

# 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.

## Office of Student Recruitment and Admissions

**Trevor-Arnett Hall, Room 101**

**Telephone: (404) 880-6605**

The mission of the Office of Undergraduate Recruitment and Admissions is to recruit a diverse student population from a regional, national and international base and to provide them with appropriate information for successful enrollment.

The vision of the Office of Undergraduate 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.

Criteria for admission to Clark Atlanta University are based solely on applicants' academic qualifications. Therefore, decisions are made without regard to race, creed, or other considerations irrespective of scholastic aptitude. Clark Atlanta University considers high school academic and extracurricular records of achievement, letters of recommendation, and applicants' personal statements or writing samples in evaluating qualifications for acceptance into CAU..

## Application for Admission to Clark Atlanta University

All students seeking admission into 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 our online application. Former students must submit an application; however, they are not required to re-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

Table Columns Not Defined for tbl\_appdeadlines

**Note: Priority deadlines guarantee that the applicant will receive full consideration for admission, financial aid and merit scholarships for which he/she may be eligible.**

## Admission Procedures

A completed application typically includes the following:

- Online Application for Admission (i.e. Common App, Black Common App, CAU Online App via CAU Website)
- A non-refundable application fee
- An official copy of the high school transcript or of the General Equivalency Diploma (GED)
- Report of SAT or ACT test scores (currently CAU is test optional); TOFEL or IELTS test scores for international students only
- Two letters of recommendation from teachers and/or counselors
- Personal statement or writing sample

## Admission Criteria

### DOMESTIC ADMISSION

Most domestic students who have a competitive application for Clark Atlanta University freshman admission include the following criteria:

- Currently, submission of the ACT/SAT is optional. However, if you have them, we encourage you to submit them as some of our external scholarships may require an ACT/SAT score.
- A preferred minimum high school grade point average of 3.0 on a 4.0 scale. Please note that students may be admitted below this threshold based on our holistic review process.
- Two letters of recommendation from teachers and/or counselors.
- Applicant's statement or writing sample.

### CONDITIONAL ADMISSION

Conditional admission is considered for applicants who demonstrate potential for college success and may be granted to applicants who do not meet preferred minimum GPA score threshold as stated above, but have the requisite unit requirements, and acceptable letters of recommendation. For that reason, students admitted on condition will have one academic year to achieve a minimum 2.0 grade point average, will be limited to twelve hours of academic credit each semester for the first year of matriculation unless approved otherwise and must enroll in the Undergraduate Academic Seminar in their first semester. If the 2.0 grade point average is not achieved during the first semester, the student will be sent a warning letter from Center for Academic and Student Success (CASS). If the 2.0 is not achieved by the end of the student's second semester, the student will be dismissed from the University. A letter delineating the above conditions will be sent to the student upon admission.

Select baccalaureate degree programs (e.g., social work, education) have additional requirements (e.g., interview, examinations, letters of recommendation) prior to receiving full admission to provide evidence that a student is capable of succeeding in his/her area of study. Please refer to the School of Education and Whitney M. Young, Jr., School of Social Work in the catalog for a list of the specific requirements.

### FRESHMAN APPLICANTS

Clark Atlanta University requires first-time freshmen to have completed four years of a college preparatory program in high school and to have

graduated from an accredited secondary school, or to have attained a GED (General Equivalency Diploma).

Typically, freshman applicants have the following distribution of high school units:

- English, 4 units
- Mathematics, 3 units
- Natural Science, 3 units
- Foreign Language, 2 units
- Social Studies, 3 units
- Electives, 2 units

The principal, counselor, or registrar must send the high school transcript directly to the Office of Student Recruitment and Admissions. A transcript of the first three years of course work is adequate for admission and financial aid purposes. However, upon completion of the high school program, applicants must submit a final transcript showing the date of graduation. Admission to Clark Atlanta University granted before submission of the final transcript is contingent on the successful completion of the final courses pursued and upon graduation. Once accepted by Clark Atlanta University, first-time freshmen who take courses prior to enrollment at the University must receive permission from Clark Atlanta University before they enroll in such courses if they are to receive credit at Clark Atlanta University.

#### **Right to Revoke Admission Policy**

A disciplinary matter or criminal conviction, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made, may affect the Committee's decisions regarding admission or enrollment. Clark Atlanta University reserves the right to revoke admission or enrollment in such circumstances. In addition, because offers of admission and enrollment are based upon a record of academic achievement, CAU reserves the right to revoke admission or enrollment upon receipt of a final high school transcript (or most recent college transcript) reflecting a significant decline in academic performance. Finally, if an application misrepresents any information, for any reason, admission or enrollment may be revoked at the University's discretion.

#### **TRANSFER APPLICANTS**

A transfer student has been enrolled in a minimum of twelve semester hours or eighteen quarter-hours at another institution prior to coming to Clark Atlanta University. A student with less than the minimum required hours will be evaluated as a first-time student and must submit high school records and all college transcripts. A transfer student must complete an application for admission and list all previous colleges and/or universities and must include the records from these institutions. Any student who does not include a record from all previously attended institutions is subject to dismissal from the University. The University requires that transfer students demonstrate satisfactory academic achievement, good character, and separation in good standing from all regionally accredited institutions previously attended. Students may not transfer grades below "C." Transfer applicants must submit all materials by the deadlines established for application to the University for the term for which admission is sought.

#### **TRANSFER REQUIREMENTS AND PROCEDURES**

Students who apply for admission to Clark Atlanta University from another accredited college or university must have achieved a minimum

cumulative grade point average of 2.5 on a 4.0 scale at the last institution attended and provide the following to the Office of Admissions:

- Official academic transcripts from all previously attended post-secondary institutions of higher education.

#### **TRANSFER APPLICANTS WITH ASSOCIATE DEGREES**

Students in two-year and community colleges may apply for transfer before completing the two-year program. Graduates who have received the Associate Degree are generally, but not always, classified as juniors when admitted to Clark Atlanta University. The courses accepted and the number credits completed will determine the classification of a transfer student.

To establish Clark Atlanta residency, transfer students must complete a minimum of twenty-five percent (25%) of credits toward their degree(s) at Clark Atlanta University unless otherwise defined by an articulation agreement between Clark Atlanta University and the previous institution. Eighteen (18) credits must be at the junior or senior level in the major field of study.

#### **EVALUATION OF TRANSFER CREDITS**

Proposed transfer credits will be evaluated on a course-by-course basis. Transfer credits that meet General Education Core requirements must be approved by the Center for Academic and Student Success and those that meet the requirements in the major field of study must be approved by the Chair of the academic department in the student's intended area of study. Only courses in which students have earned minimum final grades of "C" will be evaluated for transfer credit. Only approved transfer credits will be counted toward graduation. Only credits for courses completed at Clark Atlanta University will be included in students' Clark Atlanta University grade point average.

Once enrolled, a transfer student must satisfy the Clark Atlanta University Core Curriculum requirement or the equivalent course requirement prior to graduating. Course substitutions for transfer students must be completed by the end of the first semester in which the student is enrolled at Clark Atlanta University.

#### **LIMITATIONS ON TRANSFER CREDIT**

A transfer student may receive credit toward graduation for no more than ninety (90) credits unless otherwise defined by an articulation agreement between Clark Atlanta University and the previously attended institution. A transfer student with ninety (90) credits of accepted transfer credits may earn an additional maximum of twelve (12) credits through the University's Study Abroad program. Transfer credits exclude courses below the 100 level.

#### **READMISSION APPLICANTS**

Any student not continuously enrolled or absent from CAU for one or more semesters, excluding summer session, must submit an application – at no cost – for readmission to the Office of Student Recruitment and Admissions prior to re-entry. Applications for readmission and supporting documents must be submitted no later than sixty (60) days prior to the first class day of the term for which readmission is sought. A student may need to receive readmission clearance from specific areas of the University prior to an admission decision. These areas include, but may not be limited to: Academic Department(s), Registrar, Center for Academic and Student Success (CASS), Student Services and Campus Life, Student Health Services, Financial Aid, and Student Accounts. If a student has attended another college or university during his/her

absence per an arrangement with CAU, an official transcript from college or university must be received and considered in evaluating the student's readmission.

### **PART-TIME APPLICANTS**

The term "part-time," as defined by Clark Atlanta University, refers to an undergraduate student who is regularly enrolled and pursuing a degree from Clark Atlanta University but who registers for fewer than twelve (12) semester hours in any given regular semester. An applicant seeking admission as a part-time student must meet the same admissions requirements as a first-time freshman or a transfer student.

### **EARLY ADMISSION APPLICANTS**

The early admission program is designed for exceptionally qualified high school students whose success in college can be predicted without their completing a full high school program. Further information may be obtained from the Office of Student Recruitment and Admissions.

### **TRANSIENT APPLICANTS**

A transient student is one who is enrolled in another college and pursues courses at Clark Atlanta University, but receives no credit toward a Clark Atlanta University degree. A student applying for this status must submit an application and transcript for admission, a processing fee, and a statement from the institution to which the credits are to be transferred confirming that this arrangement is acceptable.

### **HOME-SCHOOLED APPLICANTS**

Historically CAU has received and admitted home-schooled students. There are no separate admission requirements for home-schooled applicants.

### **Second Bachelor's Degree-Seeking Students**

To receive a second bachelor's degree from Clark Atlanta University, a degree-seeking student must complete at least 30 credit hours (25 percent) of coursework. A maximum of 90 transfer credit hours from a regionally accredited institution may be applied toward the second bachelor's degree. Please note that the second bachelor's degree major must be different from the first bachelor's degree major.

The steps below should be followed:

- Second degree seeking students should submit a transfer admission application, which will be processed as such;
- Official transcripts from all previously attended institutions will be reviewed to determine if courses previously earned will qualify the student for full admission to CAU;
- Following evaluation of the student's transcript(s), the second bachelor's degree-seeking student must also satisfy any other requirements unique to the selected Clark Atlanta University academic department and/or degree program;
- Each request for an additional bachelor's degree will be evaluated on a case-by-case basis.

### **NON-DEGREE APPLICANTS**

A non-degree student does not wish to become a candidate for a degree. The student may select a specialized program or enroll in courses that will prepare him/her for a particular vocation, promotion, advancement in an occupation, or interest. The student may complete no more than 30 semester hours in this status. The University reserves the right not

to accept these credits toward a degree. Should a non-degree student wish to earn a degree, application must be made through the Office of Admissions for a change of status. Credit for work already completed will be determined by the department in which the student expects to major.

### **POST-BACCALAUREATE APPLICANTS**

Students who possess baccalaureate degrees and desire to pursue course work for teacher certification requirements and those interested in taking courses for personal or professional growth must submit an application for admission. A complete application for post-baccalaureate status includes all of the materials required for admission of transfer students.

### **Veterans Applicants**

Clark Atlanta University is approved by the Georgia Department of Veterans Services (State Approving Agency) for the enrollment of nation's veterans, veterans with disabilities, active service personnel, reservists, and qualified dependents of deceased veterans (widows, war orphans, etc.) who are eligible for the Veterans Administration (VA) Educational Benefits. Eligible students must have all admissions requirements completed same as those of other applicants for admission to the University and must be fully admitted into a degree program before Enrollment Certification (VA Form 22-1999) can be submitted to the Veterans Administration. Any student expecting to receive VA Educational Benefits is required to enroll with the VA Certifying Officer, located in the University Registrar's Office, prior to the close of the registration for a given semester. The applicant must file a Veterans Application for VA Educational Benefits ([www.gibill.va.gov/apply-for-benefits/application/](http://www.gibill.va.gov/apply-for-benefits/application/)) (<http://www.gibill.va.gov/apply-for-benefits/application/>). Once approved by the VA the applicant will receive a *Certificate of Eligibility* which should be submitted to the VA Certifying Officer along with a certified copy of the applicant's DD-214 if applicable. For additional information on the rules and regulations requirements of the Department of Veterans Affairs Benefits, write, telephone, or contact the University Registrar's Office.

The following link may be beneficial in completing the VA Educational Benefits Application: [www.benefits.va.gov/gibill/docs/factsheets/Choosing\\_a\\_School.pdf](http://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf) ([http://www.benefits.va.gov/gibill/docs/factsheets/Choosing\\_a\\_School.pdf](http://www.benefits.va.gov/gibill/docs/factsheets/Choosing_a_School.pdf)).

### **International Applicants**

Clark Atlanta University encourages students from other countries to apply for admissions into the University for undergraduate and graduate studies. Applicants from other countries may be admitted for either the fall semester (August), spring semester (January) or summer session (May or June).

International applicants should submit an admissions application with an application fee, drawn on either a U.S. bank or U.S. dollar account. Applicants must also submit official transcripts directly to Clark Atlanta University from all high school(s), preparatory school(s) and collegiate institutions previously attended. All documents in languages other than English must be translated by an accredited agency. In order to process foreign transcripts, you must have your transcript evaluated by World Education Services (WES) or by a NACES member (<https://www.naces.org/members>) organization. International applicants are not required to submit SAT or ACT test scores. International students must also submit Test of English as a Foreign Language (TOEFL) scores. The University requires a minimum score of 500 on the paper examination or 173 on the computerized examination or a minimum score of 5.0 on the

International English Language Test System (IELTS), unless otherwise stated. The TOEFL may be waived for transfer students who have earned a grade of "C" or better in College Composition I and II from an accredited U.S. college or university. The test may also be waived for students from countries where English is the primary language and the medium of instruction.

In order to ensure ample time for enrollment for a specific term, the application for admission and all supporting documents must be on file by the deadlines established for application to the University for the term for which admission is sought. Clark Atlanta University does not provide financial assistance to international students, unless otherwise stated. Therefore, before the University forwards a "Certificate of Eligibility" Form I-20, prospective students must provide a Financial Affidavit of Support that demonstrates the ability to meet the University's educational expenses, processing fees, and other costs associated with application for admission to Clark Atlanta University.

For international students to be considered for admission, please observe the following deadlines: All requested application credentials must be received by Clark Atlanta University by:

- April 1 for fall semester entry (August)
- October 1 for spring semester entry (January)
- For issuance of I-20 or DS-2019: June 1 for fall semester entry (August)
- For issuance of I-20 or DS-2019: November 1 for spring semester entry (January)

When academic, language and financial abilities are certified, Clark Atlanta University will issue an I-20 or DS-2019 (Certificate of Eligibility). This document is to be taken to a U.S. Consulate to apply for a nonimmigrant student visa. Form DS-2019 (J-1 exchange visitor visa certificate) is usually issued to students who are funded by their home government or by an international organization. If no organizational sponsor is involved, an I-20 (F-1 student visa certificate) will be issued.

#### **Appeal of Admission Denial for Undergraduate Applicants**

*Disclaimer:* The submission of an appeal does not guarantee admission and the same standards used throughout the regular admission process will be applied during reconsideration.

#### **APPLICATION DEADLINE**

Each year the appeal submission deadline is June 15 (fall admission) and November 15 (spring admission) by close of business (5:00 p.m. Eastern).

#### **APPEAL TRANSMITTAL**

A formal request should be submitted electronically to [admissions@cau.edu](mailto:admissions@cau.edu) and should be addressed "Dear CAU Admissions Committee." The subject line should read "*Appeal of Admission Denial of My Application.*" Bear in mind that no other submission method will receive consideration.

#### **APPEAL CONTENT**

Please include full name and address in the body of the message. Additionally, the appeal should include a letter either in the body of the email or as an attachment using a word processing application outlining the reason(s) for the appeal and a statement requesting reconsideration. Students may wish to consider submitting fall grades. Additional

information could include a reference letter, but must be attached to email submission.

#### **APPEAL REVIEW**

The Admissions Committee will review appeals on a rolling basis.

#### **APPEAL OUTCOMES**

The appeal could be approved or denied. Freshman applicants not approved should consider applying as a transfer student (see transfer admission requirements).

#### **APPEAL RESPONSE**

Appeals submitted through the proper channel (i.e., via email) will be rendered a decision within fourteen calendar days.

If you have any questions, please contact the Office of Student Recruitment and Admissions at [admissions@cau.edu](mailto:admissions@cau.edu) or (404) 880-6605.

**Office of International Programs (OIP)**  
**President's Parking Lot, Trailer# 3**  
**Telephone: (404) 880-6193**

International Programs supports and advances the University's commitment to diversity, cultural awareness and the development of students to function effectively in a global society. Specifically, the OIP provides oversight for faculty and student education abroad program development; domestic and international student exchanges; international student services, including issuance of the Certificate of Eligibility "I-20" for nonimmigrants; and, international partnerships. The Office of International Programs also assists with: 1) recruiting and retaining international students, and engaging members of the University community in meaningful cross-cultural interactions; 2) enhancing students' personal, intellectual, and social development through creative and engaging programming; 3) developing collaborative programming with other divisions of the university to foster comprehensive internationalization for the University.

#### **Education Abroad**

The education abroad program, in support of the University's educational curriculum, co-curriculum, research and service endeavors promotes and facilitates opportunities for students and faculty in academic credit programs, cultural tours, international internships, support services, and professional development experiences to become more culturally competent, knowledgeable and responsible global leaders. Participation in all international travel programs and initiatives requires students to be in good academic and social standing at the University.

#### **International Student Services**

The Office of International Programs provides the on-boarding for nonimmigrant students matriculating at the University. These services include the new international student orientation program, immigration-related, academic, cultural and social matters to assist with the maintenance of students' designated visa statuses. Once admitted, students are required to complete through the "Request for the Clark Atlanta University Certificate of Eligibility" in order to apply for the nonimmigrant student visa.

The staff of the Office of International Programs collaborates with offices and departments in academic affairs and student services to implement

workshops, meetings and activities designed to provide an inclusive and supportive educational environment for international students.

### **Immunization Requirements**

All first-time entering students, transfers, and international students enrolling at the University are required to provide proof of the following immunizations/tests prior to registration in order to avoid a "Medical Hold" during matriculation:

- 2 Measles, Mumps, Rubella (MMR)
- Tetanus – Tdap (within 10 years)
- Meningitis - Menomune-A/C/Y/W-135 or Menactra (within 5 years of matriculation)
- PPD (tuberculin) skin test (5mm or less), within one year of matriculation is required. A chest x-ray for students with a PPD reading greater than 5mm, within one year of matriculation is required.

Persons born prior to 1957 are considered immune and are therefore exempt from the MMR requirement. However, students will have to provide proof of remaining immunizations/test.

### **Immunization Submission**

Students who have established access to their student email accounts, can log on to [msmportal.pointnclick.com](https://msmportal.pointnclick.com) ([https://msmportal.pointnclick.com/login\\_login.aspx](https://msmportal.pointnclick.com/login_login.aspx)) and input immunization dates and upload immunization records.

**or**

#### **Mail immunization records to:**

Clark Atlanta University  
Student Health Services  
223 James P. Brawley Drive, SW  
Atlanta, GA 30314

**or**

#### **Fax immunization records to:**

(404) 880-6010 (Must include student name and 900# ID on all documents)