



## **ADMISSION**

The Adult Studies Program requires no entrance exams or standardized test scores. If your first language is not English, you will need to submit scores from the Test of English as a Foreign Language (TOEFL). Some students may also be asked to take a placement test, depending upon their academic background.

Before admission, you must schedule an appointment with one of our academic advisors and provide official transcripts of all previous academic work. This includes any college level coursework, or, high school transcript or copy of your GED certificate if you have not previously taken college level classes.

Admission is on a rolling basis and there are application deadlines. We promise a quick response, but please allow at least one week for application processing once all application materials are received.

Fully completed new student applications, including all official transcripts, must be received 10 days in advance and readmit applications five days in advance of the start of classes.

### **Transfers**

If you previously attended a regionally accredited college, you must have a GPA of at least 2.0. Academic courses in which you received grades of 2.0 or better generally will transfer, no matter how long ago you received them.

### **Freshmen**

Freshman admission requirements include graduation from high school (or a GED) and an interview with an academic adviser.

### **Readmits**

Former ASP students should request an Application for Readmission from the ASP office (455-3263) and make an appointment to meet with your advisor. You may register after your readmit application has been processed; allow one week for processing. If you have attended any other colleges or universities since leaving, official transcripts of that work must be sent directly to the Adult Studies Program.

### **Audit/Unclassified Students**

No transcripts or advisory appointments are required. Audited courses cannot be changed to credit at a later date.

## **2008-2009 TUITION & FEES**

- \$25 ASP application fee (non-refundable)
- \$25 Alternate Certification for Teachers (ACT) application fee (non-refundable)
- \$15 Readmit application fee (non-refundable)
- \$50 Parking decal fee (per vehicle) Valid until August 31<sup>st</sup>.
- \$50 Audit fee, per semester hour (non—credit)
- \$50 Audit fee, per course for Senior Citizens (age 62+)
- \$305 Per semester hour tuition for ASP & ACT classes, guided study, independent research, tutorials and audit (degree-seeking students).
- \$1,081 Per semester hour tuition for Day classes and Day Audit classes

## REGISTRATION

Current students may register through Web Advisor online. New and returning ASP students must meet with their academic advisor for guidance in choosing courses and fulfilling degree requirements before registering for classes. Registrations for all students will not be accepted without:

1. Signed promissory note for the total amount of tuition
2. Employer Tuition Deferral form signed by employer, if applicable
3. New and Readmit students must have a course selection form signed by their advisor

### Open Registration

Any ASP student - current, new, or returning may register during open registration. Registration dates will be posted on the website and in the ASP office.

Monday-Thursday, 9 a.m. - 7 p.m.

Friday, 9 a.m. - 6 p.m.

### Mailed-in Registrations

You may choose to mail your registration, but these must be received, along with all the appropriate paperwork at least 7 working days prior to the start of class.

### Tuition & Fees

All ASP students automatically receive an Adult Incentive Grant of \$776 per semester hour, reducing the tuition cost per hour to \$305 (the college's day program per semester hour cost is \$1,081). Once registered, you are responsible for the full tuition unless you formally withdraw.

## PAYMENT PROCEDURES

We accept cash, checks, and money orders as methods of payment. Payments may be made in the ASP office during regular office hours. Credit cards are not accepted directly in the ASP office but may be made through Tuition Management Services (TMS) at 1-800-722-4867 or at [www.afford.com](http://www.afford.com). American Express, Discover, and MasterCard are accepted but not Visa.

### Tuition Deferment

The following are college-approved programs for deferring tuition until after a semester ends. Submission of a signed promissory note for the total amount of tuition to Virginia Wesleyan College is required, regardless of the program used.

#### 1. Employer Tuition Deferral (ETD) Program

Students deferring tuition through the ETD must submit a signed Employer Tuition Deferral authorization form. This form can be downloaded from the college website. Student portion co-payments (for those whose employers do not pay 100%) are due at the time of registration. Ask us for details.

#### 2. Veterans' Administration Educational Benefits

A copy of the Veteran's Registration Form (can be downloaded) must be submitted to the Adult Studies Program VA Certifying Official, Pamela Paramore (455-3238).

### **3. Financial Aid**

Adult part-time students may be eligible for financial aid. Contact the Financial Aid office for details (455-3345) or visit their website [www.vwc.edu/admissions/financial-aid](http://www.vwc.edu/admissions/financial-aid).

### **4. Payment Plan**

An interest-free payment plan is available through Tuition Management Systems, Inc. (TMS), with payments scheduled by semester (4 month, plus processing fee) or year (8 months, plus processing fee). Information brochures are available in the ASP office or by calling TMS at 1-800-356-8329.

## **PARKING DECALS**

All students need a parking decal for each vehicle they drive onto the campus. The \$50 fee is payable in the ASP office at the time of registration or through the first week of classes. The decal is valid through August 31 of 2009. You may apply for parking decals online through your Web Advisor account.

## **I.D. CARDS**

All ASP students must have an I.D. card, which can be obtained for free in the Security Office Monday through Friday, 8:30 a.m. - 4:30 p.m. Each semester you will need to update your I.D. card with a semester sticker which will be available from the ASP office. Virginia Wesleyan College I.D. card also entitles students to Virginia Tidewater Consortium inter-library borrowing privileges at these local institutions: Christopher Newport, William and Mary, Eastern Virginia Medical School, Hampton, Norfolk State, Old Dominion, Regent, and Eastern Shore, Paul D. Camp, Thomas Nelson, and Tidewater Community Colleges.

## **ASP OFFICE HOURS**

Our office hours are Monday-Thursday, 9 a.m. - 8 p.m. and Friday, 9 a.m. – 6:30 p.m.

## **COURSE CANCELLATIONS**

Virginia Wesleyan College reserves the right to change or cancel courses without notice. In most cases, such decisions will be made approximately one week prior to the start of classes and a full refund of monies paid will be issued.

## **ORIENTATION**

For all new ASP students, Student Orientations are held. These dates will be posted on the website, in the ASP office, invitations will be mailed out and the information also will be available from your adviser. To make your reservation, call 455-3263. This session covers important details on college resources and procedures.