



ADMISSIONS



HOW TO APPLY TO MACON STATE COLLEGE

- File an application with the Macon State College Admissions Office. Prospective students may file in person, by mail, or on-line at www.maconstate.edu.
- Have official transcripts and/or test scores sent directly to the Admissions Office. Information regarding necessary documents will be forwarded to students when the admissions application is received.
- Pay the application fee.
- Submit a completed immunization form.

Students interested in attending Macon State College should contact the Office of Admissions. Admissions representatives are available from 8 a.m. to 6 p.m. Monday through Thursday and from 8 a.m. to 4:30 p.m. on Friday to provide general information, applications, catalogs, and specific information about College programs and admissions procedures. Campus tours are provided weekly and may be scheduled by calling the Admissions Office at (478) 471-2800 or toll free 1-800-272-7619. Students and their parents are encouraged to visit the campus. Information also may be obtained by visiting the web site at www.maconstate.edu.

Application Materials and Catalog

Applicants seeking admission to the College should file an official application with the Office of Admissions. Applications and materials may be requested by mail, by telephone, or by visiting the office. An on-line application is available at www.maconstate.edu. The mailing address for the Office of Admissions is 100 College Station Drive, Macon, Georgia 31206-5145. The telephone number is (478) 471-2800 or toll free 1-800-272-7619.

Official Documents Required

It is the responsibility of the applicant to furnish official documents to the Office of Admissions. Documents delivered by the applicants themselves, (such as student-issued transcripts or letters, grade reports, diplomas, or graduation lists) are not official. Official documents must be issued and mailed directly by the Registrar of the previous institution(s). These documents become a part of the applicant's permanent record and may not be returned. Applicants are considered for admission when all required documents have been received.

Admission with Incomplete Documents

In exceptional cases, certain applicants may be admitted on the basis of incomplete or unofficial supporting documents. In such circumstances, the admission decision is provisional and is contingent upon receipt of final and official documents. If the final and official documents are not received by the date specified in the provisional admission, or if the final documents indicate the student is ineligible for admission, the applicant's admission may be canceled and all fees which have been paid are forfeited.

Admission Procedures

Admission to Macon State College requires that the Office of Admissions know as much about the academic ability of its applicants as possible. Only after such information is obtained is the College able to make an admission decision in the best interest of both the applicant and the College. Thus, the procedures outlined below should be followed in order to furnish the Office of Admissions with a complete set of relevant information.

Applicants should be qualified to do college work and should be of good moral character. The College has the right to examine any applicant's academic competence and character. The College reserves the right to require additional data from applicants and to have applicants appear for a personal interview before their application is accepted or denied.

Prospective students should:

1. Complete the application and return it to the Office of Admissions, Macon State College, 100 College Station Drive, Macon, Georgia 31206-5145. Applications may also be completed on-line by visiting the Macon State College web site at www.maconstate.edu.
2. Have official test scores sent directly to the Office of Admissions. The Scholastic Aptitude Test (SAT) or the ACT Assessment Program is required of all students classified as beginning freshmen, beginning learning support, beginning joint enrollment, and beginning early admissions.
3. Submit an application fee of \$20.00 as is required of all first-time applicants to the College.
4. Have an official transcript mailed by the high school directly to the Office of Admissions **if entering directly from high school.**
5. Have an official transcript of GED test scores mailed by the State Department of Education directly to the Office of Admissions **if entering on the basis of a GED "High School Equivalency Diploma."**
6. Have an official copy of SAT II scores* mailed directly to the Office of Admissions **if entering as a home-schooled student.**
7. Have an official copy of SAT II scores* mailed directly to the Office of Admissions **if entering from a private high school that is not accredited by the Georgia Accrediting Commission or by a regional accrediting association.**
8. Have an official transcript from each college attended mailed by the respective registrar's offices directly to the Office of Admissions at Macon State College **if entering as a transfer student.**
9. Submit a Certificate of Immunization.
A medical examination is not required of applicants for admission to Macon State College. However, the Board of Regents of the University System of Georgia requires all new students to submit a Certificate of Immunization (measles, mumps, rubella) prior to attending classes. This requirement applies to **ALL** new students. The Office of Admissions will provide all new students with the Immunization form.

Admissions Deadlines

Applicants are encouraged to apply as early as possible for the term in which they plan to enroll. For a student to be considered an on-time applicant, all admissions materials must be properly executed and submitted to the Office of Admissions at least four weeks prior to the beginning of the semester for which admission is sought.

*Additional information regarding SAT II exams may be obtained from the Office of Admissions.

Evaluations of transfer credit are mailed to applicants prior to registration as long as the admissions file was complete by the application deadline. Otherwise, evaluations of transfer credit will be mailed to students during the first semester.

Admission of High School Students

Macon State College, in cooperation with area high schools, offers Joint Enrollment and Early Admission programs for students who are at least sixteen years of age and who are classified as juniors or seniors in high school. These programs are designed to encourage academically superior students to begin college level work at Macon State College while completing requirements for high school graduation.

It is left to the discretion of the high school as to whether credit earned in these programs will be accepted toward fulfillment of its graduation requirements. Therefore, it is very important that students consult their principals and/or counselors to determine the college courses in which to enroll to satisfy graduation requirements. **The principal or counselor making the recommendation must submit written course recommendations to the Office of Admissions together with the student's high school transcript and Scholastic Aptitude Test or the ACT Assessment Program scores.** For students planning to enroll during the summer term immediately following completion of their junior year, a transcript showing work completed through the first semester or second quarter of their junior year should be submitted. A supplementary transcript showing the last semester or quarter's work should be submitted at the end of the term.

Students considering applying for either of these programs should take the SAT or ACT as early as possible. Applications will be considered on an individual basis, and a personal interview may be required. Applicants may obtain application materials and additional information from their high school counselor or from the Office of Admissions at Macon State College.

Admission through the Post Secondary Options Program

The Post Secondary Options (PSO) Program enables qualified Georgia public high school juniors and seniors to receive state tuition funding for approved college courses taken through Georgia public colleges. Students must be at least sixteen years of age or classified as high school juniors or seniors to be considered. Courses earned through the PSO program carry both college credit and high school Carnegie unit credit.

Admission as a Joint Enrollment Student

This program is for high school juniors or seniors who wish to enter the College on a part-time basis and earn college credit while completing high school graduation requirements. Applicants for admission to this program must:

1. Submit a completed application for admission for joint enrollment (including approved course recommendations).
2. Have an overall "B" average (3.0 based on a 4.0 scale or a numerical average of 80 or higher) in a college preparatory curriculum.
3. Have a combined verbal and mathematical SAT score of 1010 or above with a minimum verbal score of 530 or an ACT minimum English score of 23 and a composite score of 22.
4. Have completed the University System of Georgia College Preparatory Curriculum (CPC) requirements with the exception of the final unit of high school English and/or social studies or enroll in Macon State College courses which meet the CPC requirements until those requirements are satisfied.
5. Be recommended by their high school principal.
6. Have the written consent of a parent or guardian (if the student is a minor).
7. Exempt all Learning Support requirements.

Admission as an Early Admissions Student

This program is designed for qualified students who, based on the combined judgments of high school and college officials, have demonstrated a level of social and academic maturity which would enable them to pursue a **full-time** college course of study following completion of their junior year of high school. Students are not normally permitted to enter this program after having begun their senior year of high school.

Applicants for admission to this program must:

1. Submit a completed application for early admission (including approved course recommendations).
2. Have a "B" average (3.0 based on a 4.0 scale or a numerical average of 80 or higher) in a college preparatory curriculum.
3. Have a combined verbal and mathematical score of 1100 or above on the SAT with a minimum verbal score of 530 or an ACT minimum English score of 23 and a composite score of 24.
4. Have completed the University System of Georgia College Preparatory Curriculum requirements with the exception of the final unit of high school English and/or social studies.
5. Be recommended by their high school principal.

6. Have the written consent of a parent or guardian (if the student is a minor).
7. Exempt all Learning Support requirements.

Minimum Standards for Regular Admissions

310 SAT M or 14 ACT M
and
330 SAT V or 12 ACT E
and
FI 1830*
and
16 CPC Units

Minimum Standards for Limited Admissions

310 SAT M or 14 ACT M
and
330 SAT V or 12 ACT E
and
FI 1640*
and
13 CPC Units

Admission as a Beginning Freshman

In-state applicants must have graduated from an accredited (SACS or GAC) Georgia high school or have successfully completed the General Education Development (GED) test. CPC competency will be assessed through a battery of SAT II subject exams for GED applicants who have been out of high school less than five years where appropriate. Applicants from non-accredited high schools or home-schooled applicants must pass at least eight SAT II subject exams to gain regular admission into the College.** Applicants must provide evidence of immunization (MMR) by completing the Immunization form provided by the Office of Admissions.

College Preparatory Curriculum Requirements

All applicants for programs leading to the baccalaureate degree who graduated from high school less than five years before the term they plan to enroll are required to complete the high school College Preparatory Curriculum (CPC) as specified by the University System of Georgia.

4 Carnegie Units of Mathematics: Algebra I and II, geometry, and a higher level math unit.

*The FI (Freshman Index) is calculated in the following manner: $SAT V + SAT M + (HSGPA \times 500)$ or $FI = (500 \times HSGPA) + (ACT \text{ composite} \times 42) + 88$

**Additional information regarding SAT II exams may be obtained from the Office of Admissions.

4 Carnegie Units of English: Literature (American and world), grammar and usage, and advanced composition skills.

3 Carnegie Units of Social Science: U.S. history, world history, and at least one-half unit each of U.S. government and economics.

3 Carnegie Units of Science: Two lab courses from life sciences and physical science.

2 Carnegie Units of the same Foreign Language: Emphasizing speaking, listening, reading, and writing.

16 total Carnegie Units

Applicants who fulfill all requirements for admission with the exception of the College Preparatory Curriculum may be accepted on a "limited admissions" basis so long as at least thirteen of the specified college preparatory courses have been completed.

Limited Admissions

Students granted limited admissions due to CPC deficiencies will be required to satisfy these deficiencies in accordance with the following criteria:

English

Students graduating from high school with fewer than the four required units of English will be required to take the Collegiate Placement Examination (CPE) in English and Reading. Based upon the score, individual students may (1) exempt Learning Support English and/or Reading or (2) be placed in Learning Support English (ENGL 0099) and/or Reading (READ 0099) as the CPE indicates.*

Mathematics

Students graduating from high school with fewer than the required units of mathematics will be required to take the Collegiate Placement Examination (CPE) in Mathematics. Based upon the score, individual students may (1) exempt Learning Support Mathematics or (2) be placed in Learning Support Mathematics at the appropriate level, either MATH 0097 or MATH 0099. However, MATH 0099 must be completed to satisfy the CPC requirement.*

Science

Students graduating from high school with fewer than three units of science will be required to take BIOL 1001K or BIOL 1002K or PHSC 1011K and earn at least a "C" in the course.*

*Acceptable scores on SAT II exams also may be used to satisfy CPC requirements. Additional information regarding SAT II exams may be obtained from the Office of Admissions.

Social Sciences

Students graduating from high school with fewer than three units of social science will be required to take HIST 1111 or 1112 and earn at least a "C" in the course.*

Foreign Language

Students graduating with fewer than two units of the same foreign language will be required to complete either FREN 1001 or SPAN 1001 and earn at least a "C" in the course.*

College Preparatory Curriculum Deficiencies**CPC General Regulations**

The following provisions apply to CPC deficiencies in science, social science, and foreign language requirements. These additional required courses represent hours of coursework beyond the requirements for the programs which the students are enrolled. Students must earn at least a "C" in each of these courses. Entering freshmen must take these courses by the time they have earned 30 semester hours of credit. Transfer students must take these courses immediately upon entering or as soon as possible thereafter.

College Preparatory Curriculum requirements apply to students in career programs moving into programs that lead to baccalaureate degrees and to students transferring into Macon State College unless those students have completed at least thirty semester hours of transferable Core Curriculum credits with a minimum of a 2.0 average.

If students move from a career program into a transfer program or into a baccalaureate program, and if those students have fewer than thirty semester hours with a minimum GPA of 2.0, they will be screened for CPC requirements. Students in this situation who have CPC requirements must then satisfy those requirements.

CPC Enforcement

All students with outstanding College Preparatory Curriculum (CPC) deficiencies will have a "**CPC/ADVISING HOLD**" placed on their registrations the first semester of enrollment. They will be advised in the Academic Advising Center and will be permitted to register provided they enroll in the required CPC course(s). The hold will be removed when all CPC requirements have been met.

Should students move from a curriculum requiring the CPC to one not requiring the CPC and back to one requiring the CPC, they must immediately satisfy any outstanding College Preparatory deficiencies.

*Acceptable scores on SAT II exams also may be used to satisfy CPC requirements. Additional information regarding SAT II exams may be obtained from the Office of Admissions.

Beginning Freshman Placement Policy

Beginning freshman applicants whose SAT verbal score is 470 or below or whose ACT English score is 20 or below are required to take the Collegiate Placement Examination (CPE) in English and Reading. A CPE score of **78 on the Reading Test** is required to **exempt reading remediation**, and a CPE score of **78 on the English Test** is required to **exempt writing remediation**.

Beginning freshman applicants whose SAT mathematics score is 430 or below or whose ACT mathematics score is 18 or below are required to take the Collegiate Placement Examination (CPE) in Mathematics. A CPE score of **80 on the Math Test** is required to **exempt math remediation**. Applicants with a CPC deficiency in English or math are also required to take the CPE regardless of SAT or ACT scores.

Applicants required to take placement tests are bound by the results if placement in Learning Support courses is indicated.

College Algebra Placement Test

All students whose SAT mathematics score is between 430 and 550, exclusive, or whose ACT mathematics score is between 18 and 24, exclusive, are required to take the College Algebra Placement Test before registering for college algebra (MATH 1111). Any of these students scoring less than 12 on the College Algebra Placement Test must enroll in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) as the entry level math course.

Students who take the Collegiate Placement Examination in Mathematics who are placed in Learning Support courses must take the College Algebra Placement Test after satisfying all Learning Support requirements. Student who exempt Learning Support mathematics on the basis of the Collegiate Placement Exam must then take the College Algebra Placement Test in order to determine placement into the correct mathematics course. All students required to take the College Algebra Placement Test are bound by the results if placement in MATH 1101 (Mathematical Modeling) or MATH 0099 (Intermediate Algebra) is indicated.

Admission as an Adult Student

Applicants who have not attended high school or college within the previous five years and who have earned fewer than 30 transferable semester hours of college credit and who have either graduated from an accredited high school or have earned a General Education Development (GED) "High School Equivalency Diploma" may be admitted without taking the SAT or ACT. They are required, however, to take the University System of Georgia Collegiate Placement Examination prior to enrollment and to complete any Learning Support requirements as indicated.

Admission as a Transfer Student

1. Transfer applicants who have earned fewer than 30 semester hours of

transferable credit must comply with both freshman and transfer admission requirements.

2. Transfer applicants must present a cumulative grade-point average of 1.8 or above (based on a 4.0 scale) on all work attempted and must be in "good standing" at the last institution attended in order to be admitted in "good standing."

3. Transfer applicants whose cumulative grade-point averages are below 1.8 may be considered for admission on academic probation.

4. Transfer applicants whose academic status was probation, exclusion, or dismissal when last enrolled at any institution will, if admitted, be placed on academic probation.

5. Transfer applicants who have more than 30 transferable semester hours and who have been excluded from a collegiate institution may not be considered for regular admission unless they are academically eligible to return to the college they last attended.

6. Transfer applicants must provide evidence of immunization, measles, mumps and rubella (MMR) by completing the Immunization form provided by the Office of Admissions.

Evaluations of transfer credit are mailed to applicants prior to registration as long as the admissions file was complete by the application deadline. Otherwise, evaluations of transfer credit will be mailed to students during the first semester of enrollment.

Transfer of Credit Policies

1. Credit earned in collegiate institutions accredited by the appropriate regional accrediting association may be transferred at full value provided the course content is comparable to that of a course offered by Macon State College or, for non-comparable courses, those that satisfy the guidelines of the University System of Georgia.

2. Only 36 semester hours of academic credit and 2 semester hours of physical education activity credit may be applied by transfer toward an Associate Degree.

3. At least a "C" in freshman composition is required for transfer credit in English 1101.

4. The total number of combined hours earned through correspondence, extension, and military experiences shall not exceed 15 semester hours.

5. **No credit** is awarded for the College Level Examination Program (CLEP) "General Examinations."

6. Veterans with twelve months or more activity military service may file a

copy of their DD-214 or an official CCAF transcript with the Office of the Registrar to request **a waiver of the required two semester hours of physical education credit.**

7. Transfer credit from colleges and universities outside the United States will be examined by the Office of Enrollment Services and the appropriate Division Chair. Information regarding appropriate credit evaluation services may be obtained by contacting the Office of Enrollment Services at (478) 471-2031.

8. Credit earned during a period of suspension or exclusion from a college or university will not be accepted for transfer to Macon State College.

9. A maximum of 11 semester hours of nursing credit with grades of "C" or higher may be accepted by transfer from another college. A validation examination will ordinarily be required.

Admission of Former Students

Students who have attended Macon State College within two calendar years and who have not attended any other institution in the interim are not required to reapply.

Formerly enrolled students who have attended other institutions since their enrollment at Macon State College must file an application for re-admission with the Office of the Registrar and must furnish official transcripts from each institution attended since last attending Macon State College.

Former students who have not attended Macon State College within the last two years or who were dismissed academically or suspended under the Learning Support Exclusion policy must file an application for re-admission with the Office of the Registrar.

Admission for Auditing Purposes Only

Applicants who wish to register as auditors shall not be required to take the SAT or ACT but must meet all other requirements and must pay the regular fees for enrollment.

Admission as a Non-Degree Major

Applicants who have not previously attended a college and who wish to pursue courses for personal enrichment or advancement must satisfy regular admissions requirements prior to enrollment. Non-degree majors must satisfy all developmental prerequisites before enrolling in a course and may earn a maximum of 15 semester hours (including institutional credit). Subsequently to enter a degree program, students must fulfill all relevant beginning freshman requirements.

Special Student Admission

Applicants who have a baccalaureate or higher degree from an accredited institution of higher education and who do not wish to pursue another degree may enroll as a Special Student. Individuals in this category are required to submit an official transcript showing evidence of degree completion. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. An applicant with a degree who wishes to complete a program at Macon State College will be classified as a transfer student and must meet the requirements set forth in the catalog.

Transient Student Admission

Applicants who have attended another college or university and seek temporary admission to Macon State College must submit a letter from the registrar of the institution in which they are regularly enrolled which recommends admission as a transient student. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. Transient students who wish to continue in attendance beyond a temporary period must meet the requirements outlined for transfer students. Transient students may not take the Regents' Test at Macon State College without written authorization from the last institution attended. Transient students are expected to abide by the MSC student code of conduct.

International Student Admission

Special information for international students may be obtained from the Office of Admissions. In addition to satisfying the regular requirements for admission as freshmen or transfer students, international candidates must provide documented evidence of adequate financial support to meet educational and personal expenses and demonstrate adequate oral and written proficiency in English. International students must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions.

Because additional processing time is required, international students should submit the application and all supporting documents at least sixty days prior to the desired semester of entrance. Foreign educational certificates and diplomas should include English translations. The Certificate of Eligibility (Form I-20) cannot be forwarded until an offer of acceptance has been extended.

International students without previous records at colleges or universities within the United States must meet the requirements outlined above for admission as beginning freshmen. International students who have attended colleges or universities within the United States must meet the requirements outlined above for admission as transfer students.

All applicants educated in a country whose primary language is not English must take the Test of English as a Foreign Language (TOEFL) and

must attain a total minimum score of 550 (paper-based test) or 213 (computer-based test). Information regarding the TOEFL may be obtained from the Office of Admissions.

Once admitted into the College, international students are required to enroll full time each term, with the exception of summer, as specified by INS F-1 regulations. International students are strongly encouraged to review INS requirements for F-1 students, which may be found at www.INS.gov. It is the responsibility of the student to comply with U.S. immigration laws.

Senior Citizen Admission

Eligible persons (62 years of age or older) may audit or enroll in a course for resident credit on a space available basis without payment of fees except for application fees, supply fees, laboratory fees, and applied music fees. Applicants must provide evidence of immunization by completing the Immunization form provided by the Office of Admissions. To be eligible for admission and enrollment as a senior citizen, persons must:

1. Meet all requirements for admission as an auditor, beginning freshman, transfer student, or re-entering student as outlined elsewhere in this catalog.
2. Be a legal resident of the State of Georgia.
3. Be 62 years of age or older at the time of registration. (A birth certificate or other comparable written documentation of age must be submitted with the application for admission.)

Admission of Students with Disabilities

It is the policy of Macon State College to provide program accessibility and reasonable accommodations for persons defined as disabled in Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No student with a disability who is qualified to enter Macon State College will be denied admission or be subject to discrimination in the application of admission standards. All accepted applicants are asked to call the Disability Support Center at (478) 471-2714 to schedule an appointment.

Students with disabilities have the responsibility of contacting the Disability Support Center at (478) 471-2714 for an interview to assess their needs prior to their first semester of enrollment at Macon State College. To qualify for services, students must verify disability by providing current documentation from a qualified health professional. Subsequently, these students have the responsibility of 1) submitting a class schedule each semester to the Counseling and Career Center in the Student Life Center, 2) identifying themselves and their needs to each professor at the first week of class each semester, and 3) notifying the Counseling and Career

Center as soon as possible should any problems arise concerning their academic program.

A handbook describing the services for students with disabilities will be provided when the student registers with the Office. The Counseling and Career Center is housed in the Student Life Center. More information is available by calling (478) 471-2714 or TDD (478) 471-5798, or by visiting the website at www.maconstate.edu/counseling&career/disability.

NOTIFICATION OF ACCEPTANCE

On-time applicants to the College are notified by letter as to the conditions of acceptance. When applicants are provisionally admitted with unofficial or incomplete document(s), official document(s) will be required before the admission is final. If this information has not been received by the date of registration, applicants may register only on a provisional basis. If the required documentation is not received by the established deadline of the provisional admission, students may be required to withdraw from the College and forfeit all fees.

Advising

Continuing MSC students may make appointments with faculty advisors throughout the term. Students unsure of their advising division should contact the Registrar's Office. Continuing students may also self-select courses appropriate to their programs of study and proceed to register. After working out an appropriate schedule (either with an advisor or through self-selection), continuing students have the following registration options; Students may register online at www.maconstate.edu, register in the Registrar's Office, register at the Warner Robins Campus or the Robins Resident Center, have their advisors register them during the advising session, or contact the Academic Advising Center.

Students should understand that they will receive a grade in each class recorded on their Class Schedule. Students who do not attend those specific classes and sections will receive a grade of "F" in each class not attended unless they officially drop the class. Once classes begin, courses may be officially dropped only in the Office of the Registrar, the Night Office, the Robins Resident Center Office, or the Warner Robins Campus Office.

