Visiting SWAU

We at Southwestern Adventist University are happy to have prospective students and parents visit the campus. It is best to visit during the week as offices are open Monday to Friday noon. Because weekend visitation is best for some, there are two special weekend programs annually. These are in March and June. Call for details at (800) 433-2240 or see our web site at http://admissions.swau.edu.

General Admission

Southwestern Adventist University admits qualified applicants without regard to race, color, gender, handicapped, or national origin. While the Seventh-day Adventist church sponsors and financially underwrites the University and while the majority of its students are Seventh-day Adventists, the University requires no specific religious affiliation for admission. The University will admit persons of other religions and no religious persuasion who meet its academic standards and who express their willingness to respect its religious, social, and cultural characteristics.

The Director of Admissions, in consultation with the Admissions Committee, reviews all applications and makes the decisions regarding admission to the University. Those who desire information regarding admission may e-mail, write, or phone:

inquire@swau.edu

SWAU Admissions
P O Box 567
Keene, TX 76059
U.S.A.

(817) 645-3921 (local and international callers)
(800) 433-2240 toll-free within the United States

The Admissions Office will answer questions and help students find advisors in their chosen fields. Students wishing to enter the Nursing program or the Adult Degree Program must meet additional admission requirements (see page 89 for Nursing and page 8 for the Adult Degree Program). Students wishing to graduate with an Elementary Education or Social Work major must also meet additional requirements (see page 58 for Education and page 110 for Social Work). Counsel with an advisor regarding these requirements and check those sections in this bulletin. The following are the regular admission procedures.

New Freshman Admission

SWAU classifies new freshmen as students having 0 to 11 semester hours of college credit. SWAU requires that students have graduated from high school or have an equivalency diploma. Students must have acceptable ACT or SAT composite scores.

The following are admission procedures for new freshmen:

1. Complete and return an application to the Admissions Office.
2. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant’s eligibility for admission.
3. Submit an official score report of an ACT or SAT exam. New freshmen must have a minimum SAT composite of 800 or a minimum ACT composite of 17 to enroll in regular classes. New freshmen who have an SAT composite between 600 and 790, or an ACT composite between 13 and 16, will be enrolled in the Jump Start Program. Applicants who graduate from high school with a cumulative GPA of 3.0 or higher and have a composite ACT of 16 or composite SAT of 670 to 790 are exempt from the Jump Start Program. Applicants whose highest composite scores are below 600 on the SAT or below 13 on the ACT exam will not be accepted. Southwestern’s Counseling and Testing Center offers the SAT for applicants who have not taken the exam or who wish to take the SAT again. SAT results from an on-campus exam cannot be transferred to other institutions. Applicants who have passed a college level English composition course and a college level math course are exempt from having to submit SAT or ACT scores.
4. Submit an official high school transcript, showing graduation date, to SWAU’s Admissions Office. If the applicant has enrolled at any college, an official transcript of that academic record must also be submitted. Any applicant who has not graduated from high school must submit an official GED or state equivalency diploma, and an official transcript from the last high school attended if the applicant attended a high school. Home schooled applicants must submit an official GED or state recognized high school equivalency certificate.

3. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant’s eligibility for admission.

Transfer Student Admission

A transfer student is one with 12 or more transferrable semester hours. Transfer students may be admitted in any semester. The following are admission procedures for transfer students:

1. Complete and return an application to the Admissions Office. To receive Federal financial aid transfer students must indicate on the application when they graduated from high school or passed a GED or state high school equivalency test.
2. Submit an official undergraduate transcript from each college or university the student has attended. All official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration in the next semester. Transfer students who were homeschooled at the high school level and have not completed a college program of at least two years in length must have passed a state recognized high school equivalency test or GED to receive Federal financial aid.
3. Submit SAT or ACT scores if the applicant has not passed both an English composition course and a college math course and has less than 24 transferrable semester hours. TAAS or TASP scores can be submitted in lieu of SAT or ACT scores. Minimum acceptable scores: SAT 800 composite; ACT 17 composite; TASP 220 Writing, 230 Math, and 230 Reading; TASP 1770 Writing with a Texas Learning Index of 86 Math and 89 Reading. Southwestern’s Counseling and Testing Center offers the SAT throughout the year for students who
need to take the test. SAT results from an on-campus exam cannot be transferred to other institutions.

4. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant’s eligibility for admission.

   Applicants receive notification of acceptance status from the Admissions Office. A transfer student will be accepted in good standing as a regular student in a degree program when all requirements are met. A transfer student with a cumulative GPA of less than 2.0 from previous coursework will be accepted on academic probation (refer to Academic Probation on page 25). A conditional acceptance may be given if all official transcripts have not been submitted. Enrollment will be limited to one semester when a transfer student has a conditional acceptance.

International Student Admission

SWAU classifies as an international student all applicants not a citizen or permanent resident of the United States. SWAU is approved by the U.S. Immigration and Naturalization Service for the admission of non-immigrant students (F1 status). International students should not leave their country with the intention of enrolling at Southwestern Adventist University without a letter of acceptance and an I-20 form issued by SWAU. International applicants must meet the following requirements to obtain an acceptance letter and an I-20 form:

1. Submit an application to the Admissions Office.
2. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Students from countries which administer the G.C.E. (General Certificate of Education) examinations must have earned five (5) or more “O” level academic subject passes (with marks 1 through 6 or A through D). Degree-seeking students with previous coursework must submit an official English translation before SWAU can give transfer credit.
3. Submit a SWAU Personal Data form.
4. Submit proof of English language proficiency. Any of the following will meet this requirement:
   a) the Test of English as a Foreign Language (TOEFL) with a minimum proficiency level of 190 on the computer-based test, or 520 on the paper-based test.
   b) the Michigan English Language Assessment Battery with an average score of 80 in each section*
   c) an SAT I Verbal score of 400 or higher**
   d) an ACT English score of 17 or higher
   e) transfer of at least 24 semester credit hours to SWAU with the last three years of education at a school or schools where English is the language of instruction
   f) transcripted university level credit for an English composition course if English is the national language of a student’s country of citizenship, is the student’s first language, and the last three years of education have been completed in English.

   *SWAU’s English as a Second Language Department gives the Michigan test free of charge.
   **SWAU’s Counseling and Testing Center gives the SAT for a fee.

   All acceptable proof must be current (within the last six months). Students who do not have or who do not submit proof of English language proficiency will be tested upon arrival at SWAU. Students who do not meet these minimum requirements will be required to take ESL courses, Jump Start courses, or a combination of these classes in the first semester of enrollment at Southwestern.

5. Submit a SWAU Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU.

6. Submit a deposit of $750 and a pre-payment of $3,900 (a combined total of $4,650) if the applicant is a citizen of U.S. Territories or Canada. The $3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the $750 deposit will be retained as a reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and pre-payments will be returned to applicants who do not enroll, minus a processing fee of $100.

7. Submit a legible copy of a current passport, showing legal name.

8. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant’s eligibility for admission.

   Southwestern Adventist University does not issue I-20’s for international applicants to the Adult Degree Program. International students applying to the Adult Degree Program must meet ADP admission requirements.

Application Deadlines

Because of the extra time required to process international applicants, SWAU will give priority to those who meet all financial and academic requirements for admission at least four months prior to registration. Final deadlines to submit required documents are July 1 for Fall semester and November 1 for Spring semester.

Acceptance Notification

The Admissions Office will notify applicants by letter regarding acceptance status after an application and transcripts have been received. SWAU will issue an I-20 after an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a Personal Data form, a deposit and the pre-payment have been received.

On-Campus Housing

After being accepted, international students who plan to live in one of SWAU’s dormitories should immediately submit a housing information form with a room reservation/damage deposit of $100.
Admissions

Orientation Program
An International Student Orientation is conducted the Friday before each semester’s registration. Attendance at this orientation program is required for all non-ESL non-immigrants who are new to SWAU, including international transfer students. Information specific to the needs of international students is covered in this program. Students are notified of this orientation program in acceptance letters. Attendance at any other SWAU orientation does not substitute for attendance at the International Student Orientation. New international students who do not attend this orientation program will not be allowed to register until they attend a makeup orientation program conducted during late registration.

Immigration and Naturalization Service (INS) Reporting
When international students arrive at SWAU they should take their visa and I-94 card to the Admissions Office so copies can be made to go into their admissions file. If an international student enters the U.S. with an I-20 from SWAU but does not enroll at SWAU or if an international students drops out, SWAU will notify the U.S. government through the Student & Exchange Visitor Information System (SEVIS) as required by U.S. law. It is imperative all international students on an I-20 notify in advance the International Student Advisor if they plan to transfer to another school in the U.S. or if they plan to drop below the 12 minimum required hours of classes.

Financial Aid
International students on F1 visas do not qualify for loans and grants as detailed in the financial section of the SWAU Bulletin though campus employment is available. The student is expected to have sufficient funding (either sponsorship or personal funds) to cover tuition, food, lodging, books, fees, insurance, and personal expenses. International students are expected to meet required payments at registration and throughout the semester just as other students do.

On-Campus Work
According to current U.S. immigration laws, international students with student visas may work on-campus provided the student is enrolled in a full course of study and is making progress toward the completion of a degree. On-campus employment is limited to a maximum of 20 hours per week when school is in session but may go up to 40 hours per week during school vacations. International students in F-1 status are required by law to secure permission before accepting any off-campus employment.

Medical and Automobile Insurance
Because the cost of medical care in the United States is high, the U.S. government requires all international students to have major medical insurance coverage. SWAU has a major medical insurance plan available for international students. At the time of registration students must purchase the medical insurance available through the University or provide a copy of the schedule of benefits in the event of an accident occur. The international student advisor at SWAU can provide information about purchasing automobile insurance.

SPECIAL ADMISSIONS
Auditing Students
Students who plan only to audit classes must submit an application. They will be admitted as an auditing student.

Adult Degree Program
The Adult Degree Program (ADP) meets the needs of those who cannot attend classes on campus on a regular basis. Students who are at least 22 years old, have been out of college for more than one year, and find it difficult to attend classes full-time because of family responsibilities or other obligations are eligible for this program. Requests for exceptions should be directed to the ADP Committee. For an application or to talk with the department, please call (800) 433-2240, ext. 204.

For admission to the Adult Degree Program, students must:
1. Complete the ADP application form and data sheet contained in the ADP brochure.
2. Submit an official report/transcript of one of the following:
   a. an SAT composite score of 800 or higher.
   b. an ACT composite score of 17 or higher.
   c. college transcript with passing grades in English and math classes.
   d. college transcript with grades of C or better in developmental English and math classes.
   e. official transcript(s) with 24 or more semester hours with a cumulative GPA of 2.0 or better.
   f. TAAS score of 220 Writing, 230 Math, and 230 Reading.
   g. TASP score of 1770 Writing, 86 Math and 89 Reading.
3. Submit official transcripts according to applicable criteria:
   a. Applicants with less than 12 hours of college credit
      1. an official high school transcript showing graduation or an official certificate from a state recognized high school equivalency test.
   b. official transcripts from each college attended.
   c. Applicants with 12 or more credit hours must submit official transcripts of all undergraduate college work from each college attended.

Developmental/remedial classes cannot be taken through the Adult Degree Program.

A student transferring experiential credit through a portfolio must submit the portfolio for review by SWAU faculty. If SWAU faculty agrees that documentation is sufficient for credit, up to 32 credits may transfer in this manner. Courses and the number of credits must be identified on the transcript. Credit will be awarded only in the areas offered within the current curriculum of the institution. No letter grade is given or transferred for experiential credit.
English as a Second Language (ESL)

ESL courses are intensive English classes designed for students with limited English language proficiency. To be accepted for ESL classes, applicants must:

1. Have graduated from high school and be at least 16 years old.
2. Submit an undergraduate application to the Admissions Office.
3. Submit official academic transcripts as required by new freshmen, transfer, or graduate admission procedures as appropriate. Degree-seeking students with previous college work must submit an official English translation before SWAU can give transfer credit.
4. Submit a SWAU Personal Data form.
5. Submit a letter of explanation and commitment if involved in any incident of suspension, probation, dismissal, criminal conduct, or substance use as indicated on the application. The Admissions Committee will review the letter and determine the applicant’s eligibility for admission.
6. Submit a Certificate of Finance form and documentation to prove financial ability to meet the costs of tuition, lodging, food, medical insurance, and personal expenses while studying at SWAU if not a citizen of the United States or U.S. Territories.
7. Submit a deposit of $750 and an pre-payment of $3,900 (for a combined total of $4,650) if the applicant is not a citizen of the United States, U.S. Territories, or Canada. The $3,900 pre-payment will be applied to the student's first semester's expenses at SWAU and the $750 deposit will be retained as reserve fund. The reserve fund will become available to the student upon graduation or permanent withdrawal from school, if the student's account balance is zero. No interest is paid on the deposit held in reserve. Deposits and prepayments will be returned to applicants who do not enroll, minus a processing fee of $100.

The Admissions Office will notify applicants by letter regarding acceptance status after application and transcripts have been received. SWAU will issue an I-20 after an academic acceptance is granted and a Certificate of Finance with acceptable documentation, a Personal Data form, a deposit and the pre-payment have been received.

Students who successfully complete 12 hours of ESL, passing each class with a grade of C or better, and who pass the Michigan Test of English, are not required to submit ACT or SAT scores to continue in class with a grade of C or better, and who pass the Michigan Test of English.

Because of the extra time required to process international applicants, SWAU will give priority to those who meet all financial and academic requirements for admission at least four months prior to registration. Final deadlines for international applicants to submit required documents are July 1 for Fall semester and November 1 for Spring semester.

High School Students

High school students currently enrolled in their junior or senior year may take classes at SWAU. They must submit an application and provide a letter from their principal giving permission to take these classes.

Returning Students

Former SWAU students wishing to return to SWAU must reapply for admission. Students must reapply if they have not been in attendance for one or more semesters.

Teacher Certification Students

All teacher certification students must submit a graduate non-degree application and an official transcript showing graduation from either an undergraduate or graduate institution before registering. Other transcripts may be submitted at the discretion of the student for credits they would like to have applied to the SWAU transcript. Students who have not earned an undergraduate degree must meet general admission requirements.

Transient Students

SWAU will accept a transient student, a student registering for not more than one semester, with either written recommendation from the student’s college registrar or an official transcript of college work already completed. A transient student planning to take a course with a prerequisite must provide evidence that he/she has the necessary background to take that course. Transient students are not eligible for Federal or state financial aid.

TRANSCRIPT POLICIES

1. An applicant accepted on a conditional basis may be admitted pending the receipt of all official transcripts. Students lacking an official high school transcript, GED, or state high school equivalency diploma can remain conditionally accepted for a maximum of three (3) semesters. Students lacking official college or university transcripts can remain conditionally accepted for one (1) semester only. Official college transcripts must be submitted in the same semester that the student begins classes so that a degree audit may be completed before registration the next semester.

2. A student's conditional acceptance remains in effect until all official transcripts are received by SWAU or until the conditional time period is concluded.

3. Acceptance will be withdrawn at the end of the conditional time period if SWAU has not received all missing transcripts.

4. An unconditional acceptance will be granted when all admission requirements are met (official transcripts are received).

5. While a student is attending with a conditional acceptance, SWAU will not issue a SWAU transcript, nor any grade reports, even if the student’s account is paid in full. SWAU will not issue a transcript for any student (current or past) who is missing official transcripts.

6. Dismissal will follow if SWAU finds that a student has registered without having graduated from high school or without having passed the GED exam or a state high school equivalency test.