

# A d m i s s i o n s

## DOCUMENTS REQUIRED FROM ALL APPLICANTS

1. Admissions Application and \$20 non-refundable application fee
  - [Online application](#)
  - [Request a paper application](#)
2. [Certificate of Immunization](#) must be completed before registration.
3. Additional documents are required for each admissions category.

**Early application for admission to ABAC is advised. In order to be processed for admission for a specific term, your application file should be complete by the following dates.**

**Fall Semester – August 1**

**Spring Semester - December 1**

**Summer term – May 1**

The Director of Admissions makes a decision on all applications. This decision may be appealed by the applicant under the provisions set forth by the College and the Board of Regents of the University System of Georgia. The first step to appeal an admissions decision is for the applicant to submit an appeal request in writing to the Vice President of Student Affairs. Appeal requests must be received in the Office of the Vice President of Student Affairs at least ten days before the start of classes for the semester of application.

## FRESHMAN ADMISSION

All Freshman applicants must have a high school diploma from an accredited high school or have earned a GED. Home educated and applicants who graduated from unaccredited high schools are encouraged to apply to ABAC and will find additional information in the Admissions Application and Portfolio Procedures found on the Admissions web page.

- Definition of Freshman - Never attended college OR have less than 30 transferable semester credit hours of college credit.
- An admissions decision will be made and the student notified as soon as we receive a high school transcript or GED scores.
- A partial high school transcript should be requested from your high school now if you are still in high school. We can make a provisional acceptance decision with a partial high school transcript.

### **FRESHMAN APPLICANT WHO GRADUATED, WILL GRADUATE, OR WOULD HAVE GRADUATED FROM HIGH SCHOOL WITHIN THE PAST 5 YEARS, THE ADMISSION REQUIREMENTS ARE:**

- High school transcripts of all applicants will be evaluated for completion of the College Preparatory Curriculum (CPC).
- If applicant earned a College Prep Diploma, the Academic Core GPA must be 2.0 or.

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- If applicant earned a Tech Prep Diploma, the Academic Core GPA must be 2.2 or higher.
- If applicant earned a GED, his/her high school class must have already graduated by the first term of enrollment
- If applicant earned a GED, a partial high school transcript is required and will be evaluated for the CPC.

### **FRESHMAN APPLICANT WHO GRADUATED OR WOULD HAVE GRADUATED FROM HIGH SCHOOL 5 OR MORE YEARS AGO:**

- Any high school diploma type or GED is acceptable
- Applicant is not held to the College Preparatory Curriculum.

### **SUMMARY OF THE ADDITIONAL DOCUMENTS REQUIRED FOR ALL FRESHMAN APPLICANTS:**

1. A partial high school transcript is needed if the student is still in high school.
2. An official copy of the final high school transcript is needed after high school graduation.
3. Official copies of transcripts from each institution attended since high school are required.
4. Official GED score report is required, if appropriate. An official partial high school transcript is also required if the high school class graduated within the past five years.
5. SAT/ACT scores are NOT required, but may be used to exempt placement testing if official scores are above the minimum scores required for exemption and CPC English and math CPC requirements are met.

### **COLLEGE PREPARATORY CURRICULUM:**

The 16 specified University System CPC courses are:

- MATHEMATICS -- 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, and Geometry and a senior mathematics course.
- ENGLISH -- 4 college preparatory Carnegie units which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- SCIENCE -- 3 college preparatory Carnegie units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences.
- SOCIAL SCIENCE -- 3 college preparatory Carnegie units of social science, with at least one course focusing on United States studies and one course focusing on world studies.
- FOREIGN LANGUAGE -- 2 college preparatory Carnegie units in the same foreign language emphasizing speaking, listening, reading, and writing.

### **ADDITIONAL INFORMATION ABOUT CPC REQUIREMENTS: IF ANY COURSE IS TAKEN IN MIDDLE SCHOOL FOR CARNEGIE UNIT CREDIT, OBJECTIVES AND CONTENT MUST BE EQUIVALENT TO SAME COURSE IN GRADES 9-12.**

1. Acceptable Courses (or Equivalents) for Fulfilling 4 College Preparatory Carnegie Units in Mathematics  
Algebra I (or Department of Education-approved equivalent), Statistics, Algebra II, Analysis (Pre-Calculus), Geometry (Euclidean or Informal), International Baccalaureate Mathematics, Advanced Algebra and Trigonometry, Calculus, Algebra III (Senior Mathematics), Advanced

Placement Calculus AB or BC, Analysis, Advanced Placement Statistics, Discrete Mathematics, Pacesetter Mathematics

2. Acceptable Courses for Fulfilling 4 College Preparatory Carnegie Units in English  
Advanced Placement: Language/Composition, Advanced Placement Literature/Composition, Advanced Composition, American Literature/Composition, Comparative Literature/Composition, Contemporary Literature/Composition, English Literature/Composition, International Baccalaureate Communication, International Baccalaureate English 11, International Baccalaureate English 12, Literary Types/Composition, Multicultural Literature/Composition, Ninth Grade Literature/Composition, Tenth Grade Literature/Composition, World Literature/Composition, Pacesetter English, Writer's Workshop (only if taken before fall 2000), All Other AP and IB English Courses, All Other AP and IB Mathematics Courses
3. Acceptable Courses for Fulfilling 3 College Preparatory Carnegie Units in Science  
Biology II, Advanced Placement Biology (9-12), Genetics, International Baccalaureate Biology, Botany, Microbiology, Environmental Science (replaces Ecology), Zoology, Entomology, Human Anatomy/Physiology, Physical Science, Astronomy, Meteorology, Chemistry I, Chemistry II, Advanced Placement Chemistry (9-12), Earth Science, Geology, Oceanography, Science, Technology, Society, Physics I, Physics II, Advanced Placement Physics B, Advanced Placement Physics C: Electricity, Magnetism, and Mechanics, All Other AP and IB Science Courses
4. Acceptable Courses for Fulfilling 3 College Preparatory Carnegie Units in Social Science  
Citizenship Education (Government), Advanced Placement Government/Policies, United States Advanced Placement Government/Policies, Comparative American Political Behavior, Constitutional Theory, The Individual and the Law, Economics/Business/Free Enterprise, Advanced Placement Economics: Macroeconomics, Advanced Placement Economics: Microeconomics, Comparative Political/Economic Systems, International Baccalaureate Economics, United States History, Advanced Placement United States History, World History, International Baccalaureate History of the Americas, United States and World Affairs, World Area Studies, International Baccalaureate Internship, International Baccalaureate Theory of Knowledge, All Other AP and IB Social Science Courses

## TRANSFER ADMISSION

All transfer applicants must be eligible to return to the last institution attended.

- Definition of Transfer student – Applicant has 30 or more transferable semester college credits.
- Until an evaluation of the official college transcript determines that the applicant has 30 or more transferable college credits, the applicant is held to the Freshman Admission Requirements.
- An admission decision will be made and the student notified as soon as college transcripts are received and evaluated to have 30 or more transferable semester college credits.

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- A partial transcript should be requested if applicant is still attending another college.

### **SUMMARY OF ADDITIONAL DOCUMENTS REQUIRED FROM ALL TRANSFER APPLICANTS:**

1. Official copy of the final transcript from each institution attended since applicant earned high school diploma or GED. We can make a provisional acceptance decision with a partial transcript if you are still attending another institution.

## **READMISSION**

Any student who has not attended ABAC for one calendar year must apply for readmission through the Office of Enrollment Services. In addition, the student must furnish an official transcript from any institution attended since the last enrollment at ABAC. Former ABAC students who have been enrolled at ABAC within one calendar year and have not attended any other college since last attending ABAC may enroll, if eligible, without submitting an application for readmission. Students applying for readmission to the college are not required to pay the \$20 application fee again, but must submit an updated [Certificate of Immunization](#).

Former students who have attended another institution since their enrollment at ABAC must furnish official transcripts from each institution attended since last attending ABAC, and must meet transfer admission requirements as listed in the catalog in effect at the time of return. Students requesting readmission due to Learning Support dismissal should refer the section entitled Learning Support Program for additional information.

## **SPECIAL ADMISSION CATEGORIES**

### **JOINT ENROLLMENT/EARLY ADMISSION OF HIGH SCHOOL STUDENTS**

The University System of Georgia recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit; and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year in high school. To participate in either program a student must be enrolled in a public or private secondary high school which is accredited by one of the following:

- a regional accrediting association (such as the Southern Association of Colleges and Schools)
- the Georgia Accrediting Commission
- the Georgia Private School Accrediting Commission (GAPSAC)
- the Accrediting Commission for Independent Study (ACIS) ([List of Accredited Centers for Independent Study](#) (PDF))
- enrolled in a public school regulated by a school system and state department of education.

**Admission Requirements:** The minimum admission standards for joint enrollment and early admission are:

1. Minimum SAT I score of 970, combined Critical Reading and Mathematics sections, or ACT Composite of 21.
2. Minimum cumulative high school grade point average of 3.0 or higher in courses taken from the required 16 CPC units;
3. Exemption of all LS requirements for early admission;
4. Written consent of parent or guardian (if the student is a minor);
5. On track towards the completion of the University System of Georgia 16-unit CPC requirements and high school graduation.
6. Students who are interested in joint enrollment or early admission may be eligible for funding under Accel, the State of Georgia's dual admission program. For additional information about the Accel program, students should contact their high school guidance counselor.

Students wishing to complete their CPC or high school graduation requirements by enrolling in college courses must also meet the following admission requirements:

- CPC English and/or Social Science - Students planning to complete their 4th year high school English and/or 3<sup>rd</sup> year social studies requirements with college credit must have an SAT I Critical Reading score of 530 or higher or ACT English score of 24.
- CPC Math - Students planning to complete their 4th year of high school mathematics must have completed Algebra I and II and Geometry and have a SAT I Mathematics score of at least 530 or ACT Mathematics scores of at least 22.
- Electives - Students can enroll in appropriate elective courses as approved by the high school counselor. (Students must have completed two units of a foreign language to enroll in a college foreign language course and three units of science prior to enrolling in a college science course.)

### **INTERNATIONAL STUDENTS ADMISSION**

In addition to meeting all the regular admissions requirements, the applicant must:

- Submit an official English translation with his or her secondary school transcripts.
- Be among the upper level in academic achievement with high grades in school subjects
- Students whose native tongue is not English must demonstrate proficiency in English by taking the Test of English as a Foreign Language (TOEFL). Test scores will be used in placement of students and a minimum score of 523 on the paper TOEFL, 193 on the computer TOEFL or 69 on the Internet TOEFL is required.
- Show financial independence or sponsorship by completing the [Certificate of Financial Support](#) form, and submitting bank statements for the past six months.
- Required to provide information in the GLACIER software upon receiving User ID/Password. This information is used to determine Tax Status for scholarships received. This is mandated by the Internal Revenue Service.
- Required to purchase or be exempt from University System health and accident insurance.

The out-of-state fee shall apply to all international students except those accepted under the special provisions of the Board of Regents. ABAC does not offer state or federal financial aid to non-citizen students.

## **POST-BACCALAUREATE ADMISSION REQUIREMENTS**

Students who have earned a baccalaureate degree from a regionally accredited institution will be allowed to take courses with no limitation on the number of hours of undergraduate credit, with or without the intention of earning a degree from ABAC.

### **NON-DEGREE APPLICANTS**

Applicants who have not already earned a baccalaureate degree from a regionally accredited institution may enroll as a non-degree student for a maximum of 12 hours (including institutional credit). Students may not enroll in any course for which there is a Learning Support prerequisite unless they have been screened for and have exempted the relevant Learning Support course(s).

### **TRANSIENT ADMISSION**

A transient student is currently enrolled in another accredited college or university, plans to enroll in ABAC classes for one term only, and intends to return to the other institution. A transient student can enroll for no more than three consecutive terms. An admission decision will be made and the student notified as soon as all required documents are received. The acceptance letter will explain how the transient student registers for classes. It is the responsibility of the transient student to request a copy of the ABAC transcript be sent to the home institution after grades are posted at the end of the term.

#### **ADDITIONAL DOCUMENTS REQUIRED FOR TRANSIENT APPLICANTS:**

- Transient permission letter from the home institution.
- Transient students are admitted for one semester. If they wish to remain at ABAC longer than one semester they must submit a new Transient Permission Letter from the home institution.
- Transient students wishing to transfer to ABAC must contact the Enrollment Services Office and must meet all admission requirements for transfer admission.

### **AMENDMENT 23 - ADMISSION OF PERSONS 62 YEAR OF AGE OR OLDER**

Pursuant to the provisions of the Georgia Constitution, the University System established the following rules with respect to enrollment of persons 62 years of age or older in units of the University System. To be eligible for enrollment under this provision such persons:

1. Must be residents of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility.
2. May enroll as a regular or auditing student in courses offered for resident credit on a "space available" basis without payment of fees, except for supplies, laboratory or shop fees.
3. Shall meet all System and institution undergraduate or graduate admission requirements; however, institutions may exercise discretion in exceptional cases where circumstances indicate that certain requirements such as high school graduation and minimum test scores are inappropriate. In those instances involving discretionary admission, institutions will provide diagnostic methods to determine whether or not participation in Learning Support will be

required prior to enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.

4. Shall have all usual student and institutional records maintained; however, institutions will not report such students for budgetary purposes.
5. Must meet all System, institution, and legislated degree requirements, if they are degree-seeking students.

### **LEARNING SUPPORT**

A beginning freshman whose COMPASS placement test scores reveal weaknesses in basic academic skills will be accepted into the Program of Learning Support. On the basis of placement testing, he/she may be placed in learning support courses, in regular college-level courses, or in a combination of the two. Credit earned in learning support courses is not transferable. Complete information pertaining to the Program of Learning Support will be found at in the Learning Support Program section.

### **ADMISSION TO AUDIT CLASSES**

Persons wishing to attend regular college classes without credit may apply for admission as auditors. Applicants must meet either freshman or transfer admission requirements. Fees are the same as for credit students.

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