

Nondegree Student, Employee, and Retiree Admission Guidelines **1**

Berea College has a strong commitment to the undergraduate education of approximately 1,500 degree seekers each year. While the College's resources are primarily intended to support degree completion, there are limited opportunities to make available educational services to members of the surrounding community. The enrollment of nondegree students is offered on a space-available-basis.

Nondegree students are those who are taking courses for personal enrichment or for limited educational gain and who are not pursuing a degree from Berea College or any other institution (those students are classified as "transient," and a separate application is required). The course load of nondegree students may not exceed 2 ¼ per term without permission of the Associate Provost for Enrollment Management. Nondegree students may not enroll in an internship, independent study or team-initiated study. Applied music lessons are not available to nondegree students but can be pursued privately with instructors. Degree seeking students are given registration priority. While there is no limit to the total number of courses taken, no more than six (6) course credits earned as a nondegree student may be applied toward a Berea College degree (exception: all credit-bearing courses taken as an employee may count toward a degree).

Nondegree students are not subject to the same financial restrictions for admission that apply to degree-seeking students. However, such restrictions are applied if the student decides to seek admission as a degree candidate.

Berea College graduates or former degree seeking students who did not complete a degree are eligible to enroll as nondegree students. Credit earned as a nondegree student in these circumstances may not count toward a degree at Berea College. International nondegree students and community nondegree students (excluding high school students) are not eligible to apply for degree status for three years from the completion of the last term in which courses were taken as a nondegree student.

All courses taken at Berea College will appear on a permanent Berea College transcript. Nondegree students and employees are subject to the same academic calendar as degree seekers with one exception: nondegree students must withdraw from the college prior to the last day to drop a course. Final grades will be recorded for nondegree students who withdraw after the last day to drop a course. All nondegree students (with the exception of those who audit courses) will be issued a laptop computer to use in conjunction with their courses during the term of enrollment. Nondegree students may elect not to use their laptop but such a choice will not result in a reduction of the registration fee.

Application for nondegree status must be renewed prior to the posted deadlines listed on page 2 and all student account balances must be paid in full prior to enrollment in subsequent terms.

Community Students

To be eligible to attend Berea as a domestic or international nondegree student an individual must, at the time of application, reside in Madison, Garrard, Jackson, or Rockcastle counties and be 18 years of age or older.

Though not competitive by nature, the admissions process requires that all community nondegree students meet the same minimum standards for admission as a degree seeker—rank in the top 3/5ths of the high school graduating class (or pass the GED with a total score of at least 2250 and no less than 410 on any of the five individual tests) and achieve a minimum ACT Composite score of 17 or the equivalent on the SAT. Students who have earned 12 or more credit hours at a regionally accredited college or university with a minimum cumulative GPA of 2.0 are exempt from the standard admissions criteria, but must provide an official transcript as part of the application process.

Nondegree students are permitted to participate in the College's Labor Program. To learn about labor opportunities and choices, students should contact the Labor Program Office, 10 Fairchild Hall, 985-3152.



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2 Nondegree Student, Employee, and Retiree Admission Guidelines

Berea Community High School and Madison Southern High School Students

A junior or senior enrolled at Berea Community High School (BCHS) or Madison Southern High School (MSHS) may take up to two courses each term upon recommendation of the school's guidance counselor, and approval of the Associate Provost for Enrollment Management.

To apply for admission to Berea College as a high school nondegree student, the following steps should be taken:

1. Submit an application to the liaison at the high school.
2. The liaison checks that there are no appropriate courses in that discipline at the high school for which the student might register. The liaison confirms that the student is of junior or senior status, does not have a record of behavioral problems, has attached the required essay question response and has a minimum cumulative GPA of 3.0. Sophomores may be admitted to this program in exceptional situations, on a case-by-case basis, with the approval of the Associate Provost for Enrollment Management.
3. The liaison signs the application, providing a recommendation, and submits it to the Student Service Center. The student will be contacted with an admission decision and provided with further instructions as needed.

BCHS and MSHS students may be eligible to receive both high school and college credit for the classes taken at Berea College. They are not eligible to enroll in core courses (GSTR 110, 210, 310, 332, or 410) without permission from the Associate Provost for Enrollment Management. BCHS and MSHS students are not expected to participate in the Labor Program.

Fee Waiver: Those students who qualify for participation in the Free or Reduced Lunch program will have the registration fee waived.

Employees/Retirees

The following individuals may pursue coursework through the nondegree student program: Berea College retirees, regular, full-time employees (one course per term, excluding Short Term, with the permission of the supervisor and the Director of People Services), and Eastern Kentucky University employees (a separate application is required). Employees must be in good academic standing if they are former college students. Employees seeking a degree must complete three Short Term requirements and attend at least seven convocations for every 4 credits earned from Berea College. They may register before other nondegree students.

As noted previously, all credit-bearing courses taken as an employee may count toward a Berea College degree. Employees and retirees are not subject to additional admissions criteria.

Application Deadlines		Application Checklist
Summer Term 2008	May 16, 2008	<input type="checkbox"/> Application
Fall Term 2008	August 11, 2008	<input type="checkbox"/> Official school and college records
Short Term 2009	December 19, 2008	<input type="checkbox"/> Test scores or demonstration of basic proficiency
Spring Term 2009	January 16, 2009	<input type="checkbox"/> Essay response (high school students)
Fees		
Fee	Description	Amount
Registration Fee	Supports the cost of enrollment for a nondegree student. This fee is waived for Berea College regular, full-and-part-time employees, their dependents, retirees, ECU employees, and BCHS and MSHS students who qualify for the Free or Reduced Lunch Program.	\$100 for Fall or Spring Term \$50 for Short or Summer Term
Late Application Fee	Applications received after the deadline are subject to a late application fee. Fees are non-refundable.	\$50 for Fall or Spring Term \$25 for Short or Summer Term
Special Course Fees	Some courses have special fees to support additional costs for materials or classroom experiences.	Will vary; consult the College Catalog or Schedule of Classes
Student ID	All students must have a valid ID. IDs may be purchased in the Student Life Office, 302 Woods-Penniman Building.	\$10
Parking Decal	Decals may be purchased in the Public Safety Office, 105 Woods-Penniman Building.	\$25

Nondegree Student, Employee, and Retiree Application

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All prospective students interested in nondegree status should complete the top portion of the application, then complete the appropriate lower portion (Community student, BCHS or MSHS student, or Employee/Retiree). Return this application to Academic Services, CPO Box 2205, Berea, KY 40404 or 110 Lincoln Hall (high school students should submit their applications directly to their guidance counselors).

Please direct any questions about nondegree status or the nondegree application to the Director of Academic Services at 985-3208.

Full Name: _____ SS#: _____

Mailing Address: _____ Phone: _____

City, State & Zip: _____ Email address: _____

Ethnic Origin (check one): White, Non-Hispanic Hispanic Asian/Pacific Islander
 American Indian/Alaskan African American Non-Resident Alien

Gender: M F Date of Birth: _____ U.S. Citizen? Yes No

Applying for: Term _____ Year _____

In which Berea College course(s) would you like to enroll? Please note that this is simply an indication of interest. You will not be registered for a course until you have been approved for admission and met with an academic adviser. Consult the Schedule of Classes booklet for course-related information.

CRN	Subject	Course Number	Course Title
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CRN	Subject	Course Number	Course Title
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I have read and I understand the guidelines for admission to Berea College as a nondegree student.

Signature *Date*

Community Student

High School attended: _____ Date of HS graduation: _____

College(s) attended	Date	Credit Hours/Degree (if earned)
_____	_____	_____
_____	_____	_____

If you previously attended a college or university other than Berea College, please attach official transcripts and a statement of good standing from each institution attended. If you have earned less than 12 hours of college credit, please attach a high school transcript or GED scores and ACT or SAT scores to this application.

If a degree was not earned, are you in good standing at that institution? Yes No

Have you ever been enrolled at Berea College? Yes No

If "yes", what was your status? Degree candidate Nondegree student

I will contact the Labor Program Office to learn about labor positions.

I do not intend to work in the Labor Program.

4 Nondegree Student, Employee, and Retiree Application

Berea Community High School and Madison Southern High School Student

Currently enrolled at: BCBS MSHS GPA: _____ Classification: Junior Senior

Name of parent or guardian: _____

Have you ever been enrolled at Berea College as a nondegree student? Yes No

Please submit an essay (not more than 350 words) indicating your current academic interests and which courses or subjects at Berea College most interest you. Attach the essay to this application.

For Counselor Use Only

Student is eligible for free or reduced lunch Yes No

Approved: _____

Guidance Counselor

Date: _____

Employee/Retiree

High School attended: _____ Date of HS graduation: _____

College(s) attended	Date	Credit Hours/Degree (if earned)
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_____	_____	_____
_____	_____	_____

If a degree was not earned, are you in good standing at that institution? Yes No

Have you ever been enrolled at Berea College? Yes No

If "yes", what was your status? Degree candidate Nondegree student

Please check one of the following and provide the information requested:

Berea College retiree

Dates of regular, full-time employment at Berea College: _____ Department: _____

Regular, full-time employee of Berea College Part-time employee of Berea College

Regular, full-time employee of Eastern Kentucky University

Approved: _____

Employee's Supervisor

Date: _____

Approved: _____

Director of People Service/Human Resources

Date: _____

For Official Use Only

Approved: _____

Director of Academic Services

Date: _____

ACT/SAT/Competency (17, 820, competency)

Diploma/Equivalency (3/5, completion, GED of 2250 and > 410)

College Transcript (12 hours of official credit)

Statement of Good Standing