

Admission

The Office of Admission is responsible for managing the admission process for current students and prospective Albertson students. Admission is granted on a selective basis. The admission committee, consisting of college administrators, faculty, and staff strives to admit students who show promise of success at the college. In its selection process, the admission committee may review past academic performance, participation in school and community activities, recommendations, writing samples and standardized test scores. The college does not discriminate on the basis of sex, race, age, color, national origin, or sexual orientation in administration of its admission and financial aid policies.

Information regarding admission is also available at <http://www.albertson.edu>.

Freshmen Applicants

Students may begin the application process any time after the end of their junior year in high school. In order to be considered for admission, students should submit the following materials to the Office of Admission, Albertson College, 2112 Cleveland Blvd., Caldwell, Idaho 83605:

1. An application for admission.
2. A \$50 nonrefundable paper application fee or \$20 online application fee. Send check or money order only, made payable to Albertson College.
3. An official high school transcript that includes all work from the 9th grade to the date of application (see note on official transcripts below). Upon graduation, a final transcript must be submitted. GED scores may be presented in lieu of an official high school record provided the average score is 50 with no subscore below 45.
4. A transcript of any college work completed.

Note on official transcripts: Transcripts are official only when mailed directly from the issuing institution to the Admission Office.

5. Official ACT or SAT test scores.

In addition, a one to two page essay/personal statement and a teacher/guidance counselor evaluation may also be required of certain applicants.

Students who have graduated from high school two years prior to their anticipated date of enrollment and do not have ACT or SAT scores should consult with an admission counselor about test score and counselor and teacher evaluation requirements.

In addition, a personal interview and campus visit are recommended.

While there is no required pattern of high school study necessary for admission, the following combination is strongly recommended:

- English -- 4 years
- Language --2 years

- History and Social Science --3 years
- Laboratory Science -- 2 years
- Mathematics -- 3 years

APPLICATION DEADLINES

The application deadline for the Presidential Priority application program is July 15. Applications completed by this date will be notified of the admission committee's decision beginning in September and will receive scholarship and financial aid information in advance of other applicant groups.

Our Early Action deadline is November 15. Applicants admitted by Early Action will be informed by mid-December and will qualify for early consideration of scholarships and financial aid.

The deadline for Priority Consideration is February 15. Applications received by this date will be given priority in the regular admission and financial aid process. Notification is rolling and based on availability.

Admitted students responding with their tuition deposit/matriculation fee of \$300 on or before May 1 are guaranteed a place in the class.

The final application deadline for freshman applications is June 1. Any applications submitted after this date will be considered by petition only. Financial aid is awarded only after acceptance.

Transfer Applicants

Students who have already completed at least 28 semester units or 35 quarter units of continuous enrollment at accredited colleges or universities will be considered for admission on the basis of that academic record (rather than the secondary school record) provided they have a cumulative GPA of 2.0 or better. Students who have completed fewer than 28 semester or 35 quarter units should apply as freshman applicants, but may be granted advanced credit for that work.

Transfer applicants should submit items listed in numbers 1 and 2 in the Freshman Applicants section of the Admission chapter, as well as official transcripts from all post-secondary institutions attended. A one to two page essay/personal statement, faculty evaluation and a Statement of Good Standing from the last institution attended full-time may also be required. The transfer application deadline is August 1. Any applications submitted after this date will be considered by petition only.

COLLEGE TRANSCRIPTS

A student who applies for admission must submit, upon application, official transcripts of any college work done elsewhere. A student who takes undergraduate work elsewhere must have an official transcript of that work sent to the Albertson College registrar upon its completion. Intentional failure to do so will constitute falsification of record and will be sufficient grounds for dismissal from the college.

Units earned at accredited colleges or universities will be evaluated by the registrar and credit will be given in accordance with college policy only after a student has been accepted.

In general, credit will be accepted for courses which are comparable to courses in the college curriculum. Units earned at non-accredited colleges may be accepted as a basis for advanced standing in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers, but only upon satisfactory completion of at least 30 units in residence at the college.

JUNIOR COLLEGE CREDIT

A maximum of 62 semester units or 93 quarter units of approved junior college credit may be transferred to Albertson to be counted toward the 124 units required for graduation (see senior residence requirement). Only lower-division credit will be allowed for junior college/community college work.

Readmission Applicants

Students who leave the college for one or more semesters, and who do not apply for a leave of absence, or whose leave of absence has expired, must petition the Admission Committee for readmission. To petition, students must submit the following to the Admission Office:

- a Returning Student Data Sheet;
- an official transcripts of all work done at other colleges or universities;
- a cover letter stating the reasons for returning and explaining activities pursued during the time away.

Home School Applicants

Home school students with above average standardized test scores (1160 SAT or 25 ACT or higher; with subscore restrictions) will be admitted with a home school transcript. Students with scores less than 1160 SAT or 25 ACT or subscores less than 500 SAT or 20 ACT will be required to present additional standardized test results, such as the GED. GED scores must be 50 or higher with no subscore below 45.

International Student Applicants

International students whose native language is not English must submit the following materials to the Office of Admission, Albertson College, 2112 Cleveland Blvd., Caldwell, Idaho 83605:

1. An application for admission.
2. A \$50 nonrefundable paper application fee or \$20 online application fee. Send check or money order only, made payable to Albertson College.
3. An official high school transcript that includes all work from the 9th grade to the date of application (see note on official transcripts below). Upon graduation, a final transcript must be submitted. GED scores may be presented in lieu of an official high school record provided the average score is 50 with no subscore below 45.
4. Transcripts of any college work completed.
(Note on official transcripts: Transcripts are official only when mailed directly from the issuing institution to the Admission Office.)
5. Guidance counselor and/or teacher evaluations.
6. A one- to two-page essay/personal statement on one of four topics listed on the application.

International applicants are also required to submit one of the following official test scores:

- TOEFL (Test of English as a Foreign Language) minimum paper based score of 550 and minimum computer based score of 213;
- IELTS minimum score of 5.5;
- or**
- the MELAB minimum score of 80;
- or**
- the ACT or SAT exam.

Similar English proficiency tests may also be accepted if deemed appropriate by the Admission Committee. International students will also be requested to submit a writing sample to the English Department for evaluation prior to enrollment in English 101.

Students must provide evidence of adequate financial resources, as well as a \$2,000 tuition deposit, before Form I-20 will be issued. Students who fail to meet the English language requirement may enroll in an ESL Language Center at another institution.

Proficiency certification by ESL meets the English language requirement for admission. Because of laws and regulations involving international students, the college encourages early applications.

International applicants are encouraged to visit our website at www.albertson.edu for additional information regarding the application process. Applications can easily be downloaded from the site or they can be requested by mail or email. For more information please contact the Director of International Recruiting at admission@albertson.edu.

Students With Disabilities

LEARNING DISABILITIES

Strategies for Success is an innovative college program for bright, motivated students with dyslexia, ADD and other learning disabilities who have been accepted into Albertson College. The program operates in conjunction with the Lee Pesky Learning Center of Boise. Participants receive individualized learning assistance plans based on a psycho-educational assessment. Educational therapists and counselors provide one-on-one instruction and guidance. Group support sessions are available. Progress is evaluated through pre- and post-examinations and ongoing academic review. To apply for the program applicants must:

1. Contact the Office of Admission to request an application into the program
2. Complete an application for admission to Albertson College
3. Submit documentation of a learning disability, including educational evaluations and standardized intelligence and achievement tests
4. Submit a completed confidential Lee Pesky Learning Center student questionnaire
5. Submit recommendations from teachers, tutors and professionals

OTHER SERVICES

Albertson seeks to provide an educational environment that is sensitive to the needs of

students with disabilities. Students with disabilities are encouraged to notify the college of potential ADA or 504 status during the admission process.

Generally, Albertson does not have specially developed facilities or designed student services to meet the needs of severely disabled students. Albertson College provides services to its students with disabilities through the Office of Student Affairs.

Students who indicate they have learning disabilities will work one-on-one with Student Affairs staff members. The Student Affairs staff will help the student arrange for reasonable accommodations and identify off-campus sources of support.

Albertson College provides reasonable services to enrolled students who have a documented permanent or temporary physical, mental, or sensory disability that qualifies the student for academic accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act.

TO OBTAIN SERVICES, A STUDENT MUST:

1. Submit a written request for accommodations to the Student Disability Services Office indicating the condition and the types of accommodations the student desires. Requests should be made immediately after notification of admission.
2. Submit appropriate medical documentation of the diagnosed disability from a qualified treatment provider. This documentation must indicate the nature, extent, and the academic implications of the disability. This documentation must also indicate the types of accommodation and services the student is currently receiving. In terms of a learning disorder, the medical assessment must have been completed within the past three years. In terms of a psychological disability, a student's functioning may be extremely variable relative to the medication, stress, and other factors associated with the disability. Furthermore, it should be noted that the mere existence of a diagnosis does not constitute a disability requiring accommodation.
3. Provide a signed release of information form that allows the college to communicate with the student's doctors and service providers for the purpose of providing requested accommodations. It is also recommended that students sign the FERPA release during summer orientation.
4. Provide contact information for the doctors and service providers listed on the release of information form.
5. Schedule an appointment with the Study Skills/disabilities service coordinator in Hendren Hall or by calling 459-5683. The college prefers to collect the information cited here and then meet with the student. Typically, these meetings occur while the student is on campus for summer orientation.

The college will not ignore or excuse behavioral manifestations (in conflict with College expectations or code of conduct) resulting from such disorders. The college holds all students to the same standards of performance and behaviors.

Notification

ACCEPTANCE

Notification of admission for Presidential Priority applicants will begin in September, providing a complete application has been submitted by July 15. Notification of admission for Early Action applicants is mid-December, providing a complete application has been submitted by the November 15 deadline. Applicants for admission

who submit materials before the Priority Consideration deadline of February 15 will be notified after that date on a rolling basis. For applications submitted after February 15, notification of admission is rolling and based upon availability. The college cannot guarantee space available for applicants submitting materials after February 15.

DEPOSIT

A \$300 non-refundable tuition deposit/matriculation fee is required of all admitted students who attend the college. This deposit is requested after admission to the college and is due by the candidate reply date of May 1. Campus housing requests are processed after receipt of the deposit/matriculation fee and based upon both application date and deposit date.

Categories of Admission

REGULAR ADMISSION

Freshmen applicants who have graduated from high school, presented acceptable GED scores in lieu of a high school record, or met the college's home school policy (see section on home school applicants), and transfer applicants whose college record is of sufficient quality, may be admitted to the college in clear standing.

CONDITIONAL ADMISSION

Students whose academic records suggest they would benefit from a reduced course load, participation in the college's study skills program, or enrollment in specified course work may be admitted on a conditional basis.

PROBATIONARY ADMISSION

Students not meeting the minimum standard for regular or conditional admission may be admitted to the college on a probational basis. If admitted on a probational basis, the student will be immediately placed on academic probation (see section on academic standing). Applicants so admitted may enroll for only 12 units of credit during the fall and spring and 5 units of credit during the winter session without receiving the permission of the college's Academic Council petition committee. Students on probation may not represent the college in intercollegiate athletics or receive institutional financial aid.

Special Students

Students 19 years of age or older who present satisfactory evidence that they are qualified to enroll in certain courses may be admitted as special students regardless of formal academic preparation.

Also, some high school seniors may be admitted to classes at the college prior to their graduation from secondary school if they live near the college, have superior academic records and are recommended by school officials. These students may enroll for a limited course of study.

Special students are not candidates for any degree at the college. Those who wish to pursue a degree at the college must meet the requirements for admission stipulated under Categories of Admission to Degree Programs.

International Baccalaureate

Albertson College awards credit for Higher Level International Baccalaureate examinations. A student may receive up to 28 credit hours for completion of examinations with scores of 5, 6 or 7. Credit for particular courses will be given at the discretion of the academic departments.

Advanced Placement

CEEB ADVANCED PLACEMENT

High school graduates who receive scores of 3, 4, or 5 on College Entrance Board Advanced Placement Examinations may be granted placement and college credit in the appropriate subjects. Typically, AP courses cannot be used to satisfy General Graduation Requirements unless approved by the department in which those credits are to be granted. However, even departments that do not customarily accept AP courses to satisfy a General Graduation Requirement will consider appeals from students.

CLEP ADVANCED PLACEMENT

The college may accept the College Level Examination Program (CLEP) scores for advanced placement. Students interested in participating in the CLEP testing program for credit should contact the registrar at 208-459-5826 or the Registrar's Office at akuck@albertson.edu.