

ADMISSION TO THE UNIVERSITY

Schreiner University admits qualified students without regard to race, sex, color, religion, age, disability, veteran status or national origin. Interested students are strongly encouraged to visit the campus and meet with an admission counselor. A visit may include a campus tour, observation of a class in session, and/or visits with a faculty member or other staff member.

Application for admission to the University should be addressed to the Office of Admission and Financial Aid, Schreiner University, 2100 Memorial Blvd., Kerrville, Texas 78028, www.schreiner.edu, www.texasmentor.org, or www.applytexas.org. Questions regarding admission or financial aid should be referred to the Office of Admission and Financial Aid, 1-800-343-4919 or (830) 792-7217, or email questions to www.admissions@schreiner.edu or finaid@schreiner.edu.

Qualified students may be admitted at the beginning of the Fall, Spring or Summer terms. See the Academic Calendar for starting dates. Application deadlines:

Fall	May 1 priority; August 1 regular
Spring	December 1
Summer	May 1

Schreiner University admits students on a rolling admission basis. As soon as a file is complete, an admission decision is made after all documents are evaluated. Exceptions to rolling admission include the Learning Support Services program and the Vocational Nursing program (see the description of these programs for deadlines). It is the responsibility of each applicant to ensure that all required documents are received in the Office of Admission and Financial Aid in a timely manner. All records and transcripts become the property of the University and will not be returned to the student or forwarded to another site.

All students must have a health form and an immunization record on file in the Health Center. Health and accident insurance is mandatory for all residential students.

Schreiner University is a member of the National Association for College Admission Counseling (NACAC) and complies with NACAC's Statement of Principles of Good Practice. Schreiner University is a member of the Servicemembers Opportunity Colleges (SOC) and participates in the Concurrent Admissions Program (ConAP).

FRESHMAN ADMISSION

Students are encouraged to begin the application process in the fall semester of their senior year. It is strongly recommended that students complete a college prep curriculum in high school. In the state of Texas, the college prep curriculums recognized by the Texas Education Agency (TEA) are designated as either Recommended or Distinguished. Students who complete college courses while in high school (dual credit, co-enrollment, AP, etc.) are considered first-time freshman applicants.

The University actively attracts students who are considered a "fit" and capable of being academically successful at Schreiner. Evaluation of an applicant's potential for success and fit include a review of standardized test scores (ACT or SAT), grade-point-average (GPA), and rank in graduating class. Students who graduate in the top 10% of their graduating class will be automatically admitted, regardless of ACT or SAT scores or GPA. An interview with an admission counselor is desirable. To apply, students must submit the following documents to the Office of Admission and Financial Aid:

1. A completed Application for Admission and \$25 non-refundable application fee. Applications are available in the Office of Admission and Financial Aid or may be accessed at: www.schreiner.edu; www.texasmentor.org; or www.applytexas.org. An essay or comprehensive personal statement is required.

2. An official high school transcript from an accredited high school showing cumulative grade-point-average and current rank in class. Tentative admission may be granted on sixth or seventh semester transcripts.

3. Official test scores (Schreiner University accepts either the ACT or SAT scores, taken within five years of applying for admission) directly from the testing company or recorded on the official high school transcript. Optional Writing section scores are required for admission.

4. If dual credit or co-enrolled credit during high school, an official transcript from each college or university attended.

5. A final high school transcript showing date of graduation.

Students who apply to Schreiner for the 2006 fall semester or later will experience changes in the ACT and SAT requirements. Beginning with the February 2005 ACT test date and the March 2005 SAT test date, optional Writing components have been added to each test. A student who takes either the ACT or SAT on or after these test dates must take the Writing component for admission to Schreiner.

Freshman applicants who graduate from a non-accredited high school, a school that does not rank, a home-schooled program, or who earn a GED certificate instead of a high school diploma must, in addition to the above, submit a professional/personal letter of recommendation and also must interview with an admission counselor. Freshman applicants who graduate from any high school or who earn a GED five or more years prior to admission are not required to submit ACT or SAT scores. However, a professional/personal letter of recommendation must be submitted, and the applicant also must interview with an admission counselor.

TRANSFER ADMISSION

Students who attempt course work at an accredited college or university after high school graduation are considered transfer students. At the time the student applies, an evaluation is completed of all attempted work elsewhere. Transfer credit is awarded if the transfer work is comparable to that offered at Schreiner. An interview with an admission counselor is desirable. To apply, students must submit the following documents to the Office of Admission and Financial Aid:

1. A completed Application for Admission and \$25 non-refundable application fee. Applications are available in the Office of Admission and Financial Aid or may be accessed at: www.schreiner.edu; www.texasmentor.org; or www.applytexas.org. An essay or comprehensive personal statement is required.

2. Applicants with less than 15 semester hours of transferable credit must submit the documents described above for freshman applicants (official high school transcript and ACT or SAT scores).

3. An official transcript of all course work attempted from all accredited colleges attended. Transfer students with a cumulative 2.0 GPA and eligible to re-enroll at the last school attended may be considered for admission.

FORMER STUDENTS

A former Schreiner student who has not been enrolled for two or more terms (fall/spring) must reapply for admission and submit the non-refundable \$25 application fee to the Office of Admission and Financial Aid. If a student attended another college or university since last at Schreiner, the student must submit an official transcript of all course work attempted. A decision regarding readmission will be made after this information is received and evaluated.

A former Schreiner student who is voluntarily absent for only one term (fall/spring) and who has not attended another college or university during the interim does not need to reapply for admission. Instead, the student must reactivate his or her file with the Registrar's Office.

ADMISSION OFFER AND COMMITMENT FEE

When a student accepts an offer of admission, the student is expected to pay an admission commitment fee to confirm a serious intent to enroll and to reserve classroom space. In keeping with NACAC's principles, a student is responsible for only committing to one institution. While NACAC's National Commitment Fee Deadline is May 1, students are encouraging to pay the \$100 admission commitment fee as soon as possible after accepting Schreiner's offer of admission. The date the Office of Admission and Financial Aid receives the commitment fee determines housing priority assignment for residential students. The commitment fee is non-refundable and is credited towards a student's account at the time of registration.

SPECIAL ADMISSION CONSIDERATION

All applicants are individually reviewed and evaluated by an admission counselor and/or by the University Admission Committee before an admission decision is made. Applicants who are not admitted by the initial admission counselor review process and whose file is then forwarded to the Admission Committee should submit an essay to explain his or her educational goals. Freshmen with insufficient academic preparation may be admitted with special conditions regarding course load and performance. Traditional aged freshmen admitted by the Admission Committee will be admitted as provisional students and must agree to participate fully in the **Program for Academic Success at Schreiner (PASS)**. Transfers with less than a cumulative 2.0 GPA and who are not in good academic standing may be considered for admission on academic probation. Any applicant who is denied admission to Schreiner has the right to appeal the denial by submitting additional information for the Admission Committee's review.

INTERNATIONAL STUDENT ADMISSION

Candidates whose country of citizenship is other than the United States may be considered for admission. International applicants must submit completed applications at least 60 days prior to the date of expected enrollment. To apply, the following documents are needed:

1. A completed Application for Admission and \$25 non-refundable application fee (U.S. dollars). Applications may be accessed at www.schreiner.edu or www.applytexas.org. An essay or comprehensive personal statement is required.
2. A certified official copy of high school and/or college/university transcripts with each course completed and grade earned. The official copies must be translated into English.
3. Demonstrated English language proficiency (both oral and written) with a minimum

TOEFL score of: 550 (paper version); 213 (computerized version); or 79 (Internet-based test). Satisfactory completion of ELS level 112 or other English language proficiency test may also satisfy this requirement. Official test scores should be sent to the Office of Admission and Financial Aid. Students from countries where English is the primary language are not required to submit TOEFL scores.

4. Freshman must submit official ACT or SAT test scores (taken within five years of applying for admission). Transfer applicants with less than 15 transferable credits also must submit ACT or SAT test scores. Beginning with the February 2005 ACT test date and the March 2005 SAT test date, optional Writing components have been added to each test. A student who takes either the ACT or SAT on or after these test dates must take the Writing component for admission to Schreiner.

5. A properly completed Certification of Finances form signed and certified by an appropriate bank official, indicating the amount (in U.S. dollars) of funds available for the student to attend college.

After the applicant is admitted, tuition for the first academic year (in U.S. funds), payable and on deposit to Schreiner University, must be received before the University Registrar may issue the Certification of Eligibility to Enroll form (I-20) to the student. Before scheduling an appointment with the Embassy to apply for the Student Visa, students are required to pay a SEVIS 1-901 processing fee (Student and Exchange Visitor Information System) in the amount of \$100 directly to the U.S. Immigration and Customs Enforcement agency. More information may be obtained from these web sites: www.ice.gov/graphics/sevis/students or www.cpb.gov. Current information regarding tuition, fees, room and board, and other costs are posted on our web site at www.schreiner.edu. Before checking into a residence hall, a health form must be on file in the Health Center. This form must contain complete immunization information, including TB test results completed within the last year. Accident and health insurance is mandatory.

NON-DEGREE ADMISSION

Qualified students who do not wish to pursue a degree from Schreiner but who want to enroll in classes may be admitted as non-degree seeking students. Unless otherwise specified, non-degree students must meet regular admission requirements. Non-degree students are not eligible for financial aid. Applicants must submit a completed Non-Degree Application for Admission and non-refundable \$25 application fee to the Office of Admission and Financial Aid by the established application deadlines.

Transient Student: A student enrolled at another institution may be admitted as a transient student in order to take courses and transfer credit back to that institution. A student must submit an official transcript or official letter of good standing from the institution where currently enrolled. The transcript or letter must state the student is eligible to re-enroll at that institution.

Acceptance as a transient student is valid for only one term. To continue for another term, the student must reapply and submit an updated official transcript.

Special/Non-Degree Student: A student who wants to attend part-time and enroll in classes for enrichment purposes and for credit may be admitted as a special/non-degree student. A student must submit official transcripts from all schools attended.

Acceptance as a special/non-degree student is valid for only one term, or as long as a student is enrolled in consecutive terms. If a student decides to pursue a degree from Schreiner, the student must submit a completed regular Application for Undergraduate Admission and \$25 application fee to the Office of Admission and Financial Aid.

Special/Audit: A student who wants to attend part-time to audit classes (no credit awarded) may be admitted as a special/audit student. Transcripts are not required to audit a class.

Acceptance as a special/audit student is valid for only one term on a space-available basis. No grades are assigned.

EARLY ADMISSION PROGRAMS

Exceptionally capable high school students may enroll in a limited number of credit hours of Schreiner prior to completing high school graduation requirements. Any student interested in co-enrollment or early enrollment must: rank in the upper quarter of the class; and have test scores of ACT 22 or SAT 1050. The maximum number of credit hours that a student may enroll in is 4 credit hours per semester (summer, fall or spring terms).

Co-enrollment: A high school senior who is enrolled at an area high school within commuting distance of Schreiner may apply to attend classes concurrently. Credit earned at Schreiner will be granted when proof of a high school graduation is received by the University Registrar (final high school transcript).

Early enrollment: A qualified student may apply for admission to Schreiner to attend the summer term between the junior and senior year. Credit earned at Schreiner will be granted when proof of high school graduation is received by the University Registrar (final high school transcript).

To apply, students must submit the following documents to the Office of Admission and Financial Aid:

1. A completed Application for Admission and \$25 non-refundable application fee.
2. An official high school transcript to confirm that the student has achieved senior status and is in the top quarter of the class.
3. ACT or SAT test scores; while a minimum score is not needed, the optional Writing section is required for admission.
4. Recommendation letter from the principal or guidance counselor. Letter should attest to the student's character, activities, and competence to successfully complete college level course work in Schreiner.
5. Written approval from parent(s) for student to participate in the program.

GRADUATE ADMISSION

Schreiner University offers a Graduate Teacher Certification program, Master of Education in Teaching, Master of Education degree program and Principal Certification program. The Teacher Certification and Principal Certification are two semesters long, while the Master programs are offered as three semester programs. Admission requirements for graduate study at Schreiner University are designed so that the students admitted will have a high probability of success in the graduate-level academic work. Graduate study is much more than a mere continuation of undergraduate work and should be considered only by those students with the capacity for independent thought and investigation. There are additional admission requirements for students seeking principal certification.

Candidates to the Graduate Teacher Certification Program must meet the following requirements:

1. Hold a Baccalaureate degree from an accredited college or university
2. Complete a graduate application form

3. Pay an application fee of \$25.00
4. Send **Official** transcripts for **all** graduate and undergraduate work
5. Provide a recorded GRE score which was taken within the last five years
6. Have a minimum cumulative GPA of 2.75 on a 4.0 scale **or** a combined verbal and quantitative score of 1000 on the GRE
7. Have a minimum of 3.0 GPA in major field in which certification is desired. If a generalist certification is desired, the GPA will be calculated based on the University's core curriculum.
8. Complete a deficiency plan
9. Must be pursuing a teaching certificate in the content/specialization areas presently offered at Schreiner University
10. Must be employed in a classroom setting, regularly substitute teaching, or other approved program while enrolled in the GTCP.
11. Submit three letters of recommendation
12. Have access to the Internet
13. Complete a formal interview with the director of the graduate program or his/her designee.
 - Note: Transfer credit is not allowed in the Graduate Teacher Certification Program.
 - Applicants not meeting the above requirements may be admitted on provisional status.

Candidates to the Master of Education in Teaching program, must meet the following requirements:

1. Hold a Baccalaureate degree from an accredited college or university
2. Complete a graduate application form
3. Pay an application fee of \$25.00
4. Send **Official** transcripts for **all** graduate and undergraduate work
5. Provide a recorded GRE score which was taken within the last five years
6. Have an combined verbal and quantitative score of 1000 on the GRE **or** Cumulative GPA of 3.0 on a 4.0 scale.
7. Have a valid U.S. Teacher Certificate
8. Have access to the Internet
9. Complete a formal interview
10. Submit three (3) letters of recommendation.
 - Note: A maximum of 6 semester hours may be transferred.
 - Applicants not meeting the above requirements may be admitted on provisional status.

Candidates to the Master of Education program must meet the following requirements:

1. Hold a Baccalaureate degree from an accredited college or university
2. Complete a graduate application form
3. Pay an application fee of \$25.00
4. Send **Official** transcripts for **all** graduate and undergraduate work
5. Provide a recorded GRE score which was taken within the last five years
6. Have an combined verbal and quantitative score of 1000 on the GRE **or** Cumulative GPA of 3.0 on a 4.0 scale.
7. Have access to the Internet
8. Complete a formal interview
9. Submit three (3) letters of recommendation.
 - Note: A maximum of 6 semester hours may be transferred.
 - Applicants not meeting the above requirements may be admitted on provisional status.

Candidates for the Principal Certificate Program must meet the following requirements:

1. Hold a Masters degree from an accredited college or university

2. Complete a graduate application form
 3. Pay an application fee of \$25.00
 4. Send **Official** transcripts for **all** graduate and undergraduate work
 5. Provide a recorded GRE score which was taken within the last five years
 6. Have a combined verbal and quantitative score of 1000 on the GRE or Cumulative GPA of 3.0 on a 4.0 scale
 7. Hold a valid Texas Teacher Certificate
 8. Have verification of two years teaching experience in an accredited EC-12 school
 9. Submit three letters of recommendation from current school administrators
 10. Have access to the Internet
 11. Complete a formal administrative interview.
- Note: Transfer credit is not allowed in the Principal Program.

Application will not be processed until all required items have been received in the Schreiner Graduate Education office. Applicants will receive written notice of approval. Application deadlines:

Fall	July 1
Spring	December 1
Summer	May 1

SPECIAL PROGRAMS ADMISSION

LEARNING SUPPORT SERVICES PROGRAM: The Learning Support Services Program at Schreiner University serves a limited number of students, who have been diagnosed as learning disabled, to help them succeed in the regular academic life of the university. Students selected for the program attend regular classes, are graded on the same standards and complete the same curriculum requirements as other degree seeking candidates. However, students participating in the program are provided with extensive tutorial assistance and offered individual testing. In addition, taped textbooks and computer assisted learning programs are made available. Admission to Schreiner University in the Learning Support Services program requires continued participation in that program until the student has demonstrated to the University's satisfaction, likely success in college work without the Learning Support Services.

Students admitted to the Learning Support Services Program must be highly motivated, have the intellectual potential for success in a rigorous academic program, and have the ability to meet the demands of college life.

Applicants are considered individually and selected on the basis of their intellectual ability, motivation, academic preparation and potential for success in the program.

The following are required to complete the application process for the program.

1. A completed application with a non-refundable \$25.00 application fee must be submitted to the Office of Admission and Financial Aid. These forms may be obtained from the Office of Admission and Financial Aid.
2. All freshmen and transfer candidates must submit an official high school transcript and transcripts of all academic work attempted at other colleges or universities attended.
3. ACT or SAT scores—Results of the American College Test or the Scholastic Assessment Test of the College Board should be submitted. Scores from non-standard administration are acceptable. ACT and SAT scores are used for possible scholarships.
4. Wechsler Adult Intelligence Scale — Complete results of the WAIS-R or WAIS III must be submitted, including scaled scores and age-scaled scores for all subtests, as well as Verbal,

Performance and Full-Scale IQ scores. Reports on the WAIS can be sent directly to the Director, Learning Support Services.

5. Individual Achievement Test — The results from an individually administered achievement battery, such as the Woodcock-Johnson or Wechsler Individual Achievement Test, taken within one year of application must be submitted. Individual test scores (not cluster scores) must be included for reading comprehension, reading decoding and math computation. These results should be sent directly to the Director, Learning Support Services.

6. Medical or psychological reports, which include the diagnosis of a specific learning disability or an Attention Deficit Disorder must be submitted. These may be sent directly to the Director, Learning Support Services.

7. Each candidate must have a personal interview with a staff member of the Learning Support Services Program and an admission representative. Interviews will not be scheduled until all documentation for items 1-6 above has been received.

DEADLINE: All required documents must be received by April 1 preceding the Fall Term.

THE VOCATIONAL NURSING PROGRAM: Schreiner offers a one-year certificate in Vocational Nursing. A student seeking admission to the Vocational Nursing program should submit the following information to the Office of Admission and Financial Aid.

1. A completed application for Admission into the Vocational Nursing Program and a non-refundable application fee of \$25.00.

2. Official High School Transcript (with seal) or Official GED Scores (minimum score 50 Average Standard Score required). If at least 15 transferable hours are earned, no high school transcripts or GED scores are required.

3. Official College Transcripts (with seal) from all colleges attended. A student with at least 15 transferable college hours and at least a 2.00 GPA may be exempt from a pretest. A Math and an English class, at the college level, must have been taken. The Admission Committee will determine exemptions.

4. Two Reference Forms completed by a current or former employer or person (NOT A RELATIVE OR A FRIEND) who can give a character and performance evaluation.

5. If less than 15 transferable college hours a ADC, ACT, SAT or THEA test score must be submitted to the Office of Admission and Financial Aid. A minimum score is required for each test.

6. Upon successful submission of the above items, a personal interview will be scheduled with eligible applicants.

DEADLINE: The application process must be completed by May 1 preceding the Fall class, and by October 15 preceding the Spring class. Only 30 students may be admitted to each class.

CREDIT BY EXAMINATION

Academic credit for college level learning may be earned by taking an examination in the appropriate area. In most cases credit granted can be used to satisfy specific and general degree requirements. Credits are awarded after completion of 15 semester hours of resident study at Schreiner University. Since a letter grade is not assigned to such credit, it is not counted toward the grade point average. Details of the credit by examination program and acceptable scores may be obtained from the office of the Registrar. Application for credit by examination must be made, in writing, to the Registrar.

Schreiner grants credit through the following programs:

1. College Board, Advanced Placement (AP)
2. College Board, College Level Examination Program (CLEP) Subject Examinations

3. Scholastic Assessment Test (SAT)
4. American College Test (ACT)
5. Guide to the Evaluation of Educational Experiences in the Armed Services (DANTES).
6. Locally Constructed Departmental Examinations
7. International Baccalaureate (IB)

