The Office of Admissions encourages all prospective students to seek advisement in creating an academic plan to facilitate admission and registration. Non-degree students may register for courses from one term to the next unless a student misses a fall or spring term. In that event, a student must reapply for admission. Failure to enroll for the summer does not interrupt the status of a non-degree student. Continuously enrolled students may register via MyCharleston according to hours earned at the College of Charleston. This application is intended only for non-degree students—students enrolling in undergraduate courses but not seeking a degree at this time. Review the descriptions below to determine eligibility.

- **Adult non-degree** student status applies to those ages 21+ with an interest in taking one or more courses for job advancement, personal satisfaction or to establish an academic record before applying for degree status. A high school diploma or GED is required. Students with a GED will take diagnostic placement tests in English and mathematics to determine appropriate academic courses. In most cases, official transcripts of previous college coursework are required and recommended for advising purposes and to demonstrate completion of course pre-requisites. Students in non-degree status may transfer into a College of Charleston degree admission program after completing 15 - 30 hours of coursework with a minimum 2.6 (in-state resident) / 3.0 (out-of-state resident) GPA. At that time, official transcripts from all colleges and universities previously attended must be submitted if they are not currently on file with the Office of Admissions.

- **Visiting** student status applies to those students from other colleges/universities taking a few courses but planning to graduate from their “home” institution. A letter of permission is required from the student’s home institution certifying that the student is eligible to return to the home institution and the courses completed at the College of Charleston can transfer to the student’s degree program. Transcripts may be required.

- **Graduate credit** students interested in enrolling in graduate-level courses should consult the Graduate School at 843.953.5614 or visit gradschool.cofc.edu.

- **Readmit non-degree** students who have been away from the College for one or more fall or spring semester(s) must complete this application as readmit students. Former non-degree students who left the college with less than a 2.0 GPA may enroll pending acceptance by the Office of Undergraduate Academic Services. Readmit, non-degree students must apply by May 1 (fall semester deadline) or November 1 (spring semester deadline).

- **High school students/Dual enrollment** students should complete the dual enrollment application available online.

- **College graduates** taking courses as non-degree students and seeking teacher certification must first gain approval from the School of Education, Health and Human Performance.

- **Senior citizen** students who are legal residents of South Carolina, age 60+ and not employed with full-time employee benefits, may take courses tuition-free on a space-available basis. A processing fee will be assessed each enrolled semester. Senior citizens must present proof of age at their first registration, be academically eligible to enroll, and complete the addendum to the non-degree application. The application fee is included in the processing fee for these students and due upon enrollment.

- **Degree-seeking** students must use an undergraduate or graduate degree application. Apply online at cofc.edu.

### Financial Aid

State and federal financial assistance is not available to students admitted to non-degree status. Grants and scholarships for non-degree students may be available for adult/transfer students. Students must apply to be considered for other adult/transfer student grant and scholarship programs. National exchange students and teacher certification candidates may also be eligible for financial assistance. For more information, visit finaid.cofc.edu.

### Campus Housing

Campus housing is usually available to non-degree students during summer terms but not during fall and spring semesters. Note: National and international exchange students are guaranteed on-campus housing.

To consult a college representative regarding non-degree admission, contact:

adu@cofc.edu  l  p. 843.953.5620  l  f. 843.953.7461
CITIZENSHIP

South Carolina law requires that you present proof of citizenship or legal presence in the U.S. prior to registering for classes at the College of Charleston. The College of Charleston will attempt to verify student citizenship via legally authorized federal or state databases before asking students to submit proof of citizenship. If your status cannot be verified through one of these databases, then prior to registration you will need to provide one of the following items:

- a valid South Carolina driver’s license (issued after January 1, 2002),
- a current U.S. Passport,
- an original U.S. or U.S. Territory Birth Certificate (not hospital certificate),

Note: Original documents are required for verification; copies are not acceptable. Upon viewing, original documents will be returned. The College of Charleston does not retain original documents.

As permitted by state law, the College of Charleston incorporates questions relative to any criminal background in our application process. The primary purpose of such screening is to ensure the safety of all our students while maintaining the institution’s commitment to access and openness. (This includes but is not limited to: murder, voluntary manslaughter, aggravated assault, sexual assault, robbery, burglary, stalking, criminal domestic violence, substance abuse, selling/trafficking illegal substances, arson, hate crime, financial transaction theft/fraud, forgery, and identity theft.) The College of Charleston policy on admitting applicants for enrollment with a criminal or disciplinary history can be found at policy.cofc.edu.

Federal law prohibits the College of Charleston from making inquiries regarding handicaps prior to admission. Information regarding handicaps, voluntarily given or inadvertently received, will not affect any admission decision. However, upon admission, students with disabilities needing accommodations (including learning disability or attention deficit disorder) should contact the Center for Disability Services at 843.953.1431 or SNAP@cofc.edu.

The College of Charleston is committed to provide leadership in the attainment of equal opportunity for all persons regardless of race, religion, sex, national origin, age, handicap, or other legally protected classifications. The effort is in compliance with all federal and state laws, including Title VI and VII of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975 as amended. Inquiries should be directed to the Office of Human Relations and Minority Affairs, College of Charleston, 66 George Street, Charleston, South Carolina 29424, 843.953.5758, hrma.cofc.edu.

To consult a college representative regarding non-degree admission, contact: adu@cofc.edu | p. 843.953.5620 | f. 843.953.7461
Please print or type clearly. (For summer sessions only, contact 843.953.4831 or summer@cofc.edu.)

Term: ☐ fall 20____ ☐ spring 20____

Status: ☐ full-time    ☐ part-time

Type: ☐ adult    ☐ readmit    ☐ visiting student    ☐ senior citizen    ☐ college graduate

Legal name ____________________________________________

Last  First  Preferred first name  Middle

Social Security number: ____________________________________________

Please list any former names used on official records: ____________________________________________

Permanent address: ____________________________________________

Street address  City  State  Zip code

County of residence (for S.C. residents only)  Birthplace

__________________________________________  ____________________________________________

Phone  Email address  Date of birth

Emergency contact: ____________________________________________

Address: ____________________________________________

Work/Cell phone number: __________________________ Relationship to student: __________________________

Are you a legal South Carolina resident? ☐ yes ☐ no ☐ uncertain

Note: we request this information for tuition purposes only. If “no” or “uncertain,” contact the Office of Legal Residency at 843.953.7312 or legalresidency.cofc.edu.

How long have you lived in South Carolina? ______ Year(s) _________ Month(s)

Country of citizenship: ☐ United States    ☐ other

VISA status and expiration date: ____________________________________________

If not a U. S. Citizen, are you a resident alien? ☐ yes ☐ no If yes, alien registration number: ______

Note: a copy of your Lawful Permanent Resident Card or I-485 Receipt Notice is required to verify permanent residency. Non-U.S. citizens and active duty U.S. military are classified as non-residents until approved by the legal residency office.

How long have you lived in the U. S.? ________ First language (if not English): __________________________

S.C. driver’s license or identification card number: __________________________  ☐ n/a

Date S.C. license/card was first obtained: ___________ (mm/dd/yyyy)  Current date of issue: ___________ (mm/dd/yyyy)

Are you or your spouse/parents active duty U.S. military? ☐ yes ☐ no  Military ID no. ___________

Legal presence: ☐ driver’s license     ☐ passport     ☐ other: __________________________
Disciplinary Questions

Have you ever been on probation, dismissed, suspended, or otherwise subject to any academic and/or disciplinary sanction from any school? □ yes □ no

Do you have any convictions, guilty pleas, judicial findings or charges for any criminal offences (including juvenile offences) other than minor traffic violations? □ yes □ no

Have you been dishonorable discharged from the military? □ yes □ no

Criminal Offence

Did your offence include:
- a crime of violence? □ yes □ no
- any sex offense involving a minor? □ yes □ no
- arson? □ yes □ no
- malicious injury to real or personal property? □ yes □ no

Has the use of alcohol or drugs ever resulted in fines, sanctions, or arrest? □ yes □ no

Are criminal charges pending against you at this time? □ yes □ no

Have you entered a plea of guilty, no contest (nolo contendere), or an Alford plea to a criminal charge? □ yes □ no

Have you otherwise accepted responsibility for the commission of a crime? □ yes □ no

Expulsion or Suspension

Did your expulsion/suspension last more than five days? □ yes □ no

Was your expulsion/suspension due to an act of violence? □ yes □ no

Was your expulsion/suspension due to sexual misconduct? □ yes □ no

Was your expulsion/suspension due to significant property damage? □ yes □ no

REQUIRED: If you answered “yes” to any question above, provide the approximate date of the incident and explain the circumstances and resolution in the box below. All students are required to report any sanction that occurs subsequent to applying. Additional documentation will be required including legal documentation, a copy of the charge sheet, documents supporting the satisfaction of any court-mandated sanctions, etc. You may attach any related documentation with your application.
High school

City

State

Dates attended: ___________________ to ___________________

month/year   month/year

Did you graduate? □ yes □ no □ GED

Date earned: ___________________

month/year

List all colleges/universities attended and dates attended:

A. College/University

City

State

Dates attended: ___________________ to ___________________

month/year   month/year

Are you eligible to return? □ yes □ no

GPA ________

B. College/University

City

State

Dates attended: ___________________ to ___________________

month/year   month/year

Are you eligible to return? □ yes □ no

GPA ________

Have you completed a degree? □ associate degree □ bachelor’s □ master’s □ doctorate

Have you previously applied to the College of Charleston? □ yes □ no

If yes, when? ________________

Have you ever attended the College of Charleston? □ yes □ no

If yes, when? ________________

Do you plan to seek a degree from the College of Charleston? □ yes □ no

Area(s) of study: __________________________

Primary educational goal (check all applicable):

□ career change □ graduate degree □ job enhancement □ pre-college courses

□ pre-professional programs □ personal achievement □ undergraduate degree

Note: the following questions are optional. If you choose to respond, your response to these questions will have no impact on admission decisions. Information you provide will not be used in a discriminatory manner. We request this optional data for federal, state, and institutional reporting only.

Sex: □ male □ female

Self-description (check all applicable): □ American Indian/Alaskan Native □ Asian □ Black/African American □ White

Are you Hispanic/Latino? □ yes □ no

Are you currently employed? □ yes □ no

If yes, where are you employed? __________________________

Does your employer support your academic goals through? Check all applicable:

□ flexible work hours □ tuition reimbursement □ career advancement opportunities □ other

How did you become interested in the College of Charleston? Check all applicable:

□ alumni □ campus visit/event □ college fair □ college representative

□ student □ employer □ guidance counselor □ relative/friend

CERTIFICATION

IMPORTANT: ALL applicants must read and sign below.

I certify all information provided on this application is correct and complete and may be disclosed for consideration of admission and financial aid. I understand I am responsible for forwarding all required official and final transcripts from all schools previously attended and that such transcripts become property of the College of Charleston. If I enroll at the College of Charleston, I agree to abide by its Honor Code, rules and regulations. Furthermore, I understand any untruthful statement contained herein could result in immediate dismissal.

Applicant’s signature

Date

adu@cofc.edu | p. 843.953.5620 | f. 843.953.7461