

# ENROLLMENT SERVICES

The mission of the Division of Enrollment Management and Retention is to provide coordinated responsive and quality services in student recruitment, admissions, and matriculation in collaboration with academic, financial, and student support units.

Our everyday goal is to be the service leader on campus and in higher education in general by identifying and implementing modern, global best practices to deliver high quality services to various constituents. By operating in a collaborative, collegial manner, we will work with other units to engender integrated and seamless systems that will support and guide students throughout their life cycle, i.e., first point of contact through graduation.

Students are our top priority, and the Division of Enrollment Management and Retention is dedicated to empowering you to make effective choices. From the time of your first campus visit to the completion of your degree, we want to help.

## Graduate Admissions

### Office of Student Recruitment and Admissions

Trevor-Arnett Hall, Room 101

Telephone: (404) 880-8021

The mission of the Office of Student Recruitment and Admissions is to market Clark Atlanta University and its academic and co-curricular offerings to recruit, admit and yield a diverse population of domestic and international graduate and undergraduate students and to develop and maintain fair and consistent admission policies.

The vision of the Office of Student Recruitment and Admissions is to provide courteous, exemplary, and student-centered services to prospective students and their families. Information will be provided in a timely and accurate manner resulting in early decision making and increased enrollment of a more diverse, academically-prepared, and financially-qualified student body.

Graduate admission to the University is granted to applicants who hold baccalaureate degrees from regionally accredited colleges and universities. Criteria for admission to Clark Atlanta University are based on applicants' academic qualifications and other requirements specific to the area of study. All admission decisions are made by committees comprised of faculty in each school without regard to race, creed, or other considerations irrelevant to scholastic aptitude.

## Application for Admission to Clark Atlanta University

Applicants seeking admissions to Clark Atlanta University must submit an online application and an application fee that is neither refundable nor transferable to another term regardless of the admission decision. In addition, fees should be remitted online via the web application. Students may also submit their confirmation fee electronically via BannerWeb (your ID and PIN are provided in your acceptance letter in the admissions packet). Former students must submit an application; however, they are not required to submit the application fee. Applicants may secure application forms and other information concerning admission from the Office of Admissions or via the University's website ([www.cau.edu](http://www.cau.edu) (<http://www.cau.edu>)). An application must be submitted for each term for which admission is sought.

## Application Deadlines

**Note: Priority deadlines guarantee that the applicant will receive full consideration for financial aid for which he/she may be eligible and that the applicant's admission file, financial aid, housing, and course registration will be processed prior to the beginning of the ensuing semester.**

## Admissions Procedures

Before any action can be taken on an application, applicants must submit the following:

- Completed and signed online Application for Admission
- A nonrefundable application fee of \$40 for domestic applicants and \$55 U.S. dollars for international applicants paid online with application.
- Applicants must provide official transcripts from post-secondary institutions that are accredited by an accrediting agency recognized by the U.S. Department of Education indicating a conferred bachelor's and master's degree.
- Official GRE Report of Scores or GMAT Preadmission Report (if applicable) as required by the School. Applications for the GRE and GMAT examinations are obtainable from the Educational Testing Service (ETS) website. Test scores more than five years old are unacceptable.
- Three letters of recommendation. The letters of recommendation can be submitted via the online application.
- Current Resume. The resume can be submitted via the online application.
- Supplemental Documents required by schools as follows: Contact the academic department for your intended area of study for additional information or visit [www.cau.edu](http://www.cau.edu) (<http://www.cau.edu>).

## School of Arts and Sciences and School of Education Only

A letter of intent which discusses career goals, reasons for applying to Clark Atlanta University, and qualifications for admission. Contact the program office of your intended area of study for additional details. The letter of intent can be submitted via the online application process. In addition, the School of Education Online Higher Education Degree Program also requires applicants to:

1. participate in an interview (virtual or in person) with select faculty and
2. submit a required scholarly writing sample

## School of Business Only

Three Essays detailing:

1. Career Objectives,
2. Reasons for Selecting Clark Atlanta University and
3. Personal Strengths and Areas Where Improvement is Desired.

Essays should be a minimum of 500 words each and double-spaced. Contact the program office for additional details. The essays can be submitted via the online application process.

## School of Social Work Only

A three to five-page autobiographical statement which discusses personal data and family profile, education, career choice, and concentration focus area. Contact the program office for additional

details. The autobiography can be submitted via the online application process