipated date of enrollment, especially those who wish to apply for financial aid.
2. Obtain application materials from the Office of Admissions or your high school guidance office and complete the application form and the in-state tuition form as directed. Students who prefer to apply on-line may do so at [www.uvawise.edu](http://www.uvawise.edu).
3. Arrange with your high school guidance office to take the SAT I or the ACT when given in your area, preferably by January.
4. Submit the non-refundable application fee of \$25 with your application materials. (Your application cannot be acted upon without this fee.)
5. Instruct your high school guidance counselor to send an official transcript of your grades to the Office of Admissions.
6. Instruct the registrar at each college from which you have registered for classes prior to your enrollment at UVa-Wise to send an official transcript of your grades to the Office of Admissions.
7. When your file is complete, action will be taken by the Director of Admissions and Financial Aid or the Admissions Committee. Notification of the decision will be sent to you by mail.
8. Upon notification of admission, you will receive a health form which must be submitted to the Vice Chancellor for Administration and a housing request form to be submitted to the Director for Residence Life if you wish to live in campus housing.
9. Apply for financial aid after January 1 and no later than February 15 for the fall semester, or December 1 for the spring semester, in order to receive full consideration for financial aid. This process requires filing the Free Application for Federal Student Aid

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(FAFSA).

The necessary forms are available from your guidance counselor or from the College's Assistant Director of Financial Aid.

10. Prospective students and their families are encouraged to call the Office of Admissions and arrange for a visit to the college.

### **PROVISIONAL ADMISSION**

The Director of Admissions and Financial Aid or the Admissions Committee may recommend a limited number of semester hours for those students who do not meet the admissions guidelines but who show academic promise.

### **EARLY ADMISSION**

For students who choose to apply early in their senior year, UVa-Wise offers two nonbinding early admissions programs. These programs allow students to take advantage of certain benefits including academic scholarship consideration, special registration sessions, consideration for participation in the Peake Honors Program, and a broader selection of residence hall options. Freshman application review for the fall semester begins on September 1. Applications for Early Admission I are due by December 1. Applications for Early Admission II are due by February 1.

### **ENROLLMENT DEPOSIT**

All students applying for admission to the degree program will be required to submit an enrollment deposit in the amount of \$75 upon notification of acceptance to UVa-Wise. This deposit is refundable through May 1 for fall enrollment and December 1 for spring enrollment. Upon enrollment at UVa-Wise, the enrollment deposit is credited to the student's account. Enrollment deposit dates are specific and are outlined in your acceptance letter.

### **GED POLICY**

A student applying as a first time freshman who has attended an approved secondary school but who possesses a GED in lieu of a high school diploma must provide an official high school transcript of all courses completed and an official copy of the GED score. A student applying as a first time freshman who has completed a home schooling program not approved by a certifying agency must provide an official copy of GED scores. All applicants must submit SAT I or ACT scores unless he or she is age 25 or older. The student's application will be evaluated for admission based upon the GED score, which must be at

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least 45 with no part less than 35 (before January 1, 1997) or at least 45 with no part less than 40 (after January 1, 1997), SAT I/ACT scores if applicable, employment, military, or educational experience since leaving high school, and potential for academic success. A student possessing a GED may be offered regular or provisional admission, or may be referred to a community college to acquire needed skills in English and/or mathematics.

## TRANSFER STUDENTS

Students who wish to transfer from another institution should follow the regular admission procedures. In addition, official transcripts are required of all academic work attempted at other institutions the applicant has previously attended. Transcripts should be sent to the Office of Admissions. A transfer student should complete the application process at least 30 days prior to the anticipated date of enrollment.

1. A transfer student should have a grade point average of at least 2.2. Other applicants with a grade point average of less than 2.2 but at least 2.0 are reviewed by the Admissions Committee. If admitted, these students may be subject to provisional status. Students with less than a 2.0 grade point average normally are not admitted to the college.
2. Transfer students must be in good standing and eligible to return to the college or university last attended at which they were enrolled full time in a degree program.
3. The college or university from which the student is transferring should be fully accredited as an institution of higher learning by a state or regional accrediting organization.
4. Only those courses which are equivalent to University of Virginia or UVa-Wise courses are eligible for transfer.
5. Transfer credit will be granted only if a grade of "C-" or better was obtained or a "CR" was obtained in a course taken with "credit-no credit" grading. Students transferring from the Virginia Community College System or Richard Bland College should see the section below for exceptions.
6. A maximum of 62 semester hours earned in a two-year college may be counted toward graduation at UVa-Wise.
7. All transfer students must meet the UVa-Wise residence requirements for graduation (see graduation requirements, page 99).

## **TRANSFER STUDENTS FROM VIRGINIA COMMUNITY COLLEGE SYSTEMS AND RICHARD BLAND COLLEGE**

UVa-Wise accepts qualified applicants who wish to transfer from other colleges. Admission of transferring students is competitive. To be academically eligible for consideration, a transfer student must present a grade-point average of at least 2.0 on a 4.0 scale on all collegiate work attempted. Students on social or academic probation, suspension, or dismissal are not eligible for admission. The number of offers of admission that the College can make in a competitive environment is determined by the number of applicants, faculty and space available.

Transfer applicants from a Virginia Community College or Richard Bland College who have earned an associate of arts, associate of science, or associate of arts and sciences degree based on a baccalaureate-oriented sequence of courses are guaranteed admission to UVa-Wise within the limits specified above. Transfer students from a Virginia Community College who have received an associate degree will be given priority over other transfer students. Admission to the College does not necessarily guarantee admission to any of the various majors within the College. These majors may have specific requirements for admission and some are more competitive than others.

Students who have earned an associate of arts, associate of science, or associate of arts and science degree based upon a transfer-oriented sequence of courses from a public Virginia Community College will have met the lower division general education requirements of UVa-Wise except for six semester hours of foreign language. These students will be classified as juniors. Applied science degrees do not meet this provision.

Transfer students from a Virginia Community College or Richard Bland College who have completed the state-approved transfer module but who have not earned an associate degree will receive full credit for these courses and will be considered to have met the lower division general education requirements of UVa-Wise in the following areas: English composition, Humanities, Western Heritage, and Natural Science. Students completing the transfer module will have partially met the lower division general education requirements in social science and mathematics. These transfer students will not necessarily have met the lower division general education requirements of UVa-Wise in literature, physical education, foreign language, or the arts.

UVa-Wise and several colleges within the Virginia Community College System (Mountain Empire Community College, Southwest Virginia Community College, Virginia Highlands Community College, and Wytheville Community College) have established articulation

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agreements and work jointly to resolve problems affecting student transfer. The institutions have fully articulated transfer of courses on a program-by-program basis and have made these agreements available to advisors. Any student seeking to transfer from one of these community colleges to UVa-Wise may obtain the necessary information from an advisor or another official at the community college. All articulation agreements reached between UVa-Wise and community colleges are available to students at other Virginia Community Colleges.

Evaluations of transfer credit are prepared under the authority of academic departments, which reserve final decisions relative to the application of transfer credit to degree requirements in the major. Transcript evaluators prepare formal evaluations of transfer credit under the direction of the Registrar of UVa-Wise.

In the case of disputes between transfer students and academic departments relative to the application of transfer credit to degree requirements, the Registrar generally is able to resolve the problem satisfactorily. In cases where conflicts cannot be resolved at the department level, they are referred to the Associate Provost who has the final authority. The Registrar has been designated Chief Transfer Officer at UVa-Wise. The Chief Transfer Officer is responsible for maintaining a central source of information about transferring.

## GUARANTEED ADMISSIONS PROGRAM

To help facilitate the transfer process, UVa-Wise entered into agreements with Mountain Empire Community College, Southeast Community College (Kentucky), Southwest Virginia Community College, and Virginia Highlands Community College. The Guaranteed Admissions Program (GAP) allows students enrolled in and graduating from identified transfer programs at these three institutions to transfer to the College with specified benefits. For more information, please contact the College Office of Admissions or the Transfer Counselor at MECC, SECC, SVCC or VHCC.

## NON-DEGREE STUDENTS

A non-degree student is one who is not seeking admission to a four-year degree program at UVa-Wise. These students fall into two categories:

1. The student taking classes for self-improvement and not progressing immediately toward a degree may take up to seven hours per semester.
2. The student who holds a bachelor's degree and is not working

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toward a bachelor's degree at UVa-Wise may enroll either part-time or full-time and is not limited by the seven-hour per semester limit.

The following procedures should be followed in applying for non-degree student status:

1. Complete a non-degree application form and return it to the Office of Admissions.
2. The Director of Admissions and Financial Aid will act on the non-degree applications once they are submitted to the Office of Admissions.
3. A student who has been suspended from UVa-Wise may appeal to the Academic Appeals Committee for permission to enroll as a non-degree student. Upon recommendation of the Committee and with the approval of the Associate Provost, the student may be permitted to enroll as a non-degree student.
4. The non-degree student is not eligible to receive financial aid or to reside in campus housing.

## DUAL ENROLLMENT STUDENTS

Current high school seniors may apply to take coursework under the dual enrollment program. Students who are admitted to the dual enrollment program will be concurrently enrolled at the College and at their high school. They should be classified as seniors by their high school. The purpose of this program is to supplement the high school curriculum for students with strong academic backgrounds. Students should be on track for graduation and have completed the normal academic requirements for graduation (except senior English). Permission is required by parents and the high school.

Dual enrollment students may not live in a residence hall or receive financial aid.

## ADMISSION OF INTERNATIONAL STUDENTS

UVa-Wise is authorized to offer admission to international students who wish to study in the United States. International students who are not United States citizens should submit the following documents to the Office of Admissions by April 1 for the fall semester, and by November 1 for the spring semester:

1. An application for admission to the degree program.
2. Official, translated academic transcripts from all secondary schools, colleges, and universities attended previously.
3. SAT I Reasoning Test or the ACT Assessment scores.

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4. Satisfactory scores (550 or above on the paper-based test/234 on the computer -based test) on the Test of English as a Foreign Language (TOEFL). In lieu of the TOEFL, applicants may submit scores from the Advance Placement International English Language (APIEL) exam. An applicant will be deemed proficient in English upon receipt of a score of 3 or greater.
5. A Supplemental Form certifying that adequate funds are available for college study prior to coming to the United States.

## READMISSION

A student whose enrollment has been interrupted for one regular term or more at UVa-Wise must be approved for readmission before registering. Not registering for a summer term is not considered an interruption. The following procedures should be followed in applying for readmission:

1. Obtain an application for readmission from the Office of Admissions.
2. If the student has registered at another college or university since attending the College, a transcript from the institution(s) attended must be sent to the Office of Admissions before readmission can be granted.
3. If deemed necessary, the Director of Admissions and Financial Aid may request additional materials to complete the applicant's file.
4. The Director of Admissions and Financial Aid or the Admissions Committee will act on the application when the file is complete.
5. Applicants who are currently on suspension from UVa-Wise will be referred to the Academic Appeals Committee.

## FALSIFICATION OF STUDENT RECORDS

Students who furnish the college with false, misleading, or incomplete information relating to their application for admission or academic record will be subject to denial or dismissal.

## SENIOR CITIZENS

The Senior Citizens Higher Education Program permits residents of Virginia who are 60 years of age or older to register for courses and pay no tuition if their taxable income for the previous year did not exceed \$10,000. Regardless of income, senior citizens may audit courses or enroll in non-credit courses without paying regular fees.

## TUITION, FEES, ROOM AND BOARD CHARGES

Tuition, fees, room and board charges are assessed based upon the

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number of credit hours for which the student registers and the room and meal plan chosen by the student. All charges must be paid in order to complete registration and to attend classes.

Each semester an invoice is mailed to students who register in advance for the fall and the spring semesters. Complete instructions for payment of the invoice are included with each mailing. Students who register at the start of classes should be prepared to make full payment at the time of registration.

### **2003-2004 TUITION AND FEES**

#### **FULL-TIME (12-18 semester hours\*)**

##### Virginia residents

Tuition	\$1,315 per semester
Fees	\$ 950.25 per semester
<b>TOTAL FOR SEMESTER</b>	<b>\$2,265.25</b>
<b>TOTAL FOR YEAR</b>	<b>\$4,530.50 (TWO SEMESTERS)</b>

##### Out-of-state residents#

Tuition	\$5,759 per semester
Fees	\$ 975.25 per semester
<b>TOTAL FOR SEMESTER</b>	<b>\$6,734.25</b>
<b>TOTAL FOR YEAR</b>	<b>\$13,468.50 (TWO SEMESTERS)</b>

(\*Students taking more than 18 credit hours per semester will be charged for the additional hours at the part-time tuition rate.)

(#Full-time and part-time students who reside in the Commonwealth of Kentucky may be eligible for the Kentucky Tuition Assistance Grant (KTAG) to help meet a portion of the out of state tuition differential. Please see page 47-48 for eligibility requirements. )

#### **PART-TIME TUITION**

##### Virginia residents

\$108 per credit hour

##### Out-of-state residents

\$475 per credit hour

#### **OTHER FEES**

Students taking 1-6 credit hours will be charged \$5 per credit hour registration fee.

Students taking 7-11 credit hours will be charged \$25.25 per year (\$12.62 per semester) technology fee.

Students taking 1-5 credit hours will be charged \$22 per credit hour in Student Fees.

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Students taking 6-8 credit hours will be charged \$34 per credit hour in Student Fees.

Students taking 9-11 credit hours will be charged \$47 per credit hour in Student Fees.

Full-time out-of-state students will be charged a Capital Fee of \$50.00 per year (\$25.00 per semester).

## NON-CREDIT COURSES

Virginia Residents	\$47 per continuing education unit (CEU)
Out-of-State Residents	\$144 per CEU

## OFF CAMPUS/ABINGDON PROGRAMS

Virginia residents	\$108 per credit hour
Out-of-state residents	\$333 per credit hour

Students will be charged \$5 per credit hour registration fee.

## AUDIT FEES

Fees to audit a class are the same as the per credit hour costs listed above.

## Room

McCrary Hall:

\$1,343.50 per semester/\$2,687 per year

Asbury, Henson, Martha Randolph & Thompson Halls, Townhouses, Faculty Houses, Cav House:

\$1,552 per semester/\$3,104 per year

*Note: The \$150 housing pre-payment paid to reserve residence hall space is credited to the student's spring semester rent account balance.*

## Meal tickets

19 meals per week (available to all residence halls):

\$1,241.00 per semester/\$2,482.00 per year

12 meals per week (available to Asbury, Thompson, Townhouse, Faculty Houses and Cav House residents only):

\$1,116 per semester/\$2,232 per year

## Books and Supplies

Estimated cost \$350 per semester/\$700 per year

## INSTALLMENT PAYMENT PLAN

Academic Management Services, Inc. and Tuition Management Systems provide extended installment payment plans. Information about this service is available at the Financial Aid Office or the Cashier's Office.

## FAILURE TO MEET PAYMENTS WHEN DUE

A student who fails to make fee payments or make satisfactory arrangements to pay in the Cashier's Office by the close of business on the last day to add a class may be automatically suspended from all classes. The student may not attend classes until he or she has been officially reinstated and has paid all accrued fees and a reinstatement fee of \$50. Students may refer to the Academic Calendar for each semester to obtain "last day to add a class" information. Applications for reinstatement are to be made at the College Cashier's Office.

## REFUND POLICY

In the event a student withdraws from the College, tuition, fees, room and board charges are canceled on a percentage basis determined by the week of school in which the withdrawal takes place. The week begins with the Monday on which classes begin and extends to the following Sunday. Monies due to the College are paid first before refunds are issued to the student.

<i>School Week</i>	<i>Percent Credited</i>
Through first class week	100
Second week of classes	90
Third-fourth week of classes	50
Fifth-seventh week of classes	25
After the seventh week	0

*Return of Title IV Funds Schedule:* In the event a student withdraws from the College and the student has received Title IV Aid, the Return of Title IV Funds Schedule will apply. Under this schedule, room and board are considered institutional charges and will be refunded in the same manner as tuition and fees, i.e., based on the number of days of attendance. Contact the Office of Accounting Services for additional information.

## RETURNED CHECKS

A service charge is assessed for each check returned unpaid by a bank for any reason. A student who has had three checks returned during a semester will not be allowed to cash subsequent checks or make

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purchases on campus via personal check without specific permission of the Cashier's Office.

### **FINANCIAL AID**

Financial Aid awarded by the College is applied to tuition and fees and room and board charges first. Students should be prepared to have sufficient funds to attend school for at least one month before financial aid is released. Students should not expect the College to defer payment of tuition, fees, and room and board charges, in order for the student to meet off-campus living expenses or to purchase books and supplies.

### **CLASSIFICATION AS A VIRGINIA STUDENT FOR TUITION PURPOSES**

Students are classified as a Virginia or Non-Virginia Resident by the Office of Admissions based upon information provided on the Application for In-State Tuition Privileges.

Students may request an interpretation of their status by the Business Office, one year after the initial application for admission and actual admission to the College have been approved. The student must provide evidence sufficient to establish Virginia as domicile and that a previous domicile has been abandoned for at least one year prior to requesting a status change. Specific guidelines are available at the Cashier's Office.