

ADMISSIONS

A benefit of attending Rochester College is its commitment to focus on the whole person, spiritually, academically, and socially. Future students should consider RC's vigorous education and Christian environment as a means to achieve their goals and to be challenged in those areas.

ADMISSIONS PROCEDURE

Complete each of the following steps to apply for the traditional undergraduate program at Rochester College. For those who seek financial aid, it is important to complete these steps as early as possible. See the Center for Extended Learning section for enrollment procedures for CEL programs (page 136).

1. Submit a completed application for undergraduate admission to the Admissions Office. A non-refundable application fee of \$35 (\$100 USD 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 from the Admissions Office upon request.
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, official college transcripts must be submitted. A Transcript Request Form is available for download online at www.rc.edu/apply or in the application packet. Transcripts are required before an admissions decision will be made. All students graduating from high school must make arrangements to have a final transcript sent to Rochester College after graduation. Students who have completed college work must submit a final high school transcript and an official college transcript. GED graduates must submit an official copy of their GED scores to the Admissions Office.
3. Students who are entering college for the first time and students who are transferring less than 15 semester hours from an accredited college or university are required to submit ACT or SAT scores to Rochester College. Scores noted on a high school transcript are acceptable. You may request 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 junior status, or who are not living with a parent or relative over the age of 25. Students planning to live on campus must submit a Room Reservation form. This form can be downloaded from our website at www.rc.edu/apply or is part of 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 an interest to do so.

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 any other student. The admissions criteria for home-schooled students are the same as a student who graduates from a traditional high school.

The following information will be required from home-schooled students who wish to take courses at Rochester College:

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



RESIDENCE REQUIREMENT

Campus residence is required of all traditional students (unless married) who are under the age of 21 and junior status. Students who are living with a parent or with a relative over the age of 25 are exempt from this policy.

FIRST TIME IN COLLEGE (FTIAC)

High school graduates with less than 15 semester 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 880 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 550 and meet the minimum ACT or SAT score. Home-schooled students are required to meet the minimum ACT or SAT score and must have completed their home school requirements or have attained the minimum GED score.

TRANSFER STUDENT

Transfer students from other colleges or universities must provide official transcripts from each institution and complete the steps listed under Admissions Procedure on the previous page. ACT or SAT scores are not required of students who have earned 15 or more college semester hours. Transfer students must have earned a minimum 2.25 cumulative GPA in their college course work for admission

to Rochester College. Rochester College grants credit for courses completed with a grade of C- (1.7 on a four-point scale) or higher at regionally accredited colleges, schools accredited by The Association of Biblical Higher Education, or a select list of voluntarily unaccredited institutions (standards within individual majors may be higher). Up to 30 hours of lower division credit might also be transferred from other unaccredited programs; these are subject to validation by the relevant academic department(s) at Rochester College and by a probationary semester of full-time, C (2.0 on a four-point scale) or higher coursework. 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 on page 23. Credit received on a basis other than the semester unit will be converted to semester 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 junior college is considered lower-level credit except for 300-level courses taken in the third year of an approved third-year program.

Transfer credit may apply toward a traditional degree, but is limited to no more than 34 semester hours toward the Associate's degree and 98 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 to 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. However, if the transfer credits do not include a literature course, information literacy course (INF 1011), or math course equal to MAT 1103 Intermediate Algebra (or higher), the student must complete these courses before a degree will be awarded. Transcripts must specifically confirm that all MACRAO requirements are met. For more information, contact the Academic Services Office.

Transferees who hold the Bachelor's degree from another regionally accredited college or university are exempt from all general education requirements, except the Christian Values Requirement and any specific general education courses or pre-requisites required for a major.

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 district to earn their high school diploma, or earn 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

High school students (sophomore to senior) may dual-enroll at Rochester College and may enroll in lower division general education courses or, with permission of the appropriate department chair, other lower division core courses. This 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 counselor 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 dismissed or suspended for social reasons must request re-enrollment through the Student Development Office. 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 who reenroll 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.

INTERNATIONAL STUDENTS

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

Required Items

1. Submit the Admissions Application and \$100.00 application fee (U.S. currency). You can complete the application online at rc.edu/apply. Application deadline is June 1 for the fall semester, and November 1 for the spring semester.
2. Submit **official original** transcripts 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. These transcripts must be in English. If not in English, your official transcripts must be evaluated and certified by a third party evaluation company such as World Education Services, Inc. or Educational Credentials Evaluators, Inc. 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 that you attended. See the section "**Transferring Credits**" below for information on how to have transcripts evaluated and certified.
3. 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:
 - Student Visa Applicants residing outside of the United States and Canada will need to take the "Test of English as a Foreign Language" (TOEFL) and score at least:
 - 520 on the paper based
 - 190 on the computer based
 - 68 on the internet based
 - 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.
 - Student Visa applicants already residing in the United States or in Canada should take the Michigan English Language Assessment Battery (MELAB) and score 70.
 - Successfully complete Level 112 at an ELS Language Center in the US 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, for example, as part of a person's formal education.*

All students who were educated outside the U.S. or Canada will automatically enter Rochester College on Academic Alert. This may limit the number of hours you are permitted to enroll in. Once Rochester College receives all required items

mentioned above, we will evaluate your application and make an admission decision. If you are accepted, we will send you an official letter of acceptance.

Transferring Credit

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 who 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.

World Education Services, Inc. (WES)
P.O. Box 11623
Chicago, IL 60611-0623
USA

Phone Number: 312-222-0882
Fax Number: 312-222-1217
Email: midwest@wes.org
website: www.wes.org

Educational Credentials Evaluators, Inc.
P O Box 9297
Milwaukee WI 53202E
USA

Phone Number: 414-289-3400
Fax Number: 414-289-3411
Email: eval@ece.org
website: www.ece.org

In order to receive full credit, 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

You must take steps to receive your SEVIS Form I-20 from Rochester College, which is used to apply for your student visa (F-1) by verifying your ability to pay for your education at Rochester College. 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 financial security has been established, and the deposit is received by the Admissions Office, we will issue a SEVIS Form I-20 to you.

Financial Aid for International Students

No state or federal aid is available to international students who are in the United States on a student visa. 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. called 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 will be accepted for consideration.

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

Immigration Procedures

When you have been accepted into Rochester College, and any required financial statement or deposit has been received, the college will issue an I-20. The I-20 is a Certificate of Eligibility for Nonimmigrant (F-1) Students that is used to show reason for entry into the United States and in effect an invitation to attend school. When you have received the I-20 from Rochester College you must make an appointment at the US 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 they process 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 it takes several attempts 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.

GUEST STUDENTS

A student is classified as a guest student if:

- 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 (traditional or CEL) 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 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 Academic Dean.
- 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. Academically suspended guest students may submit a written appeal letter to the Academic Life Committee requesting to be permitted to take additional course work.

COMPUTERS

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

It is one of the goals of Rochester College 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.



The MacBook is the student's laptop. The warranty is in the student's name, and it will not need to be returned after graduation. Each student will be required to sign a laptop program agreement. 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 will pay a prorated charge for the MacBook.

The 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
- SuperDrive
- 3 year AppleCare Protection Plan
- Microsoft Office 2008 for Mac