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- General Studies courses need not be counted toward General Studies requirements. They may be taken as electives or to satisfy requirements in the major or degree program.
- Departments or programs may specify, by prefix and number, some General Studies courses in addition to courses required for the major or a professional credential. Check with your departmental advisor.

ADMISSIONS

Admission Requirements

The College uses two categories for classifying applicants: those who are 19 years old or younger and those who are 20 or older. Based on the College's modified open admission system, each category has its own admission requirements and procedures.

Metro State students who have not attended the College for three consecutive semesters need to submit an application for readmission. For more information, see Admission of Previously Enrolled Students on page 19 of this *Catalog*.

Application Deadline

To find out the application deadline for your intended term of enrollment, please visit www.mscd.edu/admissions.htm. For the best possible selection of courses, students are advised to apply early. Refer to page 7 of this *Catalog* for important dates.

APPLICANTS 19 YEARS OLD OR YOUNGER

Applicants who are 19 years old or younger on September 15 for either summer semester or fall semester, or on February 15 for spring semester, will be classified as traditional applicants. They will be considered for admission using the requirements described below. Note: to be eligible for admission, students must be at least 16 years old on the first day of the semester and must have either graduated from high school or received a General Education Development (GED) certificate.

Freshmen (first-time college students)

- Applicants with Colorado Commission on Higher Education (CCHE) index scores of 76 or greater will be considered for admission. In addition, the graduating class of 2008 will also need to fulfill the Higher Education Admission Requirements. For a list of these requirements (www.state.co.us/cche/academic/admissions.html) and a CCHE index chart, see page 17 of this catalog. Those with index scores below 85 are strongly encouraged to submit letters of recommendation and a personal statement, and must complete their application files by the posted Admissions Review deadline. Otherwise, they will be considered for the following term.
- Metro State **guarantees admission** to applicants with a CCHE index score of 85 or greater, an ACT English subscore of 18 or above and a reading subscore of 17 or above (or an SAT critical reading of 440 or above), and who have fulfilled the Higher Education Admission Requirements, and who apply by the published application deadline.
- Applicants must request that the following credentials be mailed directly to the Office of Admissions from the high school or testing agency before an admission decision can be made:
 - ACT or SAT test results
 - Official high school transcript with GPA and class rank
- This information may be submitted at the end of the sixth, seventh, or eighth semester of high school. An official, final transcript with date of graduation is required no later than the fourth week of the term of enrollment. Students should request the transcript and verify that the high school record with date of graduation has been received by the Office of Admissions. Degree-seeking students will not be permitted to register for a second semester until after this official credential is received.

Freshman Admission Eligibility Index for Applicants 19 Years Old or Younger

SAT	400-490	500-540	550-600	610-680	690-740	750-790	800-830	840-870	880-920	930-960	970-1000	1010-1040	1050-1070	1080-1110	1120-1150	1160-1190	1200-1230	1240-1270	1280-1300	1310-1340	1350-1390	1400-1430	1440-1480	1490-1540	1550-1590	1600		
ACT	11 or Below	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
HS Rank	HS GPA																											
0-1	0.0-1.3	45	47	49	51	53	55	57	59	61	63	65	68	70	72	74	76	78	80	82	84	86	88	90	93	95	97	
2-3	1.4-1.5	49	51	53	55	57	59	61	63	65	67	69	72	74	76	78	80	82	84	86	88	90	92	94	97	99	101	
4	1.6	51	53	55	57	59	61	63	65	67	69	71	74	76	78	80	82	84	86	88	90	92	94	96	99	101	103	
5-6	1.7	52	54	56	58	60	62	64	66	68	70	72	75	77	79	81	83	85	87	89	91	93	95	97	100	102	104	
7-8	1.8	54	56	58	60	62	64	66	68	70	72	74	77	79	81	83	85	87	89	91	93	95	97	99	102	104	106	
9-10	1.9	56	58	60	62	64	66	68	70	72	74	76	79	81	83	85	87	89	91	93	95	97	99	101	104	106	108	
11-12	2.0	58	60	62	64	66	68	70	72	74	76	78	81	83	85	87	89	91	93	95	97	99	101	103	106	108	110	
13-15	2.1	60	62	64	66	68	70	72	74	76	78	80	83	85	87	89	91	93	95	97	99	101	103	105	108	110	112	
16-18	2.2	61	63	65	67	69	71	73	75	77	79	81	84	86	88	90	92	94	96	98	100	102	104	106	109	111	113	
19-22	2.3	63	65	67	69	71	73	75	77	79	81	83	86	88	90	92	94	96	98	100	102	104	106	108	111	113	115	
23-26	2.4	65	67	69	71	73	75	77	79	81	83	85	88	90	92	94	96	98	100	102	104	106	108	110	113	115	117	
27-30	2.5	67	69	71	73	75	77	79	81	83	85	87	90	92	94	96	98	100	102	104	106	108	110	112	115	117	119	
31-34	2.6	69	71	73	75	77	79	81	83	85	87	89	92	94	96	98	100	102	104	106	108	110	112	114	117	119	121	
35-38	2.7	70	72	74	76	78	80	82	84	86	88	90	93	95	97	99	101	103	105	107	109	111	113	115	118	120	122	
39-43	2.8	72	74	76	78	80	82	84	86	88	90	92	95	97	99	101	103	105	107	109	111	113	115	117	120	122	124	
44-48	2.9	74	76	78	80	82	84	86	88	90	92	94	97	99	101	103	105	107	109	111	113	115	117	119	122	124	126	
49-53	3.0	76	78	80	82	84	86	88	90	92	94	96	99	101	103	105	107	109	111	113	115	117	119	121	124	126	128	
54-58	3.1	78	80	82	84	86	88	90	92	94	96	98	101	103	105	107	109	111	113	115	117	119	121	123	126	128	130	
59-62	3.2	79	81	83	85	87	89	91	93	95	97	99	102	104	106	108	110	112	114	116	118	120	122	124	127	129	131	
63-67	3.3	81	83	85	87	89	91	93	95	97	99	101	104	106	108	110	112	114	116	118	120	122	124	126	129	131	133	
68-72	3.4	83	85	87	89	91	93	95	97	99	101	103	106	108	110	112	114	116	118	120	122	124	126	128	131	133	135	
73-76	3.5	85	87	89	91	93	95	97	99	101	103	105	108	110	112	114	116	118	120	122	124	126	128	130	133	135	137	
77-81	3.6	87	89	91	93	95	97	99	101	103	105	107	110	112	114	116	118	120	122	124	126	128	130	132	135	137	139	
82-85	3.7	88	90	92	94	96	98	100	102	104	106	108	111	113	115	117	119	121	123	125	127	129	131	133	136	138	140	
86-89	3.8	90	92	94	96	98	100	102	104	106	108	110	113	115	117	119	121	123	125	127	129	131	133	135	138	140	142	
90-92	3.9	92	94	96	98	100	102	104	106	108	110	112	115	117	119	121	123	125	127	129	131	133	135	137	140	142	144	
93-100	4.0	94	96	98	100	102	104	106	108	110	112	114	117	119	121	123	125	127	129	131	133	135	137	139	142	144	146	

Source: Colorado Commission on Higher Education

How to read this chart

Find your high school class percentile rank and grade point average on the left. Choose the number closest to the bottom of the chart. Line up that number with your SAT or ACT score along the top and locate the corresponding number on the chart. This is your index score.

If your score is less than 85 but is 76 or greater, admission will be considered on a case-by-case basis.

If your index score is 85 or greater, and you have an ACT English subscore of 18 or above and a reading subscore of 17 or above (or an SAT verbal score of 440 or above), you are **guaranteed admission**.

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- Applicants who have not graduated from high school but have passed and received the Colorado General Educational Development (GED) certificate or its equivalent will be accepted, as long as they also meet the Higher Education Admissions Requirements. ACT or SAT test results are not required with a GED. Official GED certificates must be mailed directly to the Office of Admissions by the issuing agency before an applicant can be accepted.

College Transfers

- Applicants with 30 or more *transferable* semester hours completed with at least a 2.3 cumulative GPA will be offered admission. Students with fewer than 30 hours will be considered on an individual basis, based on high school GPA, ACT or SAT scores and college work completed.
- Applicants who have less than a cumulative 2.3 GPA from all colleges and universities attended will be considered on an individual basis that includes a careful review of all credentials. Letters of recommendation and a personal statement are strongly recommended. Such applicants must complete their application files by the posted Admissions Review deadline. Otherwise, they will be considered for the following term.
- Applicants must request that the following credentials be mailed directly to the Office of Admissions from the high school, testing agency and/or college or university:
 - ACT or SAT test results
 - Official high school transcript with GPA and class rank
 - Official transcript from each college or university attended or currently attending
- All required credentials must be received before a final admission decision can be made.

APPLICANTS 20 YEARS OF AGE OR OLDER

Applicants who are 20 or older on September 15 for either summer semester or fall semester, or on February 15 for spring semester, will be considered for admission using the requirements described below.

Freshmen (first-time college students)

- Applicants will be admitted to Metro State upon indicating on the Application for Admission that they have graduated from high school or that they have passed and received a Colorado General Educational Development (GED) certificate or the equivalent. GEDs issued through the military will be considered on an individual basis.
- By signing the Application for Admission, degree-seeking applicants are certifying that they will request either a high school transcript with date of graduation or GED test scores be mailed directly to the Office of Admissions. Degree-seeking students will not be permitted to register for a second semester until this official credential is received.
- The ACT or SAT is not required for admission but, if taken within five years of the semester start date, is highly recommended for advising and course placement purposes.

College Transfers

- Applicants will be admitted to Metro State, regardless of their cumulative college GPA, if they indicate on the Application for Admission that they have graduated from high school or that they have passed and received a Colorado General Educational Development (GED) certificate or its equivalent.
- By signing the Application for Admission, degree-seeking applicants are certifying that they will request that either a high school transcript with date of graduation or GED test scores be mailed directly to the Office of Admissions. In place of these credentials, official college transcripts showing completion of 30 or more transferable semester credit hours with grades of “C” or better will be accepted. College transfer students should request to have college transcripts mailed directly to the Office of Admissions for transfer credit evaluation. Degree-seeking applicants are required to have all college and university transcripts on file to receive a complete evaluation.
- The ACT or SAT is not required for admission but, if taken within five years of the semester start date, is highly recommended for advising and course placement purposes.

APPLICATION INSTRUCTIONS

Applications for Admission are considered in the order in which they are received each semester. All credentials received by the College become the property of Metro State and will not be returned to the student. It is the responsibility of the applicant to notify the Office of Admissions of any changes to the application prior to the first day of classes. If changes are not reported to the Office of Admissions, the registration process could be delayed for subsequent semesters. Failure to report academic changes may result in rejection, dismissal and/or loss of credit. International (visa) applicants should refer to the Admission of International Students section on page 21 of this *Catalog*.

To apply for admission:

- Applications can be submitted online at www.mscd.edu or are available from Metro State, Office of Admissions, Campus Box 16, P.O. Box 173362, Denver, CO 80217-3362, Central Classroom Building, 1st floor, 303-556-3058.
- A \$25 nonrefundable application fee (\$40 for international applicants) is required with the Application for Admission. Readmit applicants are not required to submit an application fee.
- It is the student's responsibility to request that all required official credentials be mailed directly from the issuing institution or agency to the Office of Admissions. Hand-carried documents will not be accepted.
- Although an applicant's college record may be summarized on one transcript, an official transcript from each institution attended is required.
- For information on obtaining records and receiving credit for Advanced Placement (AP), International Baccalaureate (IB), the College-Level Examination Program (CLEP) and military training or other training, see Alternative Credit Options on page 41 of the *Catalog*.
- The Application for Admission and all credentials received by the College will be valid for two semesters beyond the term of application. After this time the files will no longer be maintained for applicants who do not complete their application, and for applicants who were accepted but did not enroll. Applicants wishing to attend MSCD after this period must submit a new application, application credentials that were not submitted and are outstanding, and the \$25 application fee.
- Applicants will be notified in writing of their application status within 2-3 weeks.

Admission of Previously Enrolled Students (Readmit Students)

Readmit students are defined as individuals who have previously enrolled and have received a grade or grade notation at the College but have not been in attendance at Metro State for three consecutive semesters, including summer. Readmit students should:

- Submit a completed Application for Admission. *No application fee is required for readmission.*
- Submit transcripts from institutions attended since last attending Metro State (if degree-seeking). If the student was not previously degree-seeking, then the student must submit transcripts from all institutions attended.

Readmit students who originally attended Metro State prior to 1998 are required to resubmit all credentials. In addition, all students who have not submitted final, official high school transcripts or an official GED report must also submit these credentials.

Admission of Nondegree Students

The nondegree student classification meets the needs of students 20 years of age or older who wish to take college courses but who do not currently intend to work toward a baccalaureate degree at Metro State. With the exception of high school students who have completed the approval process, nondegree students must have graduated from high school or received a GED to qualify for admission.

Nondegree students are not eligible for financial aid, nor will any college transcripts submitted be evaluated for transfer credit. Students may change to degree-seeking status by completing a Status Change Request form and requesting that all required official credentials be mailed directly from the issuing institution or agency to the Office of Admissions.

Admission Notification

Once admitted, students will be mailed instructions regarding course registration and other relevant information. All incoming students new to Metro State are required to attend an orientation session.

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After orientation, first-time college students and transfer students 19 years old or younger are also required to meet with an academic advisor. Depending upon a student's performance on the ACT or SAT, assessment tests may also be required. No tuition deposit is required.

Students denied admission may appeal the decision by submitting a letter of appeal to the Office of Admissions, along with new and compelling academic information, letters of recommendation and other supportive documentation.

ADDITIONAL ADMISSION PROGRAMS

Summer Only

Applicants 19 years old or younger who have graduated from high school or have received a General Educational Development (GED) certificate and are applying for the summer semester may be admitted under a provisional status. These applicants are not required to submit admission credentials and are not eligible for financial aid. Summer Only students who wish to continue for the fall or spring semester must meet stated admission requirements and submit a Status Change Request form to be considered.

High School Concurrent Enrollment Programs

Postsecondary Enrollment Options and Fast Track Programs

The Postsecondary Enrollment Options (PSEO) and Fast Track are sponsorship programs enacted by state law in 1988 that provide high school juniors and seniors with the opportunity to take college classes for both high school and college credit. These programs are intended to provide high school students with an alternative learning environment.

To participate, students must first seek approval from their high school and school district. The district determines the number of credit hours the student may take and makes the financial arrangements. PSEO students are responsible for payment of all tuition and fees by the College deadline. They are later reimbursed by their school districts for tuition (not fees) for up to two courses per semester, providing that they successfully complete these classes with grades of C or better. Fast Track students are not limited to two courses, and the school districts pay tuition (not fees) at the time they register. To apply to the PSEO or Fast Track Program, a student must submit the following:

- High School Concurrent Enrollment form, including student, parent, school district and college administrator signatures
- Completed Metro State admission application with the required \$25 application fee

Upon receipt of these documents, the student will be admitted into the PSEO or Fast Track Program. ACT scores, SAT scores or assessment tests are required to access many classes.

Student Education and Enrichment Program

The Student Education and Enrichment (SEE) Program is designed to supplement a student's existing education through early participation in college-level classes. This advanced program should not be interpreted as an alternative to high school completion but is, instead, a cooperative college/high school effort to provide educational enrichment and early college attendance to qualified Colorado high school juniors and seniors. *Students who participate in the SEE Program are fully responsible for tuition and fees.*

To apply for admission through the SEE Program, the student must submit the following documents:

- High School Concurrent Enrollment form, including student, parent, school district and college administrator signatures
- Completed Metro State admission application with the required \$25 application fee

Upon receipt of these documents, the student will be admitted into the SEE Program. ACT scores, SAT scores or assessment tests are required to access many classes.

Western Undergraduate Exchange

Through the Western Undergraduate Exchange (WUE), students in western states (AK, AZ, CO, HI, ID, MT, NV, NM, ND, OR, SD, UT, WA, WY) may enroll in many out-of-state two-year and four-year

college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. WUE tuition is considerably less than non-resident tuition.

At Metro State College, WUE students pay 150 percent of the student's share of Colorado resident tuition plus mandatory fees. In addition, WUE students, being non-residents, are not eligible for the state contribution to tuition, otherwise known as the College Opportunity Fund (COF) stipend. Thus, WUE participants must pay the stipend amount in addition to WUE tuition and fees.

To be eligible for WUE tuition, a student must certify each semester that he or she is a resident of a state other than Colorado. So long as the student continues to certify WUE eligibility, the student cannot be considered a Colorado resident. WUE students who change their residence to Colorado lose their WUE eligibility the following semester, but do not become eligible for in-state tuition rates until one year after establishing Colorado domicile. Because students under 23 are deemed to have the domicile of their parents, the WUE student seeking to change domicile to Colorado must show either: a change of the parents' residence; or, a change in the student's residence after emancipation from the parents. Refer to the Tuition Classification section of the *Catalog* for more information about the factors considered in demonstrating Colorado residency, or contact the Tuition Classification Officer in the Office of the Registrar.

The following Metro State College majors are open to WUE students on a space-available basis: Behavioral Sciences, Civil Engineering Technology, Criminal Justice/Safety Studies, Foreign Languages and Literatures-General, Health Care Management, History-General, Hospitality Restaurant Management, Human Performance Composite; Meteorology; Nursing/Registered Nurse (RN, ASN, BSN, MSN); Political Science and Government-General; Psychology; Social Work; and Surveying and Mapping. Qualified students must apply and be admitted to Metro State College and must submit a WUE New Student Participation Form to the Office of Admissions. This form and more information, including information on WUE tuition, fees, and COF may be obtained at www.mscd.edu/enroll/admissions/paths/wiche or by contacting the Office of Admissions at the Central Classroom Building, 1st floor, 303-556-3058.

Metro Meritus

Individuals 60 or older who do not wish to earn credit are invited to attend tuition-free classes of their choice on a space-available basis. Metro Meritus encourages participants to continue their personal educational growth in a stimulating and friendly campus setting. For more information, contact the Center for Individualized Learning in the St. Francis Center, 2nd floor, 303-556-8342. Application forms are also available at www.mscd.edu/~cil.

Admission of International Students

All students who declare a country of citizenship other than the U.S. on the Application for Admission must contact the Office of Admissions.

Applicants who are U.S. Resident Aliens (including refugees and political asylees) will be required to (1) submit a minimum of an official high school transcript/diploma that is determined equivalent to high school graduation in the U.S., and (2) complete an immigrant advising interview to ensure that their English language skills are sufficient for admission to the College.

Applicants who are on any type of temporary visa are required to submit the International Application for Admission, which can be obtained from the Office of Admissions or online at www.mscd.edu/admissions.

Applicants on temporary visas are required to submit (1) a minimum of an official high school transcript/diploma that is determined equivalent to high school graduation in the U.S., (2) English language proficiency documentation, normally in the form of an acceptable TOEFL (Test of English as a Foreign Language) score, and (3) documents demonstrating sufficient financial support to cover the costs of attending the College for one academic year, including living expenses (this is only required of potential students on F-1 visas). Detailed information regarding all requirements and admission procedures for international students can be obtained from the Office of Admissions and on the International Application for Admission.

TRANSFER CREDIT EVALUATION

A transfer credit evaluation is performed for admitted degree-seeking students after official transcripts are received by the Office of Admissions. Within approximately four weeks, students receive two copies of the transfer credit evaluation, one of which should be taken to the major and minor departments for advice on how credits might apply to degree programs.

Transfer credits are accepted under the following guidelines:

- Credit must have been earned at an institution of higher education holding full regional accreditation.
- Metro State accepts up to 64 semester hours from two-year institutions and up to 90 semester hours from four-year institutions or a combination of two-year and four-year institutions.
- Grades earned must be a “C-” or better. Courses with “D,” “F” or similar grades are not transferable. Also, courses graded with C.E.U.s (Continuing Education Units) will not be accepted. A summary of transfer credit from each institution is indicated on the Metro State academic record. Neither transfer course grades nor previous grade point averages are indicated or affect the Metro State grade point average.
- Course content must be similar to that of Metro State courses.
- No preparatory or remedial courses are applicable toward an Metro State degree.
- Students who have earned an A.A. or A.S. degree from a Colorado community college will receive junior standing at Metro State, provided all courses included in the degree carry a grade of “C” or better and based on the course-by-course evaluation, otherwise meet minimum Metro State transfer credit standards. Students may need to complete additional Metro State lower-division requirements.
- Applicants having completed the Colorado community college core curriculum, as certified on their community college transcripts, are considered to have satisfied Metro State’s minimum General Studies requirements. However, additional specific lower-division courses may be required for certain degree programs.
- Once transfer credits are evaluated, the total number of these credits applicable to a degree will not be reduced unless the student repeats already-awarded transfer credit at Metro State or interrupts Metro State enrollment for three or more consecutive semesters and readmits to the College under more restrictive transfer credit evaluation policies.
- In accordance with policies established by the Colorado Commission on Higher Education regarding students transferring between Colorado public institutions, Metro State has instituted procedures for resolving transfer credit disputes. Questions regarding these procedures may be directed to Cristina Martinez in the Office of Admissions at 303-556-3984.

Transfer Services

The Office of Transfer Services offers assistance to students transferring from other institutions to Metro State. Specific services provided include the following:

- Assistance with admission requirements and the application process;
- Weekly visits to local community colleges in the Denver metro area;
- Visits to other Colorado community colleges once or twice annually;
- Guidance on selecting appropriate transferable courses;
- Preliminary transcript evaluation;
- Transfer student scholarship information;
- Referral assistance to academic departments;
- Resolution of transfer course issues.

Transfer counselors are available by appointment and for walk-in counseling. Counselors work closely with transcript evaluators to provide students with information about transfer credits and how those credits may be applied to their degree programs. Questions pertaining to a student’s official transfer credit evaluation should be referred to the transfer evaluator responsible for the evaluation. That person’s name and telephone number are found on the letter that accompanies the evaluation sent to the student. General questions regarding a transfer evaluation or preliminary evaluation should be referred to the Office of Transfer Services, Central Classroom Building, Room 106, 303-556-3774, or transferquestions@mscd.edu.