Traditional Program:
ADMISSION PROCEDURES

To apply for the traditional undergraduate program at Rochester College, each of the following steps must be completed. For those seeking financial aid, completing these steps as early as possible is important.

1. Submit a completed application for undergraduate admission to the Admissions Office. A non-refundable application fee of $35 ($100 US Currency for international students) is required when submitting a paper application. The application fee for domestic applicants is waived if the application for admission is submitted online. Application forms may be downloaded or submitted online at www.rc.edu/apply. Applications are also available upon request from the Admissions Office.

2. Request delivery of your official transcripts to Rochester College from your high school guidance counselor or registrar. For students who have completed some college coursework and desire to transfer to Rochester College, a final high school transcript and official college transcripts must be submitted. A Transcript Request Form is available for downloading at www.rc.edu/apply or in the application packet. Transcripts are required before admissions decisions are made. All students graduating from high school must make arrangements to have a final transcript sent to Rochester College after graduation. GED graduates must submit an official copy of their GED scores to the Admissions Office.

3. If you are entering college for the first time or you are transferring fewer than 15 credit hours from an accredited college or university, you are required to submit ACT or SAT scores to Rochester College. (This is not applicable for accelerated programs.) ACT or SAT scores noted on a high school transcript are acceptable. You may request that your scores be submitted to Rochester College at these websites: www.actstudent.org (ACT) and www.collegeboard.com (SAT). Rochester College’s ACT code is 2072, and our SAT code is 1516.

4. Campus residence is required of all students (unless married) who are under the age of 21 and of freshmen and sophomore status unless living with a parent or relative over the age of 25. (Campus residency requirements are not applicable for students in accelerated programs.) Students planning to live on campus must submit a Room Reservation form, which can be downloaded from our website at www.rc.edu/apply or found in our application packet. Housing assignments are made on a first-come, first-served basis. The room security and key deposits are due at time of registration. Submission of the Room Reservation form does not commit the student to living on campus; it only indicates the applicant’s interest in doing so.

Admission Standards:
REQUIREMENTS FOR ADMISSION

Applicants with a high school cumulative GPA of 2.25 or higher in college preparatory courses are normally given regular admission if their college entrance test scores meet the guidelines in the table that follows:

<table>
<thead>
<tr>
<th>ACT SCORE (#2072)</th>
<th>SAT SCORE RANGE (#1516)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composite Score 18</td>
<td>860-890</td>
</tr>
</tbody>
</table>

Rochester College does not require the writing section of the ACT or SAT. The ACT is administered several times throughout the year. Registration forms are generally available from high school counselors or online at www.act.org. This test is also required by the State of Michigan for its competitive scholarship program. Registration information for the SAT is also available from high schools and at www.sat.org.
Applicants whose high school, college records, or ACT/SAT results do not meet regular admission standards or who did not take the ACT/SAT exam may be admitted if there is other evidence of academic promise. They will receive special advising and may register for no more than 15 semester hours. Students must maintain a 2.0 GPA at the end of each semester.

**HOME-SCHOoled STUDENTS**

Rochester College recognizes and values the educational experience of home-schooled students. These students are welcomed and encouraged to apply for admission through the same process as described above. The admissions criteria for home-schooled students are the same as for students who graduate from traditional high schools.

The following information is required from home-schooled students who wish to take courses at Rochester College before their graduation:

- Verification of home-school status and coursework
- Home-schooled, Dual Enrollment, or Guest Student Application

**FIRST TIME IN COLLEGE (FTIAC)**

High school graduates with fewer than 15 credit hours of college credit are required to meet the following criteria for unconditional admission to Rochester College: a minimum 2.25 cumulative high school GPA and a minimum ACT composite score of 18 (or a minimum combined score of 860-890 on the SAT Critical Reading and Math sections). Additional consideration may be given to component scores on each test. Students who did not graduate from high school may be admitted unconditionally if they earned a minimum GED score of 2250 with no single test below 410 (GED scores prior to 2002 must be at least 50) and meet the minimum ACT or SAT score.

**TRANSFER STUDENTS**

Transfer students from other colleges or universities must provide official transcripts from each institution and complete the steps listed under Admissions Procedure (above). ACT or SAT scores are not required of students who have earned 15 or more college credit hours. Transfer students must have earned a minimum 2.25 cumulative GPA in their college course work for unconditional admission to Rochester College. Rochester College grants credit for courses completed at regionally accredited colleges, schools accredited by the Association of Biblical Higher Education, or a select list of voluntarily unaccredited institutions with a grade of C- (1.7 on a four-point scale) or higher. Applicants should note that standards within individual majors may be higher. Composition A and B are exceptions; to transfer either of these classes, a minimum grade of C is required. To satisfy the General Education literature requirement, literature courses transferred from other institutions must emphasize canonical literature and include a chronological survey component. Up to 30 hours of lower division credit might also be transferred from other unaccredited programs (see the section of this catalog titled “Non-traditional Credit”); these are subject to validation by the relevant academic department(s) at Rochester College and by a probationary semester of full-time coursework in which the student achieves a GPA of C (2.0 on a four-point scale) or higher. Acceptance of transfer course credit is subject to a transcript evaluation by Rochester College. Students whose prior academic experience includes coursework completed outside the United States or Canada must provide a transcript evaluation from a third-party evaluation company. For more information about evaluation of international transcripts, see “International Students – Transferring Credits” (below).

Credit received on a basis other than the semester unit will be converted to credit hours. Transfer credit counts as upper-level credit only if the course has junior or senior status at the institution where it was taken. All work transferred from a community college is considered lower-level credit except for 300-level courses taken in the third year of an approved three-year program.

Transfer students pursuing a degree in the traditional program may transfer up to 34 credit hours toward the Associate Degree or 98 hours toward the Bachelor’s degree. For accelerated programs up to 47 hours may be transferred toward the Associate degree and 90 hours toward the Bachelor’s degree. At least 50% of a student’s major core requirements must be earned at Rochester College. In addition, all students must take the last 15 hours at their home institution, a standard policy referred to as a Residency Requirement. Transfer credit is not applied toward the calculation of students’ Rochester College GPA.

Under the MACRAO Transfer Agreement, transferees from participating Michigan colleges or universities usually meet all General Education requirements for the Bachelor’s degree at Rochester College, except the Christian Values Requirement and General Education courses or pre-requisites required for a major. Transfer credits must include a survey literature course, information literacy course (INF 1011), and a math course equivalent to MAT 1103 Intermediate Algebra.
EARLY ADMISSION
High school students are eligible for early admission as full-time students at Rochester College based on the following criteria: completion of junior year of high school with a CGPA of 3.00 or higher and an ACT score of 21 or higher. Early admission students must make arrangements with their school districts to earn their high school diplomas or a satisfactory score on the General Equivalency Diploma (GED). The high school diploma or GED must be earned by the end of the second semester of enrollment at Rochester College. Students who have not earned a high school diploma or GED are not eligible for federal financial aid.

DUAL ENROLLMENT
IN HIGH SCHOOL AND ROCHESTER COLLEGE
High school students (sophomore to senior) may dual-enroll at Rochester College and take lower division General Education courses or, with permission of the appropriate department chair, other lower division courses. Dual enrollment provides a great opportunity to experience the college environment and earn college credits while completing the high school diploma. Students should consult their high school counselors to determine how college credits may apply toward their high school diploma requirements. Students who dual-enroll are granted a fifty percent (50%) tuition discount, are not required to pay the student support fee, and are not eligible for financial aid. This tuition discount is available for up to four semesters prior to the time the student completes the requirements for the high school diploma. Dual-enrolled students may enroll for no more than 11 credit hours of course work per semester.

RE-ENROLLMENT
To return to Rochester College after an absence of two or more semesters, students must notify the Academic Services Office. Students suspended or dismissed for academic reasons must appeal to the Academic Committee for re-admittance. Students who are re-admitted following academic suspension or dismissal may be required to receive tutoring and related learning resources through the Academic Center for Excellence. Students dismissed or suspended for social reasons must request re-enrollment through the Student Development Office. Students who re-enroll after an absence of 12 months or more may only be re-admitted under the latest degree plan offered for the degree and major being pursued.

Accelerated Program
(Center for Extended Learning):
ADMISSION REQUIREMENTS
Rochester College’s Center for Extended Learning (CEL) primarily serves working adult learners by offering an accelerated adult learning program with courses offered in the evenings, online, and on weekends. Adult learners are those whose primary life identity has moved beyond the stage of a traditional student due to experiences, responsibilities, and knowledge that have contributed to their preparation for this program. Meeting the minimum criteria for admission to one of the CELs accelerated degree completion programs indicates a likelihood of success but does not provide a guarantee of success. Success in these programs requires a high level of maturity, commitment, organization, and self-motivation on the part of the student.

Students seeking admission to Rochester College’s accelerated degree programs must be 21 years of age or older or must have a minimum of three years of work experience. Unconditional admission is granted to transfer students who have earned a minimum of a 2.25 cumulative GPA from regionally accredited colleges or universities. Students without college experience may be granted unconditional admission with a 2.25 high school GPA or an earned GED. Students who do not meet these criteria may be granted conditional acceptance by appealing in writing to their advisor. The minimum GED score prior to 2002 is 50. Beginning in 2002, the requirement is a minimum total score of 2,250 with no single test score below 410.

For accelerated programs up to 47 hours may be transferred toward the Associate degree and 90 hours toward the Bachelor’s degree. At least 50% of a student’s major core requirements must be earned at Rochester College. Transfer credit is not applied toward the calculation of students’ Rochester College GPA.

Regular admission to the University Center and off-site Degree Completion Programs is granted to graduates of the host institution who have a minimum GPA of 2.25. Students pursuing a degree through the traditional
program should consult the Concurrent Enrollment Policy for eligibility to take courses from the CEL (below).

Regular admission to the Bachelor of Science in Early Childhood Studies degree completion program requires completion of an Associate degree in Early Childhood and current employment in the early childhood field. For those not currently employed in the early childhood field, observation hours will be required in specified classes.

Prospective students who do not meet the regular GPA admission requirements may submit a written petition to the Vice Provost for provisional admission (called Academic Alert). The written petition must include a rationale for why the applicant believes s/he will succeed in a challenging accelerated adult program. Students who are approved to be provisionally admitted on Academic Alert are limited to 6 credit hours their first semester.

Provisionally admitted students must complete a minimum of 12 credit hours through CEL's Associate of Arts program with a 2.0 or higher GPA prior to being accepted into a Bachelor's degree completion program. Completion of 12 or more credit hours at Rochester College with a minimum cumulative GPA of 2.0 allows the student to be removed from Academic Alert.

**POLICY FOR CONCURRENT ENROLLMENT IN TRADITIONAL AND ACCELERATED PROGRAMS**

Traditional students may take any course from the CEL's Associate of Arts program, either required or elective General Education courses. However, to take other non-restricted CEL/Accelerated courses, traditional students must meet the following requirements:

- have a CGPA of 2.0 or higher
- have completed ENG 1123 Composition B

Traditional students who take CEL/Accelerated courses are charged the traditional tuition rate.

CEL students may take any eligible course from traditional divisions and pay the CEL tuition rate.

For determining which courses are restricted from or eligible for concurrent enrollment, students must see the appropriate Dean. In addition, crossover enrollment between the CEL and traditional programs is allowed on a space available basis. Traditional students taking CEL courses may not displace CEL students and vice versa. Determination regarding available space will be made no later than the day preceding the start of the course(s) in question.

**TRANSFER POLICY**

The CEL accepts traditional transfer credit (C- or higher) from regionally accredited colleges or universities. Transferring Composition A and B requires a grade of C or higher. Up to 47 credit hours may transfer toward an Associate degree and up to 90 credit hours may transfer toward a Bachelor's degree completion program. A maximum of 50% of the core requirements for a Bachelor's degree may be transferred to Rochester College. No credit hours can be transferred in the student's final semester at Rochester College because all students must take their last fifteen hours of credit at their home institutions, a standard policy known as a Residency Requirement. Official transcripts must be submitted from each previously attended institution.

**INTERNATIONAL STUDENTS**

Students who receive their secondary education outside of the United States must demonstrate their ability to perform college-level work in the U.S.

**REQUIRED ITEMS**

1. Submit the Admissions Application. You can complete the application online at rc.edu/apply. The application deadline is June 1 for the fall semester, and November 1 for the spring semester.

2. Non-refundable application fee: $100 (U.S. Currency)

3. Submit official original transcripts, which must be in English, showing that you have successfully completed 12 years of education (U.S. high school equivalent). These credentials must display your ability to perform college-level work in the United States. If your official transcripts are not in English, they must be evaluated and certified by a third party evaluation company such as World Education Services, Inc. or Educational Credentials Evaluators, Inc. The transcripts should be in a course-by-course format. Photocopies are not acceptable. If you have completed college coursework and wish to transfer those credits to RC, you must also submit original transcripts from the college or university you attended. See the section “Transferring Credit” below for information on how to have transcripts evaluated and certified.

4. All student visa applicants born in a country whose native language* is not English must submit “official test documentation” of English language proficiency by submitting one of the following:
a. Student Visa applicants residing outside of the United States and Canada need to take the "Test of English as a Foreign Language" (TOEFL) and score at least:
   - 520 on the paper based test
   - 190 on the computer based test
   - 68 on the Internet based test
You must also have official results mailed from TOEFL directly to Rochester College. The TOEFL website (www.toefl.org) has information on registration and testing locations.

b. Student Visa applicants already residing in the United States or in Canada should take the Michigan English Language Assessment Battery (MELAB) and score 70 or above.

c. Student Visa applicants need to successfully complete Level 112 at an ELS Language Center in the U.S. or one of eighteen other countries. The ELS Language Center website (www.els.com) has information on registration and center locations.

*A native language is a language that is acquired naturally during childhood and is usually spoken at home, as opposed to a language that is learned later in life as, for example, part of a person’s formal education.

Once Rochester College receives all the required items described above, applications are evaluated. If you are accepted, you will receive an official letter of acceptance. All students educated outside the U.S. or Canada automatically enter Rochester College on Academic Alert, which may limit the number of hours for which they can enroll.

**TRANSFERRED CREDIT FOR INTERNATIONAL STUDENTS**

College coursework from institutions not in the U.S. or Canada may be accepted for transfer credit. Coursework should be evaluated by a third party evaluation company that is a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services, Inc. or Educational Credentials Evaluators, Inc. The expense for transcript evaluation is the responsibility of the applicant.

In order to receive full credit, applicants should select the Course-by-Course type of evaluation. Rush services are also available for an additional fee.

**VERIFICATION OF FINANCIAL RESOURCES AND STUDENT ACCOUNT PAYMENT FOR INTERNATIONAL STUDENTS**

The details of the cost of attendance at Rochester College, financial documentation required, and tuition payment schedule are contained in the International Student Statement of Finances, which can be obtained from the Admissions Office. Once your ability to pay for your education at Rochester College has been established and your deposit is received by the Admissions Office, the college will issue a SEVIS Form I-20, which you use to apply for a student visa (F-1).

**IMMIGRATION PROCEDURES**

When you have been accepted into Rochester College and all required financial statements and deposits have been received, the college issues an I-20, a Certificate of Eligibility for Nonimmigrant (F-1) Students that is used to show reason for entry into the United States and is, in effect, an invitation to attend school. When you have received the I-20 from Rochester College, you must make an appointment at the U.S. Embassy or Consulate closest to you to apply for an F-1 student visa. It is important to understand that the nature of an F-1 student visa assumes that you will return to your home country upon completion of studies and any authorized practical training. Each country is different in how it processes student visas. It may be
possible to make an appointment prior to receiving the I-20 as long as you have it in your possession at the time of the appointment. Please contact the embassy or consulate nearest you for specific details. Also note that in many countries several attempts are required to receive an F-1 student visa, so be prepared to try again if your application is initially denied. When you have been granted an F-1 student visa by the Embassy or Consulate, please contact us to confirm when you will be starting school and if you need assistance with travel plans to Michigan.

On campus work is authorized under the F-1 visa for a maximum of 20 hours per week while school is in session and full time when school is out of session if a position is available. Off campus employment is generally not available to F-1 students except through application to the Immigration and Naturalization Service.

**FINANCIAL AID FOR INTERNATIONAL STUDENTS**

No state or federal aid is available to international students who are in the United States on student visas. However, international students are eligible to receive institutional scholarships for athletics and academics as well as other tuition discounts from Rochester College.

Academic scholarships for international students are very limited due to the lack of equivalent measure for academic ability. Most institutional scholarships are based upon the results of one of two standardized tests used in the U.S., the ACT or SAT, and high school grade point average. Since international students do not automatically take these tests, we do not require either for admission. However, if you decide to take either the ACT or SAT and have the scores sent to Rochester College, you will be considered for academic scholarships. Information on the ACT or SAT and the nearest testing center can be found at www.act.org or www.collegeboard.com. No other standardized academic test is accepted.

Institutional scholarships and tuition discounts are awarded by the Admissions Department and are based on the applicant’s academic credentials and need.

**GUEST STUDENTS**

A student is classified as a guest student in the following circumstances:

- The student is enrolled at another college or university.
- The student is not seeking a degree from Rochester College.
- The student is auditing a course.

Guest students must pay normal tuition and course fees or the audit fee and are not eligible for institutional or financial aid.

Those who are students at another college or university must fill out a Michigan Uniform Undergraduate Guest Application. Those who are not students at another college or university must fill out a Guest Student Application for both the traditional and accelerated programs and select “Non-Degree Seeking” for program or major. There is no application fee for guest students.

Guest students should be aware of the following:

- Guest students attending another institution are responsible to ensure that they have successfully completed the pre-requisites to any course they are taking, if applicable. Guest students who are not attending another institution must produce evidence that they have completed pre-requisites to any course they are taking, if applicable.
- Guest students who attend another college or university must request that their RC grades and credits be sent to their home college or university via a normal transcript request. Transferability of courses should be pre-determined by the student with his or her home institution.
- Guest students who wish to take more than six hours in a semester, decide to begin working toward fulfillment of a Rochester College degree plan, or have accumulated 12 or more hours as a guest student must apply for admission to be enrolled as a regular student if they wish to continue taking additional Rochester College course work. Guest students may appeal these restrictions in writing to the Vice Provost.

Guest students are subject to the Satisfactory Academic Progress Policy with the exception that if their cumulative grade point average falls below a 2.0 and they are placed on academic suspension, they will not be eligible to take any further course work at Rochester College. However, academically suspended guest students may submit a written appeal letter to the Academic Life Committee requesting permission to take additional course work.
COMPUTERS

Rochester College was the first college in the state of Michigan to offer traditional incoming freshmen a state-of-the-art Apple MacBook absolutely free. Traditional transfer students who have 30 or fewer credit hours of college coursework accepted by Rochester College will also be eligible to receive a free MacBook.

One of the goals of Rochester College is to ensure that students learn to work with the latest technology. The College continues to implement educational technology that is on par with the more progressive colleges in the country. The campus-wide wireless environment creates possibilities for laptop use in the classroom, library, residence halls, and grounds – virtually anywhere. Rochester College will continue to enhance the laptop program as the technology becomes more tailored for faculty and student interaction.

Each student is required to sign a laptop program agreement which specifies that the MacBook is the student's and the warranty is in the student's name. If the student remains enrolled full-time at Rochester College for at least six consecutive full-time semesters (excluding summer semesters), no charge will be made for the laptop. If the student leaves before completing six consecutive full-time semesters, the student must pay a prorated charge for the MacBook.

The MacBook specifications are as follows:

- 13” white MacBook
- Mac OS X Snow Leopard
- 2.4 GHz Intel Core 2 Duo
- 2 GB Memory
- 250 GB Hard drive
- Super Drive
- 3 year AppleCare Protection Plan
- Microsoft Office 2008 for Mac