



**Fort Valley State University
Office of Undergraduate Admissions
Policies and Procedures**

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Introduction and Purpose of Manual

The Office of Undergraduate Admissions is responsible for admitting a qualified entering class which meets the established goals of the institution within the regulations and policies of the Board of Regents (BOR) for the University System of Georgia (USG).

The purpose of this manual is to provide a written compilation of the functions and standards, which guide the operations of the Office of Undergraduate Admissions. The contents of this manual provide information in mail and data entry processing, filing, evaluating applications assure that the goals and objectives are achieved. This document serves as a frame of the reference for assessment and provides guidelines to the policies and procedures as outlined by the Board of Regents' Student Affairs Handbook and FVSU's policies.

Mission Statement

The mission of the Office of Undergraduate Admissions is to recruit, admit, and serve an eligible, diverse student population regionally, nationally, and internationally. It embraces the University's commitment to attain the quality of students who are able to matriculate and graduate. The Office of Undergraduate Admission also maintains the integrity of the admissions process; thus ensuring efficient and systematic evaluation of credentials and excellent service every time to every student and stakeholder.

Vision Statement

The vision of the Office of Undergraduate Admissions is to become a leader in the promotion of best professional practices and services to students.

Values

Sincerity

- The Office of Undergraduate Admissions seeks to treat students, parents and other external audiences with honesty and transparency, presenting an accurate portrayal of the University's application processes. Students will understand the value FVSU places on academic excellence, leadership, civic responsibility and diversity.
- The Office of Undergraduate Admissions works diligently to ensure that every student leaves the FVSU campus with a positive impression of the institution and its staff.

Integrity

- The Office of Undergraduate Admissions demonstrates consistency and fairness in the application review process so that every application is given equitable treatment, while at the same time recognizing the unique educational/extracurricular opportunities and life experiences of all students.

- In turn, the Office of Undergraduate Admissions expects every student to reciprocate by taking ownership over the application process. Students are responsible for 1) completing and submitting the application, 2) fully disclosing all of the information necessary for its assessment, and 3) signing the application affirming the accuracy of said information.
- The Office of Undergraduate Admissions embraces differences and diversity of all types, including but not limited to: racial, ethnic, religious, geographic, socioeconomic, gender, and sexual orientation. Likewise, the Office of Undergraduate Admissions seeks students who will appreciate and contribute to the vast diverseness of the FVSU campus through their talent, academic strengths, backgrounds, creeds, and personal experiences.

Service

- The Office of Undergraduate Admissions offers the highest level of service and professionalism to students, their families, and other educational professionals, ensuring that all questions and concerns are addressed promptly and thoroughly. All types of interactions with the Office of Undergraduate Admissions should generate a stronger connection to the FVSU campus community and instill confidence in a student's decision to apply to and/or attend the University.
- The Office of Undergraduate Admissions respects the personalized nature of each student's college search and appreciates the unique challenges and stresses they face at varying stages of the process.

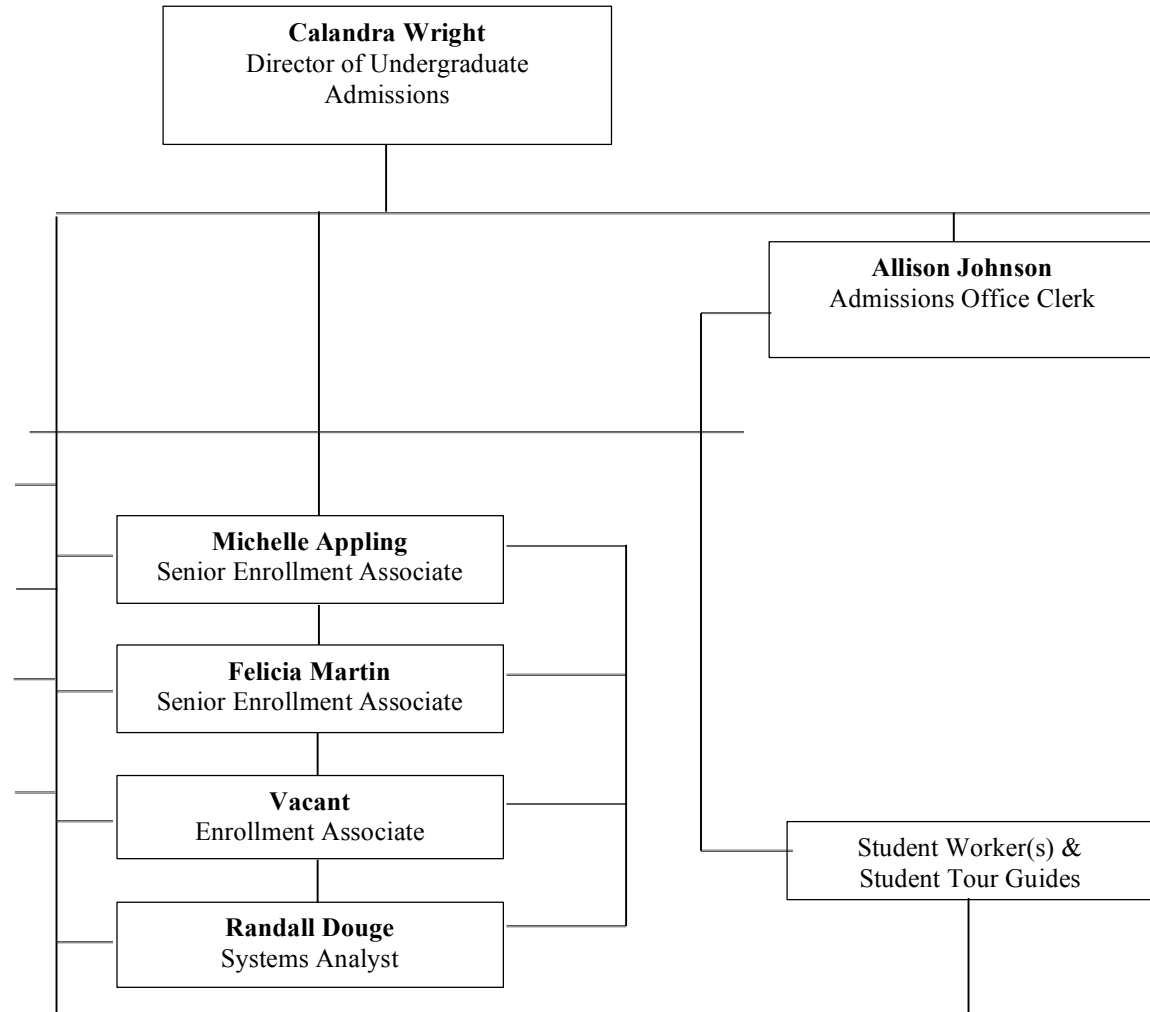
Goals

- To enhance the overall operational effectiveness of the Office of Undergraduate Admissions
- To evaluate data processing and procedures to ensure that information and services are available in a timely, accurate manner
- To use best professional practices to deliver a quality Open House to both parents and students
- To host or participate in events on campus to promote student learning about the college enrollment experience

We will present accurate and timely information about our academic programs, student services, and University policies and procedures to prospective students and the general public in a friendly and helpful manner. Our goal is to personalize our services whenever possible by providing the types of information, guidance, encouragement and/or support appropriate for each individual student.

We understand that our success depends upon the active support of faculty, staff and alumni of the University. Through our interaction with our campus colleagues, we seek to foster a strong sense of collaboration and teamwork in order to attract and retain students to FVSU.

FVSU Office of Undergraduate Admissions Organizational Chart



Office Policies

1. Basic Office Etiquette

- Observe hours of operations at all times (8:00 a.m. – 5:00 p.m. weekdays).
- Never leave the office unattended. Someone should always be available to assist clients.
- Respond to clients entering office quickly and provide eye contact.
- Handle student complaints quickly, courteously, and calmly.
- Always maintain a pleasant and professional image.
- Greet clients and students by name, if possible.

2. Hours of Operation

Working Hours

All full-time staff employees observe a minimum workweek of forty hours. The requirements of the various operations of the university are highly diverse and different work schedules may be adopted to meet these needs. Normal work hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday and may include during peak and certain departmental events required to work in the evening and on weekends.

Lunch Hours

The normal workday for full-time employees not on rotating shifts consists of an eight-hour period that excludes one (1) hour for a lunch. The lunch period will be observed between 11 a.m. and 2 p.m. except where required by federal or state law.

- A one hour lunch is customary for full time employees. Therefore, schedules for lunch will be between the hours of:
 - 12:00 pm – 1:00 pm
 - 1:00 pm – 2:00 pm.
- There should always be two counselors on duty during lunch hours
- There should always be two support staff on duty during lunch hours

Overtime

It is expected that most work by employees will be done within a normal 40-hour workweek. However, overtime work may be authorized for an employee who is not exempt from the provisions of the Fair Labor Standard Act (FLSA) but only when the work is deemed necessary by the immediate supervisor with prior approval granted by the Vice President for Business and Finance. An employee may not work more than 40 hours per week unless specific authorization is given. Payment for overtime will be made in accordance with FLSA. An exempt employee is not eligible for overtime pay. Exempt employees are employed on a job basis and are expected to perform their duties for whatever periods of work may be required.

Compensatory Time

In lieu of payment for approved overtime work, compensatory time may be granted to nonexempt employees at the rate of one and one-half hours of compensatory time for each hour of overtime work. Approved compensatory time is subject to a maximum accumulation of sixty (60) hours and must be expended by the end of the succeeding calendar quarter.

3. Telephone Procedure

- Main phone line should ring no more than four times.
 - Always answer the telephone in a professional manner using this greeting:
 - Good Morning/Good Afternoon/ or Evening when after 6 PM. Thank you for calling the Enrollment Services Office at Fort Valley State University. “This is (use your given first and last name), how may I help you?”
 - When transferring a call, you must stay on the line until the party has reached the number he/she is trying to contact.
 - Telephone Personality – It is very important that whoever is answering the telephone has a pleasant voice, a pleasing manner, and a helpful attitude.
- Recommend or Responses to Telephone calls
 - “_____ is not available at this time or is out of the office. If you will share with me the nature of your call, your name, student ID, and telephone number I may be able to refer you to someone else who can assist you.”
 - “Thank you. I am referring you to _____. Please hold while I transfer you to that office.
 - If the caller needs to speak to the person asked for and the individual is not available, ask for the caller’s name, student ID, nature of call and telephone number so that you may have the person return the call. The date, time and signature of person receiving the call should be on the telephone message. Never leave a caller holding unattended. Always speak slowly and clearly.

4. Dress Code

The dress code for the Office Undergraduate Admissions will reflect and remain in compliance with the FVSU Classified Employee Staff Handbook. Formal business attire is always appropriate. These guidelines expand the options to include informal business attire. This is intended to help employees make selections that maintain their professional image.

- Suits, dresses with collar and tie/blouses.
- Business dresses and skirts.
- Slacks—any fabric (excluding denim) as long as the garment is tailored and pressed (Including khakis and dress corduroys)
- Blazers/sport coats.
- Sweaters/cardigans/vests.
- Button-down shirts/knit golf or polo shirts with collar/turtlenecks/sport shirts with collar/banded-down shirts.
- Business shoes/loafers/flats/heels—with appropriate hosiery, when appropriate.

As an added benefit, FVSU has declared Fridays as business casual dress day. Blue jeans, sneakers, and t-shirt (with FVSU logo) may be permitted if they do not establish an unprofessional or recreational appearance.

Inappropriate Business Attire

The following guidelines provide a list of inappropriate attire. This list is not all-inclusive.

Some examples of inappropriate attire include:

- Clothing with slogans or messages that are inflammatory, derogatory, or provocative, except to the extent that the display of such slogans or messages constitutes protected speech under the United States Constitution.
- Shorts/cut-offs.
- Tight stretch pants.
- Oversized pants and/or shirts/crop tops or halter tops/dresses.
- Shirts with slogans or large emblems.
- Hem lines, which are too short or revealing.
- Provocative or revealing attire.
- Leggings/stirrup pants.
- Lycra/leather clothing (except jackets).
- Jogging suits and gym sweats (except for coaching staff).
- Beach or recreational wear and inappropriate footwear such as flip-flops.

Residency

Students are generally entitled to pay in-state tuition when attending a University System of Georgia institution without regard to their age, employment status, or other socio-economic factors provided domicile has been established and maintained in the state of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term for which they wish to enroll as an in-state student.

Evaluation of Lawful Presence

In result of section 4.3.4¹ Verification of Lawful Presence- Each University System institution shall verify the lawful presence in the United States of every successfully admitted person applying for resident tuition status, as defined in Section 7.3 of BOR Policy Manual², and of every person admitted to an institution referenced in Section 4.1.6 of the BOR Policy Manual³. A person who is not lawfully present in the United States shall not be eligible for admission to any University System institution which, for the two most recent academic years, did not admit all academically qualified applicants (except for cases in which applicants were rejected for non-academic reasons). Additional resources including the Lawful Presence Verification Method Chart (Appendix A) will be used in conjunction with BOR policy in determining Verification of Lawful Presence.

All applicants will be required to verify Lawful Presence. The following documents serve as proof of lawful presence in the United States. One of the following is required before you are eligible for in-state tuition:

- A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current military ID (service member only, not dependent). Documented using the Confirmation of Review of Military ID Worksheet – A photocopy is not acceptable
- A current, valid Permanent Resident Card (USCIS form I-151 or I-551)
- Any applicant whose status cannot be verified is not eligible for in-state tuition regardless of how long he or she has lived in Georgia.

Initial Classification of Residency

The initial classification of a student as in-state or out-of-state for fee-payment purposes is typically assigned when the student applies for admission. The decision is based on the information the student provides on the application for admission.

Applications submitted through the GAcollge411.org website are initially evaluated according to predetermined logic established in the tuition classification rules matrix at the time the student submits their online application. The logic behind the rules has been established to provide as

accurate of a tuition classification determination as possible based on key pieces of information provided on the application. The results of the tuition classification matrix are intended to serve only as a guide to the campus representative responsible for making the tuition classification determination. An applicant's classification should be determined after a review of all information provided on the application. The process of making a tuition classification determination involves taking into consideration multiple factors and often requires the use of professional judgment.

The Office of Recruitment and Admissions controls whether their applicants are provided their tuition classification resulting from the tuition classification rules matrix at the time they submit their online application through GAcollge411.org. As the review of an application by a campus representative may result in a different determination than that resulting from the tuition classification rules matrix, tuition classification officers should carefully consider whether applicants should be provided this information at the time an application is submitted. The institution may change whether the results of the tuition classification matrix are displayed to applicants during the institution annual application updates by contacting their XAP Client Services Manager.

Border Waivers

Fort Valley State University has been authorized by the Board of Regents to award the Border States Resident Waiver to eligible students in the following states:

- Alabama
- Florida
- South Carolina

Upon approval, out-of-state tuition fees would be waived for undergraduate students who reside in these states. Please complete and submit the enclosed application with the required supporting documents to the return address on the application. You can also submit your completed applications and supporting documents to admissions@fvsu.edu.

If it is determined that a student is eligible for the Border States Resident Waiver, the student will remain qualified for the next three academic years as long as they are continuously enrolled at FVSU.

Paper and Other Applications

The Office of Recruitment and Admissions is responsible for reviewing and updating the questions contained in the tuition classification section of the GAcollge411 online common application. These questions are reviewed on an annual basis to ensure they result in applicant information sufficient for an accurate tuition classification determination to be made and reflect current Board of Regents policy and Georgia law. It is the responsibility of the same office for utilizing any other applications, either online, paper, undergraduate or graduate, to ensure the tuition classification questions on those other applications are consistent with the common application questions.

Evaluation of Residency

A student's state of domicile depends upon whether they are an independent or dependent

student. The following is based upon Georgia Code 20-3-66⁴. Upon review of the application (via paper or electronic) the residency will be evaluated by the Enrollment Associate by using the basic knowledge of residency terms as provided by the USG Academic and Student Affairs Handbook and BOR Policy Manual. When making initial residency evaluations, Enrollment Associates will take into consideration the student's:

- Citizenship (proof of lawful presence)
- Domicile
- Dependent and Independent Status
- High School Location (city, state)
- Student Address comparison with Parental Address and High School Location
- Application Residency Questions answered by the applicant

A student's **domicile** is their present, permanent home where they intend to stay indefinitely and to which they return after periods of temporary absence. To acquire domicile, an individual must demonstrate intent to remain permanently or indefinitely. Temporary residence does not constitute the establishment of one's domicile. Domicile, once established, is not affected by mere transient or temporary physical presence in another state, provided steps have not been taken to establish domicile in that state. A student may not have more than one domicile even though he/she may maintain more than one residence. Students who move to the state of Georgia for the purpose of pursuing their education cannot be classified as in-state unless they unequivocally prove that they have subsequently decided to make Georgia their legal domicile.

A **dependent student** is an individual under the age of 24 who receives financial support from a parent or United States court appointed legal guardian. Students under the age of 24 are presumed to be dependent unless they provide documentation showing they are independent. Dependent students are evaluated based on the status and actions of their parent or U.S. court appointed legal guardian. Dependent students must submit documentation showing the domicile of their parent or U.S. court appointed legal guardian.

An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or a United States court appointed legal guardian and whose parent or guardian has ceased to provide support and rights to that individual's care, custody and earnings. Independent students are evaluated based on their own status and actions.

Correcting Residency Errors

Applicants may inquire about the initial evaluation of residency. If the applicant would like to dispute the code of residency, the applicant may contact the Institutions Tuition Classification Officer. The tuition classification officer may permit an applicant to submit a notarized statement to correct an error in answering a tuition classification question on the application. The notarized statement may be used in these situations in lieu of a completed petition.

Petitioning for Reclassification as In-State for Tuition Purposes

Every student classified as out-of-state shall retain that status until officially reclassified as in-state by the proper campus officers. A student classified as out-of-state who can subsequently demonstrate to

the satisfaction of the campus tuition classification officer that they meet the requirements for in-state classification can be reclassified as in-state.

A student's tuition status is not changed automatically. The burden to support the contention that he or she qualifies for in-state tuition classification under University System of Georgia policy always rests with the student. Deadlines set for the submission of the necessary residency documents rest with the Office of Student Affairs and the Residency Verification Committee headed by the Office of Student Affairs. Reclassification will be determined the process of petition and the decision will rest with the Tuition Classification officer. Only one petition may be submitted per term.

Responsibility to Register under Correct Classification

The responsibility of registering for classes under the proper tuition classification is that of the student. If there is any question about the student's right to in-state tuition classification, it is the student's obligation, prior to or at the time of matriculation, to clarify their tuition classification status with the tuition classification officer of the institution.

Student Inquiries

All questions regarding tuition classification and out-of-state tuition waivers should be directed to the tuition classification officer. A list of the current tuition classification officers for each institution is maintained on the University System website at http://www.usg.edu/inst/directories/tuition_class.phtml⁵. It is the responsibility of the tuition classification officer to ensure that this information is current and correct.

Once all incoming mail has been opened and sorted, it should be processed in Banner. Mail received Monday through Friday should be processed by the close of business each Friday.

Applying For Admissions

All prospective students must complete an *Application for Admission* and submit a *non-refundable application fee*. Applicants must also submit supporting documentation needed to provide a proper evaluation for the applicant. After evaluations, the applicants will receive a notification letter from the Office of Admissions informing them of their admissions status or any supporting documentation needed to complete the application. Details of the notification of students will be given within this section of this manual.

Social Security Numbers

Students are encouraged to submit their social security numbers as part of their admission applications, however, it is the student's right to refuse. Institutions should include in the student handbook their policy regarding use of the student social security number and established procedures for handling confidential information.

Mail Processing

Upon initial arrival, all incoming mail must be sorted, opened, date stamped, and distributed on a daily basis. The mail is to be opened by the receptionist in the absence of the receptionist a support staff member is responsible for opening the mail or a designated Enrollment Service Counselor may open the mail.

Date Stamp all incoming mail and sort in the following categories:

- Applications, transcripts recommendation letters, test scores
- Keep all documents that arrive with and application together
- Request for Information
- College Fair Invitations
- Director's mail
- Counselor's mail

Processing Supporting Documents (Transcripts, test scores, recommendation letters and other supporting documents)

- Search to see if an application has been submitted
- If application has been received, match documents with application and indicate FVSU identification number to all documents
- If application has not been received, process transcript, test scores, recommendation letters in the following order
 - Transcripts-generate or search for existing ID # by similar indicators that may be in Banner (Social Security Number or Date of Birth); indicate ID# on document, file in transcript-only folder system alphabetically
 - Test Scores-search for existing ID# by similar indicators that may be in Banner (Social Security Number or Date of Birth); indicate ID# on document, file in test score-only folder system alphabetically

- Recommendation Letters/Other Documents- Attach to transcript and indicate ID# on document. File within transcript-only folder system alphabetically.

Folder Creation

All applications will have additional documents needed for proper evaluation of admissions file. All folders will retain this order within applicant folder:

- Application
- Transcript
- Test scores
- Recommendation Form Letters
- Other Documents

Incomplete applications are those folders which are missing some of the items required for evaluations. A completed application will consist of:

- Application for admission
- Application fee or an approved waiver form
- Transcript (High School or College)
- SAT or ACT scores

Admission Notifications

1. **Incomplete Letters-** Applicants missing information will be mailed or electronically sent letters informing them of outstanding items needed to complete files and allow admissions specialist to evaluate file for decision.
2. **Letter of Acceptance** – Applicants approved for admission will be sent acceptance letters. Each Enrollment Associates will email and mail acceptance letter to the applicants. Applicants may also check their status on-line through Banner Self-Service at www.fvsu.edu.
3. **Letters of Provisional Status-**Applicants who must complete additional requirements (non-traditional, international, and freshman limited/presidential exceptions) in addition to their transcript and test scores, receive an email and letter informing them of additional requirements to complete their files (i.e. COMPASS Placement Testing, Recommendation Form, letters, or other documents).
4. **Letter of Denial** – Applicants whose applications for admission are not approved will be sent email notification and a letter of denial which includes suggestions for improving their educational credentials for re-evaluation. Applicants may also check their status on-line at www.fvsu.edu.

Right to Refuse Admission

An applicant may be declared eligible for admission, registration, enrollment, or re-enrollment at a Fort Valley State University only after satisfying all requirements established by the USG and FVSU. The institution shall have the right to examine and appraise the character, personality, and

qualifications of the applicant. In order that this examination and appraisal may be made, the applicant shall furnish to the institution such biographical and other information, including references, as may be required.

FVSU reserves the right to refuse admission to:

- A non-resident of Georgia.
- An applicant whose admission would cause the institution to exceed its maximum capacity.
- An applicant whose request for admission is only to a program that is already filled.
- An applicant whose transcript(s) are from an unaccredited institution or who is otherwise ineligible for admission.

Student Appeals Process

An applicant may appeal the decision of their application by submitting a letter of appeal to the Admissions Appeal Committee. Once decision has been decided by the committee the student will be notified of their matriculation for the selected term indicated on the appeal letter.

Students wishing to challenge the admission decision may make a written appeal which must include the following:

- Letter of appeal
- Two letters of recommendation:
 - High School Teacher
 - Guidance Counselor

Undergraduate Admission Categories & Requirements

Enrollment Associates are responsible for evaluating applications in each applicant category to ensure compliance with requirements designated by FVSU and the University System of Georgia/Board of Regents minimums. After evaluation, the information will be updated in Banner and the student will be notified by email and letter.

Traditional Freshman Requirements

Students who have (or will have) graduated from high school and have never enrolled in a college or university, unless during joint enrollment in high school

Students applying for freshman admissions to FVSU must meet the following criteria.

- **GPA-2.25**
- **Test Scores** (only these sections are required for admissions purposes)
 - **SAT Critical Reading 430 and Math 400**
 - **ACT English 17 and Math 17**
- **Meet ALL RHSC Requirements for graduation**
- **Earned High School Diploma or equivalent General Education Diploma (GED)**

Required High School Curriculum

Completion of the USG's Required High School Curriculum ("RHSC") requirements and graduation from a high school accredited by a regional accrediting association (such as the Southern Association

of Colleges and Schools) or the Georgia Accrediting Commission or from a public school regulated by a school system and state department of education.

Students applying to any institution must present credit for sixteen (16) specified units. Students who graduate from high school in 2012 or later must present credits for seventeen (17) specified units

The 16 (17 for students who graduate in 2012 or later) specified USG units are:

- **MATHEMATICS:** Four (4) units of Mathematics, including Algebra I, Algebra II, and Geometry. For students who graduate from a Georgia Public School in 2012 or later, the 4 units of Mathematics must include a course at the level of Math 3 or higher.
- **ENGLISH:** Four (4) units of English which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.
- **SCIENCE:** Three (3) units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences. Students who graduate in 2012 or later must have four (4) units of science. Georgia Public high School graduates must have at least one (1) unit of biology, one (1) unit of physical science or physics, and one (1) unit of chemistry, earth systems, environmental science, or an advanced placement science course.
- **SOCIAL SCIENCE:** Three (3) units of social science, with at least one (1) course focusing on United States studies and one (1) course focusing on world studies.
- **FOREIGN LANGUAGE:** Two (2) units in the same foreign language emphasizing speaking, listening, reading, and writing. Two (2) units of American Sign Language may be used to satisfy this requirement.

In addition to these minimum requirements, students are encouraged to take additional academic units in high school to improve their probability for admission and success.

Freshman Index

Effective fall semester 2011, presidents of state and two-year colleges at their option shall require one of the following: a) submission of SAT/ACT test scores and meeting of the Freshman Index, as described below; or b) a minimum high school grade point average (HSGPA) and mandatory placement testing in lieu of SAT/ACT test scores for admissions. A designated score on the Freshman Index (“FI”), which is based on a combination of a student’s SAT I or ACT assessment scores and high school grade point average (HSGPA).

The Freshman Index Calculation is:

$$FI = 500 \times (\text{HSGPA}) + \text{SAT Verbal/Critical Reading} + \text{SAT I Math (or)}$$

$$FI = 500 \times (\text{HSGPA}) + (\text{ACT Composite} \times 42) + 88$$

The minimum FI required for admission to FVSU is: 1940

The minimum FI required for limited admissions to FVSU is: 1790

In addition to the FI, students **must** have a minimum SAT I Verbal score of 430 and Mathematics score of 400 (or ACT equivalent) for admission to a university (research, regional, or state) and are

required to exempt or exit learning support (“LS”) in the areas of deficiency. Students meeting the minimum FI requirements are not guaranteed admission.

Test Scores

Students seeking regular admission as a first time student or transfer student with fewer than 30 hours to a college or university must have a minimum SAT Verbal/Critical Reading score of 430 and Mathematics score of 400 or must have an ACT English score of 17 and ACT Mathematics score of 17. Individuals with less than 30 transferable semester hours of post-secondary credit applying to USG institutions that require SAT or ACT must submit scores from the SAT or ACT. In order to avoid additional testing (COMPASS), students who have attended college with less than 30 credit hours, can submit scores meeting the minimum requirement.

Students who do not meet the SAT/ACT scores required for exemption from Learning Support, must take the COMPASS placement test.

- Writing/English Score of 32 is required for SAT-CR/ACT English below minimum requirement
- Reading Score of 62 is required for SAT-CR/ACT English below minimum requirement
- Algebra Score of 20 is required for SAT-M or ACT Math below minimum requirement

Students will not be eligible for admissions if:

- COMPASS scores fall below the System minimums in any one of the three areas will not be eligible for admission.
- Applicants scoring below any of these COMPASS minimums regardless of performance on any other test or test section will not be admitted.
- COMPASS Scores indicate that a Learning Support requirement would be mandated (by system or institutional exempt scores, if higher) in all three (3) Learning Support areas (Writing/English, Reading, and Math-Algebra) will not be admitted to any USG institution.

Evaluation of Freshman Applicants

- Compute high school grade point average (2.25) /freshman index (if below 2.25) (Official Transcript required). Grade point average is calculated by using the highest 16 CPC units or 17 Carnegie Units (Georgia Required High School Curriculum effective 2012 graduating class)
- Verify SAT/ACT Scores- SAT Critical Reading-430/Math-400 or ACT English -17 / Math-17
- Verify passing of State Graduation Test (if applicable)
- Record GPA (Freshman Index), SAT/ACT scores, Graduation Test results, CPC deficiency, and decision with evaluator’s signature and date on application.
- Update record in Banner.
- Generate letter for notification to applicant.

Special Admissions

Students may also be admitted as freshmen based on other evidence of college readiness. The following are modified or additional requirements for specific groups of applicants.

University College Program

To assist students who do not meet regular admissions standards and who will be admitted to the university through the Limited Admissions process, Fort Valley State University has established University College. Its purpose is to identify, classify, support, and track these students from entry to graduation, with special emphasis being placed on the delivery of services to these students through their freshman and sophomore years. Following placement testing, students will be prescribed an array of services offered through the Advising Center and the Center for Retention Services, to include professional advising, faculty mentoring, tutors, Supplemental Instruction, faculty advisors, and student mentors. All incoming freshman students who are initially admitted as Freshman Limited Admits and who meet the criteria of SATM-350 (ACT 14) and SATV-380 (ACT 13) or a high school GPA of 2.7, will be mandated to participate in the University College program.

Once these students have successfully completed college-level basic skills courses, namely ENGL 1101 (English Composition I), ENGL 1102 (English Composition II), MATH 1111 (College Algebra); and MATH 1113 (Pre-Calculus), they will transition formally from University College and will continue to be advised by professional advisors until they attain Junior Status. While these students would no longer be identified as underprepared, Institutional Research, Planning and Effectiveness will continue to track these students to ensure that they remain on track and are progressing toward graduation. These students will be coded as Freshmen Limited (FL-5).

Limited Freshman Applicant

In recognition of the fact that a limited group of students do not meet established standards but does demonstrate special potential for success, the BOR has created other categories of admission that institutions can use.

FVSU limited admissions requirements are as follows:

- 16 CPC or 17 RHSC units
- FI of 1790 or more
- Minimum testing scores:
430 SAT Verbal/Critical Reading 400 on the SAT I Math **or** 17 on ACT English and Math

Presidential Exceptions Applicant

Under the limited admissions provision, presidents of USG institutions may grant exceptions to the BOR minimum freshman admission requirements if the student shows promise for academic success in college. Institutions can use multiple measures, such as interviews, portfolios, and records of experiential achievements for considering students in this category.

Students who are admitted under the Presidential Exception option should be included in the maximum number of Limited Admissions allowed for an institution.

Even under very special and rare circumstances when institutions have extensive evidence that a student has potential for success despite not meeting USG requirements, institutions must demonstrate that the student meets at least one of the following:

High school diploma from an accredited or approved high school as specified in BOR Policy 4.2.1.1, Freshman Requirements (certificate of attendance or special education diplomas are not acceptable) GED

Evaluation of Special Applicants

- Compute high school grade point average
- Calculated FI (if GPA below 2.25)-Official Transcript required).
- Verify SAT/ACT Scores- SAT Critical Reading-430/Math-400 or ACT English -17 / Math-17
- Verify passing of State Graduation Test (if applicable)
- Verify receipt of Recommendation Forms or additional information for proof of college readiness.
- Verify passing of COMPASS score(s) needed for admissions/placement exit.
- Record GPA (Freshman Index), SAT/ACT scores, Graduation Test results, CPC deficiency, and decision with evaluator's signature and date on application.
- Update record in Banner.
- Generate letter for notification to applicant.

Addressing RHSC Deficiencies

Students admitted in the Limited Admission category, including Presidential Exceptions, who have RHSC deficiencies shall be required to satisfy those deficiencies by subject area in the following manner:

English and Mathematics

Students with fewer than the four required units of English or mathematics are required to take the comparable COMPASS (computer-adaptive college placement test) sections administered by a USG institution or a comparable placement examination approved by the BOR. Based on his or her scores, the student will exempt Learning Support (LS) or be placed in the appropriate LS course in English and/or reading and/or mathematics.

Institutions may use comparable scores for students transferring from Commission on Colleges (COC) accredited Technical College System of Georgia institutions. See BOR Policy 3.3.5, Collaboration Between the USG and the Technical College System of Georgia.

Science, Social Science, and Foreign Language

Students with fewer than the required number of units in an area are required to take additional for-credit courses selected from the appropriate area of the USG Core Curriculum. The course(s) must be in the specific content area in which the student is deficient. Students who have completed only one year of American Sign Language are considered deficient and are required to take courses in a foreign language to satisfy the deficiency.

The college credit courses used to satisfy RHSC deficiencies will count as degree credit, but the hours earned will not count toward a student's degree program. The student must earn a "C" or better in each of these courses.

Students who accumulate 30 or more semester hours of college-level credit in the institution before completing all RHSC requirements may not register for other courses, unless they also register for the appropriate deficiency course or courses.

Institutions may petition the Executive Vice Chancellor and Chief Academic Officer of the USG for permission to offer a Learning Support (LS) course for students admitted with RHSC deficiencies in the sciences and social sciences that would serve as an option to taking additional college-level courses in science and social science for no degree credit. This might be a co-requisite LS experience when science and social science courses are taken in the core.

Alternative Requirements for Home-Schooled Students and Graduates of Non-Accredited High Schools

Applicants from home schools or graduates of non-accredited high schools may validate the Required High School Curriculum in an alternative way. SAT scores and satisfactory documentation of equivalent competence in each of the areas at the college-preparatory level may be used in lieu of the FI and Required High School Curriculum unit requirements.

A student whose SAT Composite (Verbal/Critical Reading plus Mathematics) (or ACT equivalent) score is at or above the average SAT score of the previous year's fall semester first-time freshmen admitted to the USG institution to which he/she is applying and who has completed the equivalent of each of the areas as documented by a portfolio of work and/or other evidence that substantiates completion of the Required High School Curriculum qualifies for consideration for admission.

Students in this category must also meet the minimum SAT Verbal/Critical Reading requirement and the minimum SAT Mathematics requirement (or ACT equivalent) for the sector to which they apply.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in an area will be considered to have demonstrated equivalent competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

Students admitted in this category with satisfactory documentation of competence in all areas will not be counted in the institution's Limited Admissions (including Presidential Exceptions) category. Those with qualifying SAT I scores and documentation of partial completion of the Required High School Curriculum may be admitted on the same basis and with the same conditions as other students with deficiencies.

Limited Admissions Restrictions

Institutions are restricted by sector to a maximum number of students who may be admitted in this category. The number of traditional freshmen students who can be granted Limited Admissions for the entire academic year will be no more than the following percentages of the institution's annual first-time freshman headcount enrollment.

Research Universities Up to 7 percent
Regional Universities Up to 15 percent
State Universities Up to 20 percent (FVSU)
State Colleges* Up to 33 percent

*State Colleges that elect to require test scores for admission are required to adhere to the limited admit percentage.

Non-traditional freshmen and transfer students are not to be included in the Limited Admissions percentage allowed for each institution, nor will these groups be included in determining the base.

Course Credits for International Baccalaureate Diploma Completion **System-wide Implementation Guidelines**

In recognition of the fact that a strong predictor of college success is a rigorous high school curriculum, USG institutions will award academic credit for appropriate courses in the USG core curriculum for corresponding subject areas in a completed International Baccalaureate (“IB”) Diploma Program in which the student obtained designated end of course assessment scores.

Both Standard Level (college preparatory) and Higher Level (college comparable) courses will be considered for credit in a completed Diploma Program, as the program does not allow students to take all Higher Level courses. Higher Level end- of-course assessment scores of four or more and Standard Level scores of five or better suggests that the IB Program work is comparable to a college course.

The course credit schema in the table below will be used system-wide, with allowances made for variable credits in each category to account for labs, and on occasion, for depth of material covered in the IB Program subject area that may be comparable to more than one college level course.

Semester Credit Hours Granted		
Score	Standard Level	Higher Level
4	0	3-4
5	0.4	3-8
6.7	3-8	3-12

The particular courses for which students receive college credit may vary from institution to institution, depending on what courses the institution offers. Determinations of course comparability will be made by the respective departments. Institutions shall, however, attempt to have consistency across the USG on common numbered core courses.

The total college course credits awarded for IB assessments may not exceed 24.

All institutions shall have a widely disseminated policy governing the award of course credits for IB assessments. The policy will apply to both resident and non-resident students.

Institutions will collect data on IB students, analyze the data, and recommend revisions to the policy if warranted.

A student may opt not to accept credits if he/she sees that acceptance of credits may disadvantage him/her. Further, if a student believes that the assessment of his/her work from the IB Diploma Program and subsequent awarding of credits for such is in error, he/she may file an appeal with the appropriate department chair and request a re-assessment. As with other academic matters, if the issue is not satisfactorily resolved at the department level, the student may then appeal to the dean of the respective college, with a final appeal to the vice president for academic affairs, whose decision in the matter will be final.

Individual Institution Implementation Guidelines

Along with the system-wide policy, individual institutions may choose to offer additional benefits. After the appropriate core courses are credited, if the student (diploma completer) has additional acceptable IB assessment scores (4 or better for HL, 5 or better for SL) that have not been awarded course credits, individual institutions may award credit for other lower-division courses outside of the core for up to a maximum of 24 credits (total).

Institutions may choose to award other benefits to diploma completers as well (e.g. early registration, parking pass). If that is the case, details will be available on the institution's website.

Institutions may choose to award credit to students who did not complete the diploma program but were awarded a certificate for completion of a specific subject area for Higher Level courses with an assessment score of 4 or better.

Non-Traditional Applicant

An applicant who has not attended high school within the previous five (5) years as a recipient of a high school diploma from an accredited high school as specified under BOR Policy Manual Section 4.2.1.4⁶ or have satisfactorily completed the GED. Applicant should not have attended college OR has earned fewer than 30 semester hours of transferable credits. GED recipients who would have graduated from high school 5 or more years ago are eligible for admission under this category.

Non-Traditional Applicant requirements are as follows:

- Submit Final High School Transcript or GED Transcript/Score Report
- Submit College Transcript (showing less than 30 earned hours)
- Meet required score for the COMPASS Placement Examination (if applicable)
- SAT/ACT Test scores are not required

Non-traditional freshmen who have within the past seven (7) years posted SAT scores of at least 500 in both Verbal/Critical Reading and Mathematics or ACT scores of at least 21 on both English and Mathematics to exempt the placement test.

Non-Traditional Transfers

Non-traditional transfer students are defined as individuals who meet all of the following criteria:

- Have been out of high school at least five years or whose high school class graduated at least five (5) years ago; and,
- Have earned thirty (30) or more transferable hours of college credit

A non-traditional transfer student can be admitted, if his/her transfer GPA is below the transfer 2.0. These students do not count against the number of Limited Admissions allowed for transfer students at that institution. Institutions should require placement criteria as appropriate.

Evaluation of Non-Traditional Applicants

- Compute high school grade point average and receipt of high school diploma(from accredited high schools) or GED
- Verify College transcript (if applicable) and college credit hours to determine non-traditional freshman or transfer status

- Verify 16 or 17 RHSC units for placement of courses deficiency purposes
- Verify passing of COMPASS score(s) needed for admissions/placement exit.
- Record GPA (Freshman Index), SAT/ACT scores, Graduation Test results, CPC deficiency, and decision with evaluator's signature and date on application.
- Update record in Banner.
- Generate letter for notification to applicant.

GED Applicant

An applicant who has earned a General Education Diploma (GED) and whose **graduating class** has

- Graduated within the past five (5) years OR
- Has been out of high school for five (5) years or more

GED applicants whose high school class has graduated in the past five (5) years are required to submit:

- SAT or ACT Test scores meeting the FVSU minimum requirement
- SAT II Subject exam in 4 subjects: English, Mathematics, Science, and Social Studies (specific test will be selected by the student) meeting minimum score of 400+
- GED Official Score Report showing passing exam date
- COMPASS placement scores (if needed)

GED applicants whose graduating class has been out of high school for five (5) or more years are required to submit:

- GED Official Score Report showing passing exam date
- COMPASS placement scores (if needed)

Evaluation of GED Applicants

- Verify earned GED by Exam Pass date
- Verify SAT/ACT and SAT II Subject exam scores met minimum requirement (if needed)
- Verify passing of COMPASS score(s) needed for admissions/placement exit
- Record GED Test Scores, SAT/ACT/SATII scores, COMPASS Scores, CPC deficiencies, and decision with evaluator's signature and date on application
- Update record in Banner
- Generate letter for notification to applicant

Dual Enrollment/Joint Enrollment/Early Admission of High School Students

The USG recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. This recognition has led to the development of three organized programs:

- A dual enrollment program in which a student, while continuing his/her enrollment in high school, enrolls in a course(s) for both high school and college credit.
- A joint enrollment program in which a student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit.

- An early admissions program in which the student enrolls as a full-time college student following completion of the junior year in high school.

The minimum admissions standards for the dual enrollment, joint enrollment, and early admissions programs have been developed to allow certain students to receive both high school and college credit for some courses.

To participate in one of these options a student must be enrolled in a public or private secondary high school that is regulated by a school system and state department of education or accredited by one of the following:

- A regional accrediting association (such as the Southern Association of Colleges and Schools)
- The Georgia Accrediting Commission
- The Georgia Private School Accrediting Council (GAPSAC)

Move on When Ready (MOWR) Admission Requirements

The BOR has established the following admission standards for accelerated learning; however, each institution has the authority to establish higher and additional admission requirements.

- Minimum SAT score of 970 (combined Verbal/Critical Reading and Mathematics sections) or ACT composite of 20.
- Minimum cumulative high school grade point average of 3.0 as calculated by the institution for admission purposes
- Exemption of all LS requirements
- Written consent of parent or guardian if the student is a minor
- Evidence in the transcript that student is on track towards the completion of the USG RHSC requirements and high school graduation.

USG Institutions may have more restrictive requirements for high school juniors; however, establishing such higher requirements may not preclude high school juniors from participating in these programs.

Evaluation of Move on When Ready Applicants

- Compute high school grade point average (3.0) Official Transcript required. Grade point average is calculated by using the highest 16 CPC units or 17 Carnegie Units (Georgia Required High School Curriculum effective 2012 graduating class)
- Verify SAT/ACT Scores- SAT Critical Reading-430/Math-400 or ACT English -17 / Math-17
- Verify passing of State Graduation Test (if applicable)
- Verify exemption of COMPASS Scores
- Verify receipt of consent form to participate in program (parental/counselor)
- Record GPA (Freshman Index), SAT/ACT scores, Graduation Test results, CPC deficiency, and decision with evaluator's signature and date on application.
- Update record in Banner.
- Generate email and letter for notification to applicant.

Acceptance of Transfer Credit for Dual Enrollment, Joint Enrollment and Early Admission Students

Freshman seeking admission to a USG institution can expect that the college credit earned at a COC-accredited institution prior to high school graduation will be considered as transfer credit if the prospective student meets the USG institution's regular admission requirements.

Homeschooled Students

Homeschooled students may be considered for joint enrollment if they are enrolled in Non-traditional Educational Centers that are recognized by GAPSAC or by state departments of education. Students attending non-accredited home school programs or non-accredited high schools may also be eligible to participate in joint enrollment opportunities if they meet all general admission requirements for dual enrollment and have validated their on-track Required High School Curriculum (RHSC) units according to the policy of the institution to which they are applying. Institutions are encouraged to include information about joint enrollment requirements for students from non-accredited home school programs or non-accredited high schools in their catalog and on their web sites.

Admission of Students with Outstanding Scores

Students who demonstrate very high academic ability by achieving a composite SAT Composite (Verbal/Critical Reading plus Math) score in the upper five percent (5%) of national college-bound seniors according to the most recent report from the College Board and who show other evidence of college readiness may be admitted under this section. An ACT score which is equivalent to this SAT score may also be used.

Institutions must carefully evaluate such students to determine their ability to benefit from college coursework. Students must satisfy any Required High School Curriculum deficiencies in areas other than English or mathematics through college coursework.

Students admitted in this section will not count in an institution's Limited Admissions exceptions.

Admission of Students with Disabilities

Because the core curriculum of each institution requires students to complete college-level courses in English, mathematics, social science, and science, all students must complete the Required High School Curriculum in these areas. Students with disabilities that preclude the acquisition of a foreign language may petition for admission without this requirement according to procedures established by the USG.

Students with disabilities are expected to meet the sector's minimum SAT or ACT score requirements, but should request the appropriate testing accommodations from the agencies administering the SAT or ACT.

Admission of Auditors

Students who submit evidence of graduation from a high school, as specified in Required High School Curriculum section of this manual, or a GED certificate may register as auditors. Under extraordinary circumstances, the president may waive the requirement of high school diploma or equivalent. Students registered as auditors shall be required to pay the regular tuition and fees for enrollment.

Transfer Applicant

A transfer student is any student seeking admission as a degree-seeking student and who has completed transferable coursework. Students with 30 or more transferable hours must meet transfer admission requirements. Students with fewer than 30 transferable semester credit hours are required to meet freshman admission requirements. Students who have completed 30 or more transferable hours, regardless of the date of high school graduation, may be admitted under transfer admission requirements. This includes students who have earned college credit through dual enrollment, early college, or examination (AP or IB).

Institutions must give priority consideration to students transferring from another USG institution who meet transfer standards higher than the USG policy standards. Transfer students must receive the same consideration as native students in determining program admissibility.

To receive priority consideration for transfer admission, students should meet the following criteria:

Sending Institution	Credit Hours	Criteria
All institutions except research universities	Students with 15-19 semester credits	Meet regular freshman admissions requirements Minimum GPA of 2.0 in core curriculum at the sending institution
Research universities	Associate Degree or 60 semester credits in core curriculum	Minimum GPA of 3.0

Transfer hours are defined as hours that would be acceptable by the receiving institution according to the USG's and the receiving institution's prevailing policies. Excluded are institutional credit courses, RHSC deficiency makeup courses, and vocational courses. These hours should include transferable hours earned at all postsecondary institutions attended.

Transfer GPA is defined as the Grade Point Average calculated on all transferable hours (see definition of transfer hours) plus all attempted but unearned hours at regionally accredited institutions in courses applicable to transfer programs at the receiving institution.

Applicants with more than 30 transferable semester hours must meet all of the prevailing LS requirements and RHSC deficiency make-up courses applicable before transferring.

Students who have earned a career associate degree may apply for admission to a program leading to the baccalaureate degree within the same area according to the institution's criteria for admission for the program. Students with an earned career associate degree will not be held to RHSC requirements.

Limited Transfer Admission

Students who do not meet FVSU/USG requirements may be considered for admission under Limited Admission. Institutions may admit up to 10% of all transfer students as Limited Admission students. The base of this percent is the number of unduplicated headcount new transfer students admitted over the previous fiscal year. This Limited Transfer Admission category is separate from the freshman Limited Admissions category.

Transfer students admitted as Limited Admissions students, including Presidential Exceptions who have RHSC deficiencies documented from another USG institution, shall be required to satisfy those deficiencies by subject area in the same manner as defined for Limited Admission Freshmen.

Transfer Applicant requirements are as follows:

- Submit Final High School Transcript or GED Transcript/Score Report
- Submit College Transcript (showing less than 30 earned hours)
- Meet required score for the COMPASS Placement Examination (if applicable)
- SAT/ACT Test scores are not required

Evaluation of Transfer Applicants

- Verify regional accreditation status of transferring institution.
- Review transcript for preliminary course selection to compute 30 transferrable hours
- Compute college grade point average 2.0 (Official Transcript required)
- Record GPA, decision, evaluator’s signature and date on application
- Update record in Banner
- Prepare Preliminary Transfer Statement Form for Registrar’s Office evaluation and student notification of courses used to compute the required 30 transferable credit hours
- Generate letter for notification to applicant. If accepted, attach copy of Preliminary Transfer Statement to acceptance letter and send copies of statement and transcripts to Registrar and Academic Advisor.

International Applicant

An international student is someone who has not been granted or does not have US citizenship or permanent US residency. In order for these students to study in the US, they must obtain an F-1 or J-1 visa. Students seeking an F-1 or J-1 visa must complete the items below for Undergraduate Admissions to FVSU.

International Applicant Requirements are as follows:

- Submit Final High School Transcript as evaluated by Transcript Service an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. (NACES).
- Submit College Transcript (if applicable)
- Financial Affidavit of Support and Bank Statement
- TOEFL Scores
- SAT/ACT Test scores
- Certificate of Immunization (Must be provided)

English Proficiency and Transfer Students

Students who are non-native speakers of English, who transfer from an institution of higher education outside the U.S. where English was not the language of instruction, are required to submit a TOEFL or International English Language Testing System (IELTS) score along with their foreign credentials. Minimum and recommended scores for admission follow:

	Minimum Score for	Recommended Score

Paper TOEFL	523	550
Computer TOEFL	193	213
Internet TOEFL	69	79
IELTS	6	6.5

Institutions and departmental programs within the institution may set higher minimum test scores for admission.

Students who are non-native speakers of English and who are transferring from an accredited institution of higher education inside the U.S. may be required to retake the TOEFL if their English proficiency cannot be demonstrated to the satisfaction of the admitting institution.

Evaluation of International Applicants

- Examine credentials for authenticity and appropriateness for degree sought (“A” Level)
- Verify TOEFL scores (220) for persons whose native language is not English
- Review Affidavit of Financial Support for authenticity and availability of sufficient funds
- Record GPA, decision, evaluator’s signature and date on application
- Update record in Banner
- The acceptance letter is generated by International Admissions Specialist and then issue I-20 form.

Persons Aged 62 or Over

Pursuant to the provisions of the Georgia Constitution, the USG establishes the following rules with respect to enrollment of persons 62 years of age or older in USG programs. To be eligible for enrollment at FVSU under this provision such persons:

- Must be residents of Georgia, 62 years of age or older at the time of registration, and shall present a birth certificate or other comparable written documentation of age to enable the institution to determine eligibility.
- May enroll as a regular or auditing student in courses offered for resident credit on a “space available” basis without payment of fees, except for supplies, laboratory or shop fees.
- Shall meet all USG and FVSU undergraduate or graduate admission requirements. However, institutions may exercise discretion in exceptional cases where circumstances indicate that certain requirements such as high school graduation and minimum test scores are inappropriate. In those instances involving discretionary admission institutions will provide diagnostic methods to determine whether or not participation in Learning Support will be required prior to enrollment in regular credit courses. Reasonable prerequisites may be required in certain courses.
- Shall have all usual student and institutional records maintained. However, institutions will not report such students for budgetary purposes.

- Must meet all USG, institution, and legislated degree requirements if they are degree-seeking students.
- May not enroll in dental, medical, veterinary, or law schools under the provisions of this policy.

Admissions Application Coding for Banner Procedures

The table below provides guidance for selecting the correct values for the two fields listed

Admit Type	Student Type	Criteria
FR-Undergraduate	B-Freshman	Traditional Student. You can tell this is correct by the following: <ul style="list-style-type: none"> - Prior attendance record only includes high schools - Graduated within the last 5 years.
FL-Freshman Limited	5-Feshman Limited	Students that do not meet established standards (HSGPA) but do demonstrate special potential for success. Additional measures/documentation shall be taken whenever possible, such as: <ul style="list-style-type: none"> • interviews, • portfolios,& • records of experiential achievements
FP-Freshman Presidential Exception	6- Freshman Presidential Exception	Listed under Special Admit category for Undergraduate Admissions. Student demonstrate one of the following- <ul style="list-style-type: none"> •High school diploma from an accredited or approved high school (certificate of attendance or special education diplomas are not acceptable) •General Education Diploma (GED) acceptable if HS graduation class has graduated.
PB-Post Baccalaureate	P-Regular	Non-Degree Seeking Professionals for example: <ul style="list-style-type: none"> - Teacher Certification - Already has a Bachelor’s Degree
TR – Transfer	D-Transfer	Traditional student who has previously attended an institution of higher education after high school (technical school, community college, college....)
NF-Non-Traditional Freshman	H-Freshman	Applicant who completed high school more than 5 years prior to the current date.
NT-Non-Traditional Transfer	D-Transfer	Applicant who completed high school more than 5 years prior to the current date and has prior college attendance record.

Requesting Update/Withdrawing an Application

Applicants who wish to withdraw or update their application to another term, must submit a written statement by email or letter requesting the action.

Online Application Process

Step 1: Completing the Application

It is recommended that all students use one of the following methods for submitting their application:

1. The Fully Online- All online application can be retrieved and submitted GA College 411. GA College 411 is the state-wide recommending electronic email service used by the University System of Georgia and its institutions. The application can be retrieved through a link on the FVSU Admissions webpage and by clicking the hyperlink to the GA College 411 website www.gacollege411.org. Upon submission and payment of the application fee, the application will be submitted by the student and retrieved using Axion/Citrix systems by the front desk coordinator and uploaded/ entered into Banner for processing. All applications will be date stamped if printed and data entered. The transcript and test scores may also be retrieved during this process.
2. The PDF application: The PDF version of the application is located on the Admissions webpage and available for print. This application may be submitted by the student to the Office of Undergraduate Admissions through postal service, hand-delivery, or at college fairs and high school visits.

Step 2: Transcript & Test Score Request

Students can request to have their transcript submitted 1) electronically and 2) by postal service. Transcripts submitted through the postal service will be date stamped and entered into Banner with the date received for tracking and evaluation purposes. Transcripts submitted electronically will be uploaded into Banner or printed for data entry. If printed, they will be processed as transcripts received through the postal service.

Test scores or test score reports may be submitted from the following:

- **Testing Agency-** www.collegboard.com or <http://www.actstudent.org/> .
- **High School Transcript-** included in testing summary page
- **Student Log-in-** Students may log-in with an Admissions staff member as a witness to verify the scores are official and legitimate for evaluation for admission.

Step 3: Getting Accepted

Students are assigned an FVSU Banner ID only AFTER their application has been put into the Banner system.

An FVSU staff member is assigned to review every application and review all incoming documents. Once the required document, application, high school and/or college transcripts, and test scores are received, a staff member will evaluate the application and make a decision.

Steps to process applications on Banner

- ADM Quick flow
 - SPAIDEN – General Person Identification
 - SPAPERS – General Person
 - ZOARESI – Residency Information Form
 - SOAFOLK – Guardian Information
 - GOATPAC – Third Party Access
 - SOAHSCH – High School Information
 - SOATEST – Test Score Information
 - SOAPCOL – Prior College
 - SAAADMS – Admissions Application
 - SAADCRV – Admissions Decision

2. Steps to complete mail merge for letters and emails to potential students once applications are entered into Banner

- a. Run the **_appl_detls_comprehensive** report on query report
 - i. Add term for letter/email and close file
- b. Select Excel file that was saved from **_appl_detls_comprehensive** report
- c. Select APDC_CO (**Column CE**)
 - i. Sort by AO/AT/AS/DATE
- d. Sort by STYP-DES (**Column AA**)
 - i. Delete all except FP/6 and Freshman Traditional
- e. Select **DATA** to and get rid of duplicates
- f. Sort by Alpha Cluster
- g. Delete Alpha Clusters not needed
- h. Save list (ex. Fall 2016 AT as of 02/15/2016)

3. Generate incomplete hard copy letters (see steps in number 2)

- a. Open letter being used
- b. Save letters (ex. Fall 2016 email/letter)
- c. Mailings
- d. Start mail merge
- e. Step-by-step mail merge wizard
- f. Document letter message
- g. Starting document
- h. Select recipients
- i. Browse

- j. Locate the **_appl_detls_comprehensive** letter that was save (ex. Fall AT as of 02/15/2016)
- k. Select list
- l. Hit **“OK”**
- m. Next “write your letter”
- n. Insert merge fields
 - i. **Date**
 - ii. **First Name, Last Name**
 - iii. **Address Block**
 - iv. **Student ID Number**
- o. Preview mail merge message
- p. Scroll thru letters to make sure they are all in there
- q. Next **“Complete the merge”**
- r. Select printer
- s. Print letters
- t. Hit **“OK”**

4. Generate incomplete emails

- a. Open letter being used with logo
- b. Save letters (ex. Fall 2016 email/letter)
- c. Mailings
- d. Start mail merge
- e. Step-by-step mail merge wizard
- f. Email messages
- g. Starting document
- h. Select recipients
- i. Browse
- j. Locate the **_appl_detls_comprehensive** letter that was save (ex. Fall AT as of 02/15/2016)
- k. Select list
- l. Hit **“OK”**
- m. Next **“write the status check email”**
- n. Check for errors and change date
- o. Insert merge fields
- p. First Name, Last Name
- q. Insert Student ID Number merge field
- r. Insert First Name merge
- s. Preview email message
- t. Scroll thru email to make sure they are all in there
- u. Next **“Complete the merge”**
- v. Electronic Mail
- w. Select: **PER1EMAIL_ADDR**
- x. Subject: Fort Valley State University Admissions Office

- y. Hit “OK”
5. Fold and mail official status check letters
6. Generate and print labels for applications processed into Banner
7. File individual letters and emails are in each potential students file
8. File incomplete files

ACT/SAT scores already loaded into Banner

1. Check SAAADMS (*Admissions Application Checklist*) page in Banner to determine if potential student have all documents and are ready for an Admissions decision
2. Once ACT/SAT scores have been matched
 - a. Update incomplete files
 - b. Pull ready for review files
3. Match and pull ready to review files once all documents have been received in the Admissions Office
4. Ensure that all documents are in the ready for review files
5. Match supplemental documents for each incoming document and file in correct file until ready for Admissions decision
6. Match and file “**no application documents**”

Complete Files:

Procedures for High School student:

1. Enter their SAT and/or ACT test scores on the Quick Evaluation Form
2. Evaluate the high school transcript to determine the students GPA based upon the required high CPC requirements.
3. If their class rank is available on the transcript, enter that information on the high school page (SOAHSCH)
4. Enter the GPA and a graduation date so as to calculate the Freshman Index
5. Enter the CPCs on the Georgia Requirements Form (ZOAGARP)
6. If a students is denied, enter the code UX for the decision
7. If a student is admitted, enter the code UE for the decision. Then go to the General Student (SGASTDN) page, enter the attribute code, then to curriculum and enter the matriculation term, next, go back to the Application page and place holds for the final high school transcript and/or immunization record

Procedures for each Dual-Enrolled student

1. Enter test scores
2. Evaluate transcripts
3. Enter same information as above into Banner (SOAHSCH, GPA and Freshman Index)- ZOAGARP is not required
4. Place a “hold” if the immunization record is missing

5. If the student is denied, enter UX, if student is admitted, enter UE (send an email and letter to the student).
6. Email copies of all correspondence to these students to Dr. Sadri. (recently, asked to make copies of the entire file and email it to Dr. Sadri)

Procedures for each Transfer and Post-Baccalaureate student

1. Evaluate transcript(s) to determine transfer credits
2. When there are multiple transcripts; calculate the overall GPA for the student (any previous institution that is still on a quarter system must first be converted to semester hours, then calculation of GPA is done)
3. Enter the date that the transcript(s) were reviewed, the degree, degree date, transfer credits and GPA into Banner for each college attended.
4. If the student is denied, enter the UX decision and in the comment section on Banner, enter the reason the student was denied
5. If the student was admitted, enter UE, the Attribute code and ZOAGARP (in addition to the usual code, I must check all of the college transcripts to determine whether the student satisfied the Georgia Requirements for History {Georgia and U.S} and if so enter the code SC.
6. If admitted, type a Preliminary Statement of Transfer credits which includes the students name, major of study, date the form was completed, the planned semester of attendance, each institutions name, the number of credits accepted and the GPA
7. Make copies of the front and back of each transcript for the Registrar's Office; attach a copy of the Preliminary Statement and forward to the Registrar's Office
8. Scan and email copies of each transcript to the academic advisors, myself and the director of admissions

Letters:

- A. Run the Comprehensive Detail Report to extract the data needed for the decisions made that particular day
- B. Sort the list for traditional freshmen that were denied, send the traditional freshman denied email and print the traditional freshman denied letter for postal mail
- C. Sort the list for denied transfer students, send the denied transfer email, copy and print letter for the students file
- D. Sort the list for the traditional freshmen, transfers and post-baccalaureate students who were admitted; send the acceptance emails, print the email, acceptance letters and mailing labels; make copies of the letters for the students file
- E. Fold and stuff the denied letters
- F. If there are no acceptance packets already put together, then run copies, put the packets together, stuff the packets and attach the mailing label

Application Quick Flow Process

Log in to BANNER. Once you have logged in, go to file, then click on Quick Flow. Next in the box, type in the Quick Flow Field “ADM” and then hit enter. It will then bring you to the first screen, which is SPAIDEN. **Below are the forms under the ADM Quick Flow process**

Current Forms	
SPAIDEN	General Person Identification
SPAPERS	General Person
ZOARES1	Residency Information Form
SOAFOLK	Guardian Information
SOAHSCH	High School Information
ZOAHSCD	High School Information Form
SOATEST	Test Score Information
ZOAINDP	Index Information Form
SOAPCOL	Prior College
ZOAGARP	Georgia Requirements Form
SAAADMS	Admissions Application
SAADCRV	Admissions Decision
SGASTDN	General Student

SPAIDEN:

- **GOAMTCH- Common Matching** -New ID can be generated for applicants by using Common Matching. Click on the “Generate ID” tab to access the COMMON MATCHING form GOAMTCH

Oracle Fusion Middleware Forms Services: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 8.2 (B330)

ID: Generate ID:

Current Identification Alternate Identification Address Telephone Biographical Email Emergency Contact Additional Identification

ID: Name Type:

Person

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

ID and Name Source

Last Update

User:

Activity Date:

Origin:

Original Creation

User:

Create Date:

Non-Person

Name:

ERROR New ID must be created on GOAMTCH since Common Matching is enabled and user ADUNLAP is set up to run Common Matching

Record: 1/1

Oracle Fusion Middleware Forms Services: Open > SPAIDEN - GOAMTCH

File Edit Options Block Item Record Query Tools Help

Common Matching Entry GOAMTCH 8.4 (B330)

ID: GENERATED Matching Source: ONLINE ADMISSION Admission Matching Process View Comments

Data Entry

Last Name:

First Name:

Middle Name:

Address Type:

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Non-Person Name:

SSN/SIN/TIN:

Birth Date: Day: Month: Year:

Gender:

Telephone Type:

Telephone:

E-mail Type:

E-mail:

Duplicate Check Details View Comments

Select ID Update ID Create New

Match Potential Matches

ID	Name	Matched Address	Telephone	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Clear and Return to Data Entry

All Addresses All Telephones All E-mails

Matching Rule Sets

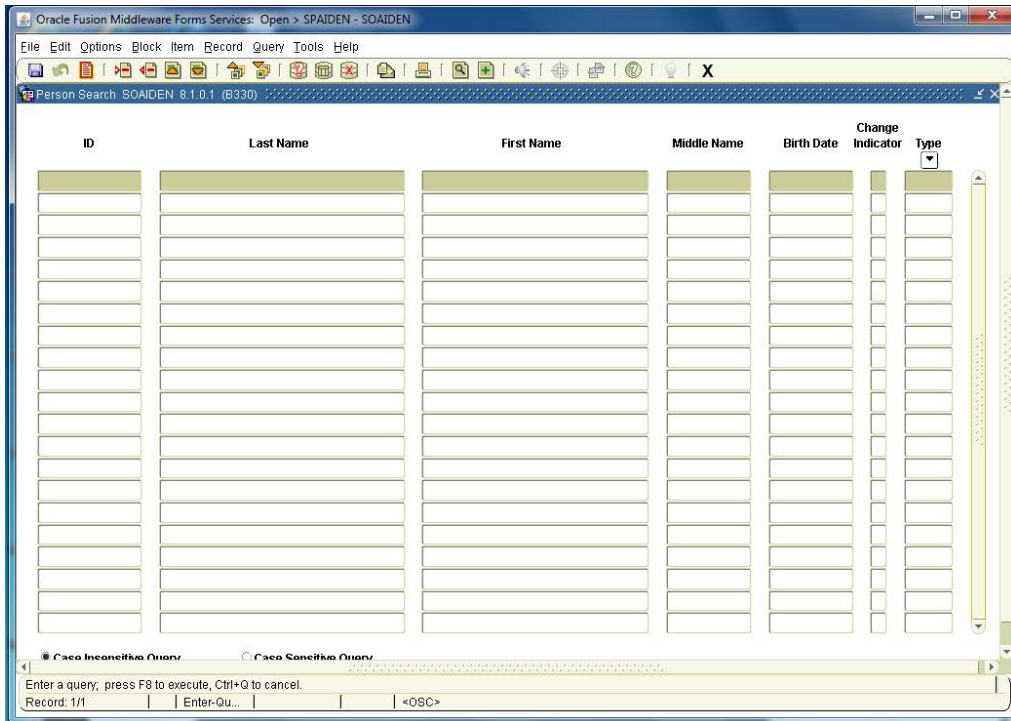
No Matches

Common Matching Source Code, press LIST for valid values.

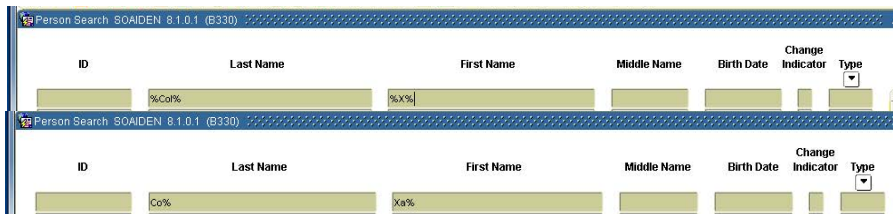
Record: 1/1

- Ctrl+ Page Down to the Data Entry section of the form.
- Enter all relevant information on the application or transcript. *Note-transcript ID generation is for tracking purposes of additional documents ONLY. Other than an application, a transcript is the ONLY additional document used for ID generation.
- After submission of fields needed for common matching, click the Duplicate Check button. This button runs a search of any current ID# that could be matched to the applicants' information. This process is helpful when ID Generation is created for transcripts and additional documents come in at a later date

- Additional Search Process can also be used in determining previous documents submission and ID creation.
- **SOAIDEN-Person Search Form-***ALTERANTE SEARCH PROCESS***** Prior to generating and ID (GOAMTCH), a person search using the SOAIDEN from can be used in determining previous document submission or ID generation was created on applicant.



- Press F9 to retrieve SOAIDEN (Person Search Form)
- Indicate data to search for student
 - ID field- Enter Social Security Number
 - Last Name, First Name- Enter applicant's name on document
 - Percent Sign (%) along with, *at least*, first two letters of first and last name can be used during the search fields to execute a thorough search of names with the same data. Several formats can be used (view screens)
 - Search for Xavier Colvin use
 - **%Co%** and **%Xa%** *OR*
 - **Co%** and **Xa%**



- Press F8 to execute search

After SOAIDEN or GOAMTCH has been executed, a General Information form (SPAIDEN) will be created for the applicant. This form will list the following:

- Current Identification Forms (Applicant Name)
- Alternate ID (Social Security Number)
- Address, Telephone, Email
- Biographical Information (SS#, Religion, Gender, Ethnicity, Deceased, Marital Status)
- Emergency Contact

- **Alternate Identification:** Applicants Social Security Numbers can be indicated on this tab.
 - Tab to Change Type Field and select the drop down button- Select ID
 - Tab to ID Field enter applicants Social Security Number

- Press F10 to save.

General Person Identification SPAIDEN 8.2 (B330)

ID: 910120014 LaBranch, Miracle R. Generate ID: [Generate]

Current Identification **Alternate Identification** Address Telephone Biographical E-mail Emergency Contact Additional Identification

Alternate Names or IDs

Name Type: [ID] Change Type: [ID] Origin: SPAIDEN
 ID: 253894996 User: CTOMLIN
 Activity Date: 02-NOV-2011
 Create User: CTOMLIN
 Create Date: 02-NOV-2011

Last Name: LaBranch
 First Name: Miracle
 Middle Name: Reon

Name Type: [] Change Type: [] Origin: []
 ID: [] User: []
 Activity Date: []
 Create User: []
 Create Date: []

Last Name: []
 First Name: []
 Middle Name: []

Previous Name Type Code; press LIST for values.
 Record: 1/1 | ... | List of Valu... | <OSC>

- **Address tab:** Cut and Paste the Mailing address (entered on GOAMTCH or entered by Admissions Specialist for the first time) for submission of Parents Address (if indicated on application).
 - The date will be highlighted. You will need to press F6, then press F4.
 - Tab twice Address Type and key "PA" (for Parents)
 - Change Phone Number if indicated on application
 - Press F10 to save

General Person Identification SPAIDEN 8.2 (B330)

ID: 910120014 LaBranch, Miracle R. Generate ID: [Generate]

Current Identification **Alternate Identification** **Address** Telephone Biographical E-mail Emergency Contact Additional Identification

From Date: 02-NOV-2011 To Date: [] Inactivate Address: []
 Address Type: MA Mailing Source: []
 Sequence Number: 1 Delivery Point: []
 Correction Digit: []
 Carrier Route: []

Street Line 1: 3752 Stephanie Dr. SW
 Street Line 2: []
 Street Line 3: []

City: Atlanta
 State or Province: GA Georgia
 ZIP or Postal Code: 30331
 County: GA121 Fulton
 Nation: US United States of America

Telephone Type: MA Mailing Area Code: 414 Phone Number: 2073991 Extension: []

Last Update
 User: CTOMLIN
 Activity Date: 02-NOV-2011

Address start date; format (DD-MON-YYYY); blank is always effective.
 Record: 1/? | ... | <OSC>

- **Biographical Tab:** Indicate biographical information from application
 - Indicated Gender, Ethnicity, Marital Status, Birth date, SS# (will be indicated due to keyed information on Alternate ID Tab and/or GOAMTCH)

- Citizenship-Indicate applicant citizenship type

Code	Desc	Citizen	EDI Equiv
A	Alien, Non-resident	N	
C	Born U.S. Citizen	Y	
R	Alien, Resident	N	

- If Citizenship is other than **C (Born U.S. Citizen)**, info on ZOARESI CANNOT be US-United States. Must indicate the Country the applicant is from.
 - **Alien, Resident (R)** - Request copy of Naturalization paperwork if Alien Resident. Student cannot be admitted without paperwork
 - **Alien, Non-resident (A)**- Request copy of I-20
- Ethnicity- Indicate applicant ethnicity. If not indicated, then it will be “X” preferred not to answer)
 - Check Ethnicity and Race Confirmed box
 - Hit spacebar to check the box “Ethnicity & race confirmed”
 - Control + Page down to Race section and indicate race. Press F10 to save.

- **ZOARES I –Residency Information Form-**Applicant Citizenship, Visa Type, Residency, and State of Origin codes are indicated on this form.

The screenshot shows a web-based form titled "Residency Information Form ZOARES I 8.0 (B330)". At the top, there is an "ID:" field with a dropdown menu showing "910120014" and a text input field containing "Miracle Reon LaBranch". Below this, the form is organized into several sections:

- Country of Citizenship:** A dropdown menu showing "US" and "United States of America".
- Current Visa Type:** A dropdown menu with a small square icon next to it.
- State of Residence:** A dropdown menu showing "GA" and "Georgia".
- County of Residence:** A dropdown menu showing "GA121" and "Fulton".
- State of Origin:** A dropdown menu showing "GA" and "Georgia".
- County of Origin:** A dropdown menu showing "GA067" and "Cobb".
- Activity Date:** A text input field containing "02-NOV-2011".

At the bottom of the form, there are two checkboxes: "International:" and "Citizenship:", both with small square icons next to them. Below the form, there is a status bar with the text "Country of Citizenship, LIST is available." and "Record: 1/1".

- Enter Country of citizenship
 - Indicate Visa Type (International Applicants)
 - Enter State & County of Resident. This code is indicated on the Address Tab of SPAIDEN (*Example: GA 121*)
 - State & County of Origin (This code is indicated on the application. It will either be the same code for the State/County Resident or you may have to search with drop down button)
- **SOAFOLK –Guardian Information Form-**indicate the students Parental/Guardian information if indicated on the application.

Guardian Information SOAFOLK 8.2 (B330)

ID: 910120014 LaBranch, Miracle R.

Prefix: Last Name: Jones First Name: Guncellar Middle Name: Suffix: Deceased

Relationship: P Parents Employer: Degree: Title: Address Type: PA Parents From Date: 02-NOV-2011 To Date: Sequence Number: 1 Source:

Street Line 1: 3752 Stephanie Dr. SW Street Line 2: Street Line 3: City: Atlanta State or Province: GA Georgia Zip or Postal Code: 30331 County: GA121 Fulton Nation: US United States of America Telephone Type: PA Telephone: 414 2073991 More Phone Numbers Exist

ERROR LOV does not exist for this item
Record: 1/1 <OSC>

- Enter Parents Last Name & First Name listed on the application. If not indicated, do not indicate on form and close form.
 - Fill in the last name & first name
 - Tab until the cursor is in the “relationship” box. Indicate the Code for Relationship or search by for correct relationship by clicking drop down button.
 - Tab to Address Type. Enter correct code for Parents Address (same for Guardian Address) Address will appear (info pulled from SPAIDEN Address Tab)

- **SOAHSCH –High School Information Form-** Indicate the applicants high school information provided on the application

High School Information SOAHSCH 8.3.0.1 (B330)

ID: 910120014 LaBranch, Miracle R.

High School Details High School Subjects High School Address

High School Details

High School: 110235 Benjamin E Mays High School Enrollment Planning Service Code: Graduation Date: Transcript Received Date: 02-NOV-2011 Class Rank and Size: Percentile: GPA: Diploma: College Preparation Admissions Request: 0001 High School Transcript

High School Code; press LIST for valid codes.
Record: 1/1 <OSC>

- If high school code is not known, execute search on SOISBGI (Source Background Institution Query) by pressing F9 or drop down button with cursor in the high school code field.

- Tab to Name Field Box
- Enter search fields for high school by keying High School name (usually first word or second in the school/institution name)
 - Percent Sign (%) along with, *at least*, first word of the high school can be used during the search fields to execute a thorough search of names with the same data. Several formats can be used (view screens)
 - Search for Jenkins County High School use
 - **%Jenkins County% OR**
 - **Jenkins%**

*****Search Results*****

- OPTIONAL- Enter the City and State for a more specific search or indicate only the name for a broader search of schools with the search criteria name
- **ZOAHSCD-High School Detail Information Form-** Indicate the Georgia Testing ID/State Student ID on this form. Subject courses (GA only) the student has taken can be added to this form. Automatic GPA recalculation can also be added to this form as well.
 - ENTER the student Georgia Testing ID or State Student ID indicated on the GA high school transcript

- Ctrl+ Pg Down to the High School Detail block to ensure all fields are entered as shown on the transcript.
- CLICK Subjects Tab to enter all subjects for the student

High School Detail Information Form ZOAHSOD 8.7 (B330)

ID: 910128763 | Yusuf Shakir Cooper

High School(s) | Subjects

Georgia Testing ID
GTID: 2820456355

High School Detail
High School: 110184 | Lakeside High School-Atlanta | High School Address Exists
Graduation Date: 25-MAY-2012 | Transcript Receive Date: 29-NOV-2012 | College Prep
Class Rank: | Class Size: | Percentile: | High School GPA: 1.78
Admission Checklist Request Code: 0007 | Final High School Transcript | Diploma: CP | College Preparatory

High School GPA Recalculation and CPC GPA Entry
Recalculate High School GPA: | CPC GPA: | Deselect All Count in GPA Boxes

High School Code; press LIST for valid codes.
Record: 1/1 | ... | List of Valu... | <OSC>

- ENTER the Subject course number listed on the transcript for each subject.
- ENTER The Grade earned for the course and indicate the course action: In Progress, AP, Honors, or Of.
- ENTER GPA Points (if does not calculate automatically)
- Press F10 to save

Year	Subject	Description	Units	Grade	Of	In Progress Indicator	AP	Honors Course Indicator	Translated Grade Code	GPA Points	Count In GPA
					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input checked="" type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>

Calculate GPA | Calculate Index | Calculate

- **SOATEST-Test Score Information-** Indicate the Test Score Information for students who have taken the following tests
 - SAT/ACT/SAT Subject Test
 - COMPASS (entered by Testing Services)
 - General Education Diploma (GED) subject Scores

- GRE/MAT (entered by Graduate Studies)
- REGENTS (entered by Testing Services)

Test Code	Description	Test Score	Test Date	Admission Request	Source	Equivalency Indicator	Revised or Recentered
A01	ACT English	33	01-OCT-2012	0003	SAT or ACT Test	High School Tra	<input type="checkbox"/>
A02	ACT Math	30	01-OCT-2012		TRAN	High School Tra	<input type="checkbox"/>
A03	ACT Reading	35	01-OCT-2012		TRAN	High School Tra	<input type="checkbox"/>
A04	ACT Science Reasoning	30	01-OCT-2012		TRAN	High School Tra	<input type="checkbox"/>
A05	ACT Composite	32	01-OCT-2012		TRAN	High School Tra	<input type="checkbox"/>

- Ctrl + Pg Down to the test code field
- ENTER test code, test score, test date, admissions request, and source field for each score.
- Press F10 to save

➤ **ZOAINDP- Index Information Form**-Calculate the Freshman Index for students that require additional evaluation based on the index.

- Ctrl + Pg Down to the next block
- ***Message will come up for confirmation of calculating the index*** Press OK
- Index will automatically populate for the student
- Press F10 to save

Index	Description	Index Value	Activity Date
ADEF	Ineligible Freshmen (SAT)	1,610.00	05-DEC-2012

➤ **SOAPCOL –Prior College Form**- Indicate the applicant previous college(s) information provided on the application or through National Student Clearinghouse (research previous institutions). This page is normally reserved for transfer students. If college code is not

known, execute search on SOISBGI (Source Background Institution Query) by pressing F9 or drop down button with cursor in the high school code field.

- Tab to Name Field Box
- Enter search fields for college by keying institutions name (usually first word or second in the institution name)
 - Percent Sign (%) along with, *at least*, first word of the college can be used during the search fields to execute a thorough search of names with the same data. Several formats can be used (view screens)
 - Search for ***Albany State University*** use
 - ***%Albany State % OR***
 - ***Albany %***

- Double-Click Code box for selection to appear in Prior College field on SOAPCOL.
 - The Admissions Request code will start at „0008-College 1 Transcript“.

- **ZOAGARP-Georgia Requirements Form-** Indicate applicant academic requirements for traditional (freshman) and non-traditional prospects (non-traditional, transfer).
 - Ctrl + Page Down to Georgia Requirements section of form for completion of required high school/prior college requirements.

- **COMPASS Testing Indication-**
 - **Entrance Test Coding (SAT/ACT)** - If applicant has meet SAT/ACT Requirements delete (Shift+F6) these NCRQ codes for all areas of the COMPASS testing (COMM, COME, and COMR).
 - Keep only the NCRQ codes for those who have not met the minimum SAT/ACT requirement, Non-Traditional (without test scores), and those needed COMPASS Testing.
 - English/Math Deficiency for Required High School Curriculum (RHSC)- If applicant does not show signs of being “on track” with their RHSC coursework, student will need to satisfy requirement in college. COMM code- for Math deficiency/ COME and COMR –for English deficiency
- **For RHSC/Prior College satisfaction or “on-track” indication**
 - Tab to Requirement Status and change code accordingly.

RS	Required system
SH	Satisfied in High School
SN	Not applicable (dual-enrolled usually receives this code)
SC	Satisfied at Prior College (for satisfying GA Legislative courses)
WE	***Transfer/Non-Traditional*** who exempt posting of CPC Requirements or have 30+ transferable hours.

- Press F10 to save

○ **Deficiencies Indication**

- Ctrl + Page Down to indicate deficiencies for RHSC count
- NCRQ Code will be the subject needed for all students attending USG Institution (i.e. English, Math, Foreign Lang, S. Studies, Science)
- Tab to CPC Deficiencies Count to indicate the number deficient (i.e. - If applicant is missing one English, indicate 1 as the applicant CPC deficiency count). If applicant is not deficient or “on-track” with graduation indicate “0”.
- Press F10 to save

○ **Holds Indication-** Academic Holds for COMPASS/RHSC satisfying can be indicated in this section of the ZOAGARP form.

- Ctrl + Page Down to enter section for Holds
- Enter Holds Code for COMPASS or RHSC deficiency

CE	CPC-English
CF	Foreign Language
CM	Mathematics
CN	Natural Science
CS	Social Science

- Use drop down button for correct listing of code to use for applicant deficiency
- Press F10 to save

➤ **SAAADMS-Admissions Application Form-** Matriculation, Contact, Document Tracking, and Decision Codes can be seen using this form.

- The information collected here is important because this is the primary means by which we communicate with prospects and applicants.
 - Indicate Entry Term field–
 - Term standard is as follows: YYYYTA - Years are 2012, 2013
 - Term Abbreviations are – Summer (05), Spring (02), Fall (08) Ex: 201205, 201302, 201308
- **Application Tab**-Indicate the initial term information indicated on the application (Application Term, Residence, Site, App decision and status) Ctrl +Page Down to Application section of Form
 - Tab to Admission Type/Student Type – use the drop down button. Indicate the Correct Coding for the applicant (See section Appendix C. Application Processing Codes)
 - Tab to Residence – use this field to indicate whether the applicant is in or out of state. Select
 - R – Georgia Resident
 - N – Out of State applicant
 - I – International
 - Site -005 – Fort Valley State University Campus **OR** 005– FVSU Online
 - Full or Part Time - no change required
 - Tab to indicate Application Status for Code

Code	Description	ACTIVITY DATE
A	Application received	16-JUL-2008
C	Complete ready for review	16-JUL-2008
D	Decision Made	16-JUL-2008
I	Incomplete items outstanding	16-JUL-2008
P	Review Complete Pending	16-JUL-2008

- **Ctrl+Page Down (click) Curricula Tab**

➤ **Curricula Tab** Indicate applicant major as indicated on application

- Enter Catalog Term; same as term indicated on Application Tab (ex. 201208)
- Enter Program (major) code as indicated on application (search with drop down button)
- Enter A the Campus Code Box, *press Ctrl+ Pg. Down or click* for **Field of Study Sub-Tab**

Admissions Application SAAADMS 8.4.0.1 (B330)

ID: 910128041 Colvin, Xavier L. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Curriculum Field of Study

Curriculum Record 1 of 1

Current: Replace: Update: Duplicate:

Activity: ACTIVE

Key Sequence: 1

Term: 201208 Fall 2012

Catalog Term: 201208 Fall 2012

Priority: 1

Program: BBA-BUS ADM GENERAL BUSINESS

Level: US Undergraduate Semester

Campus: A Main Campus

College: 03 College of Arts & Sciences

Degree: BBA Bachelors Business Administrat

User ID: ADUNLAP

Activity Date: 25-JUN-2012

Start Date:

End Date:

Curriculum activity status code.

Record: 1/1 <OSC>

➤ **Field of Study Tab**

- Tab until cursor is on Catalog Field (ex. 201208)
- Enter Field of Study & Department Codes (search with drop down button)
- Press F10 to Save

Admissions Application SAAADMS 8.4.0.1 (B330)

ID: 910128041 Colvin, Xavier L. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments Contacts, Cohorts, Attributes

Curriculum Field of Study

Curriculum Record 1 of 1

Current: Activity: ACTIVE Term: 201208 End Term: Key Seq: 1

Priority: 1 Program: BBA-BUS ADM Catalog: 201208 Level: US Campus: A College: 03 Degree: BBA

Field of Study Attached Concentrations: Inactivate:

Current: Type: MAJOR Major Full or Part Time:

Activity: ACTIVE Priority: 1

Status: INSTACCEPT Catalog: 201208 Field of Study: 20 General Business Start Date:

Term: 201208 End Term: Department: 3107 Business & Economics End Date:

Attached to Major: Created: 17-JUL-2012 ADUNLAP

➤ **Fees, Mail Submission, Withdrawal Date tab page**

- Tab to Additional Data Fields
- Enter Recruiter Type and Recruiter Code and
- Press F10 to Save

➤ **Checklist tab page**-This tab page provides the list of documents required by the applicant completion of the application. Documents may be added and altered according to the applicant application process.

Admission Request	Description	Received Date	Item	Item Description	Mandatory Indicator	Print Indicator
0001	High School Transcript	02-JUL-2012	110241	Southwest Atlanta Christian Ac	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input checked="" type="radio"/> Yes <input type="radio"/> No	Date: 25-JUN-2012	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
0003	SAT or ACT Test Scores	09-JUL-2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date: 25-JUN-2012	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
0028	Application Fee	22-JUN-2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date: 25-JUN-2012	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
0004	Social Security Number	22-JUN-2012			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date: 25-JUN-2012	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	
0005	Immunization Form	10-JUL-2012		Updated faxed07/24/12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	First Request:	Count:		Generated by System: <input type="radio"/> Yes <input type="radio"/> No	Date: 25-JUN-2012	
	Last Request:	Deadline:		Checklist Origin: BASELINE	Status: <input type="checkbox"/>	

- Add the following documents to the required list:
 - High School Transcript
 - Final High School Transcript
 - Immunization Record
 - ACT or SAT Test Scores
 - (If the applicant is a transfer) Create a college transcript document required for
 - (If the only document you have is a transcript or hard copy test score) add the Official Application document to the list

- Application Fee (waived if not posted to the account)
 - Update the status of each of the documents based on what you have received in the file

➤ **Sources, Interest, Comments tab page**

- Enter the source from where the application originated (i.e. name of high school or college/university)

➤ **Contacts, Cohorts, Attributes tab page**

- Enter the contact from where the application originated (i.e. college fair, high school visit etc...) and military status of the student. If student/spouse of military member has applied or is applying, indicate their status in SAAADMS in the “Contacts, Cohorts, Attributes” Tab in the attribute field box.

The screenshot displays the 'Contacts, Cohorts, Attributes' tab in the SAAADMS application. At the top, the user ID is 910110564 and the name is Simmons Jr., Harold B. The 'Attribute' section is active, showing a dropdown menu with 'M&F' selected, a description of 'Military Active Air Force', and an activity date of '01-NOV-2012'. Other sections include 'Contact Type' and 'Cohort', both with empty dropdown menus and activity date fields.

- Ctrl+ Pg Down to block and Tab to Attribute Field Box
- Press F9 for listing of Military Codes to use (**Appendix D**)
- Enter the Correct Code
- Press F10

➤ **SAADCRV- Admissions Decision Form-** Indicate the admissions decision for the applicant on this form.

Application Summary

Entry Term: 201208 Decision: UE Eligible to Register Status: D Decision Made Application Date: 22-JUN-2012

Application Number: 1 Admission Type: FP Freshman, Preside Session: Outstanding Requirements

Application Preference: Student Type: 6 Freshman Preside Residence: R In State Resident Full or Part Time:

Priority Program Level College Campus Degree Catalog Term Field of Study

1 BBA-BUS ADM US 03 A BBA 201208 Type: MAJOR Code: 2G Department: 3107

Decision Data

Decision Code	Description	Significant Decision	Institution Acceptance	Applicant Acceptance	Institution Rejection	Inactive Application	Maintained by	Decision Date	User ID
UE	Eligible to Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	17-JUL-2012	ADUNLAP
UT	Deferred, Need to Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	11-JUL-2012	ADUNLAP
AT	Application & Transcript	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	03-JUL-2012	ADUNLAP
AO	Application Only	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	U USER	25-JUN-2012	ADUNLAP

- Ctrl + Page Down to Decision Date section of form
- Enter decision code for status of the application.
 - Use drop down button for correct code for application
- Press F10 to save

➤ **SGASTDN- General Student Form-** Form will self-create when accepted admissions decision has occurred on SAADCRV. Matriculation Code and Attribute Codes will be added on this form

General Learner

New Term: 201208 Fall 2012 Student Status: AS Active From Term: 201208 To Term: 999999

Student Type: 6 Freshman Presidential Excepto Residence: R In State Resident

Fee Assessment Rate: Class: 10 Freshman Student Centric Cycle: Full or Part Time: Full Time Part Time None

Additional Information

Site: 005 Fort Valley State University

Session: Block: Citizenship: C Born U.S. Citizen

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type:	Level	Campus	Rate:	College	Degree
1	201208	GENERAL BUSINESS	201208	Undergraduate Semeste	Main Campus	College of Arts & Sciences	Bachelors Business /		

End: Outcome Key: Admission Type: Freshman, Presidential Excep Admission: 201208 Matriculation:

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	201208	Major	General Business	Business & Economics	

- **Matriculation Code-** Indicate the student entry term for matriculation. This code is the same as the

General Student SGASTDN 8.4.0.1 (B330)

ID: 910127563 Davis, Israel R. Student Summary Term: 201208 View Current/Active Curricula

Learner Curricula Study Path Activities Veteran Comments Academic and Graduation Status, Dual Degree Miscellaneous

Curriculum Field of Study

Curriculum Record 1 of 3

Current: Replace: Update: Duplicate: Roll Learner: Yes No Default Roll to Outcome:

Activity: ACTIVE Apply to Graduate: Graduation Sequence: Rolled to Outcome:

Key Sequence: 99 User ID: DEZELL

Term: 201208 Fall 2012 Activity Date: 15-AUG-2012

End Term: Start Date:

Catalog Term: 201208 Fall 2012 End Date:

Priority: 1

Program: BBA-MGMT MANAGEMENT

Level: US Undergraduate Semester

Campus: A Main Campus

College: 03 College of Arts & Sciences

Student Type:

Rate: 005 Fort Valley State University

Degree: BBA Bachelors Business Administrat

Leave of Absence:

Admission Type: TR Transfer, Regular

Leave From Date:

Admission Term: 201208 Fall 2012

Leave To Date:

Application: Expected Graduation Date:

Matriculated Term: 201208 Fall 2012

Graduation Term:

Graduation Year:

Curriculum activity status code.

Record: 1/3 <OSC>

- Click Update Button
- Tab to matriculated term field
- Enter Same term as Admissions term
- Press F10 to save

○ Student Attribute Code-SGASADD Form-Additional Student Info

Additional Student Information SGASADD: 8.3 (B330)

ID: 910127883 Burke, Jasmine N. Term: 201208

Student Cohort Maintenance To Term: 999999

Cohort Code	Description	Inactive	Reason
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Student Attribute Maintenance To Term: 999999

Attribute Code	Description
FA12	Fall 12 Transfer USG
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Cohort code; press LIST for valid codes.

Record: 1/1 List of Valu... <OSC>

- Enter Term for students application (may appear if enter this form from SGASTDN)
- Ctrl + Pg Down to Attribute Code
- Enter Attribute Coding for students application (use drop down for correct coding)
 - Term Year will indicate code

➤ Exit Quick flow

Admissions Office Policy and Procedures Manual Addendum

February 11, 2016

New Majors Codes:

Effective immediately, the Admissions Office will use the Major Codes beginning with the letter “P” indicated below for students majoring in Agricultural Education, Middle Grades Education, Early Childhood Education-Special Education, and Health & Physical Education. The old codes will be added in Banner by the College of Education once students are admitted into the programs.

For example:

Major	Major Code	Program Code
Agricultural Education	P11	BSAG-PAGR ED
Middle Grades Education	P31	BSED-PEDUC MG
Early Childhood Education-SE	P33	BSED-PECE-SE
Health & Physical Education	P40	BSED-PHLTH P

New Majors Codes effective Spring 2016 used by Office of Admissions -(student not admitted to Teacher Education Program):

P11- Pre-Agricultural Edu

P31- Pre-Middle Grds Edu

P33- Pre-Early Child Ed-SE

P40- Pre-Hlth & Phy Edu

Major Code effective Spring 2016 used by College Education ONLY- (student admitted to Teacher Education Program):

11-Agricultural Education

31-Middle Grades Education

33-Early Childhood Education

40-Health & Physical Education

The screen shots on the next page show the Major Codes and Program Codes as they appear in Banner.

The screenshot displays the 'All Major Codes (STVMAJR)' window in Oracle Fusion Middleware Forms Services. The window title is 'Oracle Fusion Middleware Forms Services: Open > SAAADMS'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and actions. The main area shows a table with the following columns: Code, Description, CIPC, O., Aid Elig, and ACTIVITY DATE. The table contains 30 rows of data, including codes like 90-1 School Counselor Education, 90-2 English, 90-3 Biology, etc. The bottom of the window has 'Find', 'OK', and 'Cancel' buttons. To the right, a partial view of another window titled 'Current/Active Curricula' is visible, showing a 'Degree: BA' field and several 'Start Date:' and 'End Date:' fields.

Code	Description	CIPC	O.	Aid Elig	ACTIVITY DATE
90-1	School Counselor Education	131101		Y	13-MAY-2009
90-2	English	230101		Y	13-SEP-2010
90-3	Biology	260101		Y	13-SEP-2010
90-4	Mathematics	270101		Y	13-SEP-2010
90-5	History	540101		Y	13-SEP-2010
90-6	Early Childhood Edu/Spec Edu	131210		Y	13-SEP-2010
91	Guidance & Counseling	131101			08-MAY-2009
91-1	School Counselor Education	131101		Y	22-JUN-2011
92	Early Childhood Education	131209			26-SEP-2008
92-1	History	540199		Y	23-JUN-2011
93	Mental Health Counseling	511599		Y	04-AUG-1998
94	Rehabilitation Counseling	512310		Y	04-AUG-1998
94L	Rehabilitation Counseling	512310		Y	08-MAR-2012
95	Middle Grades Education	131203		Y	07-MAY-2009
96	Educational Specialist	131101			02-JAN-2009
97	Obsolete Major Code	000000			08-APR-1999
98	Animal Science	010901		Y	29-JUN-2004
99	Environmental Health	512202	Y	Y	17-NOV-2004
C10A	Pop Studies & Demography -cert	450501			08-AUG-2006
C10B	International Business (cert)	521101			25-MAY-2012
C10C	African World Studies (cert)	050101			08-AUG-2006
P11	Pre-Agricultural Education	131301		Y	03-FEB-2016
P31	Pre-Middle Grades Education	131203		Y	03-FEB-2016
P33	Pre-Early Childhood Ed-SE	131210		Y	03-FEB-2016
P40	Pre-Health and Physical Edu	131314		Y	03-FEB-2016
TRAN	Transient (FVSU)	999999			25-MAY-2012

Choices in list 92
Record: 1/1

Oracle Fusion Middleware Forms Services: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

ID: 910136368 Tibbs, Nee N. Term

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Source

Curriculum Field of Study

Curriculum

Current: Replace: Update: Duplicate:

Activity: ACTIVE

Key Sequence: 2

Term: 201408 Fall 2014

Catalog Term: 201408 Fall 2014

Priority: 1

Program: SOCIOLOGY

Level: US Undergraduate Semester

Campus: A Main Campus

College: 03 College of Arts & Sciences

Degree: BA Bachelors of Arts

All Program Codes (SMAPRLE)

Program	Desc	Level	Camp
BA-PBSV	BA in PUBLIC SERVICE	US	A
BA-POLS	POLITICAL SCIENCE	US	A
BA-PSYCHO	BA in PSYCHOLOGY	US	A
BA-SOC	SOCIOLOGY	US	A
BA-VIS & PER	VISUAL & PERFORMING ARTS	US	A
BBA-ACCT	ACCOUNTING	US	A
BBA-BUS ADM	GENERAL BUSINESS	US	A
BBA-MGMT	MANAGEMENT	US	A
BBA-MRKT	MARKETING	US	A
BS-AGR ENG	AGRICULTURE ENGINEERING TECH	US	A
BS-ANSC	BS in ANIMAL SCIENCE	US	A
BS-BIO	BIOLOGY	US	A
BS-CHEM	CHEMISTRY	US	A
BS-CIS	COMPUTER INFORMATION SYSTEMS	US	A
BS-CPS	COMPUTER SCIENCE	US	A
BS-EET	BS in ELECTRONICS ENGR TECH	US	A
BS-FCS	BS-FAMILY AND CONSUMER SCIENCE	US	A
BS-MAED	BS in Mathematics Education	US	A
BS-MATH	MATHEMATICS	US	A
BS-ORG LEAD	ORGANIZATIONAL LEADERSHIP	US	EMU
BS-VET	VETERINARY TECH	US	A
BSAG-AENT	BS in AGR ENGINEERING TECH	US	A
BSAG-AGR EC	BSAG: AGRICULTURAL ECONOMICS	US	A
BSAG-AGR EDU	BSAG: AGRICULTURAL EDUCATION	US	A
BSAG-ANM SCI	BSAG: ANIMAL SCIENCE	US	A
BSAG-HORT	BSAG: ORNAMENTAL HORTICULTURE	US	A
BSAG-PAGR ED	BSAG: PRE AGRICULTURAL EDUCATI	US	A
BSAG-PLANT	BSAG: PLANT SCIENCE	US	A
BSAG-PLHO	BSAG in Plant Sci-Horticulture	US	A
BSED-EC-SPED	BSED: ECE/SPECIAL EDU	US	A
BSED-ECE-SE	BSED: ECE/SPECIAL EDU	US	A
BSED-EDU FRE	FRENCH EDUCATION	US	A
BSED-EDUC	EARLY CHILDHOOD EDUCATION	US	A
BSED-EDUC MG	BSED: MIDDLE GRADES EDUC	US	A
BSED-HLTHPH	HEALTH AND PHYSICAL EDUC	US	A
BSED-PECE-SE	BSED: PRE ECE/SPECIAL EDU	US	A
BSED-PEDU MG	BSED: PRE MIDDLE GRADES EDUC	US	A
BSED-PHLTH P	PRE HEALTH AND PHYSICAL EDUC	US	A
BSFCS-FCS	BSFCS-FMLY & CNSMR SCIENCES	US	A
BSFCS-FDN	BSFCS: FOOD AND NUTRITION	US	A
BSFCS-HEC	HOME ECONOMICS EDUC	US	A
BSFCS-ICD	BSFCS: INFANT AND CHILD DEV	US	A
BSW	BACHELOR OF SOCIAL WORK	US	A

Choices in list 75

Record: 2/4

<OSC>

References

BOR Policy [Section 4.3.4 Verification of Lawful Presence](#)

BOR Policy [Section 7.3 Tuition and Fees](#)

BOR Policy [Section 4.1.6 Admission of Persons Not Lawfully Present in the United States](#)

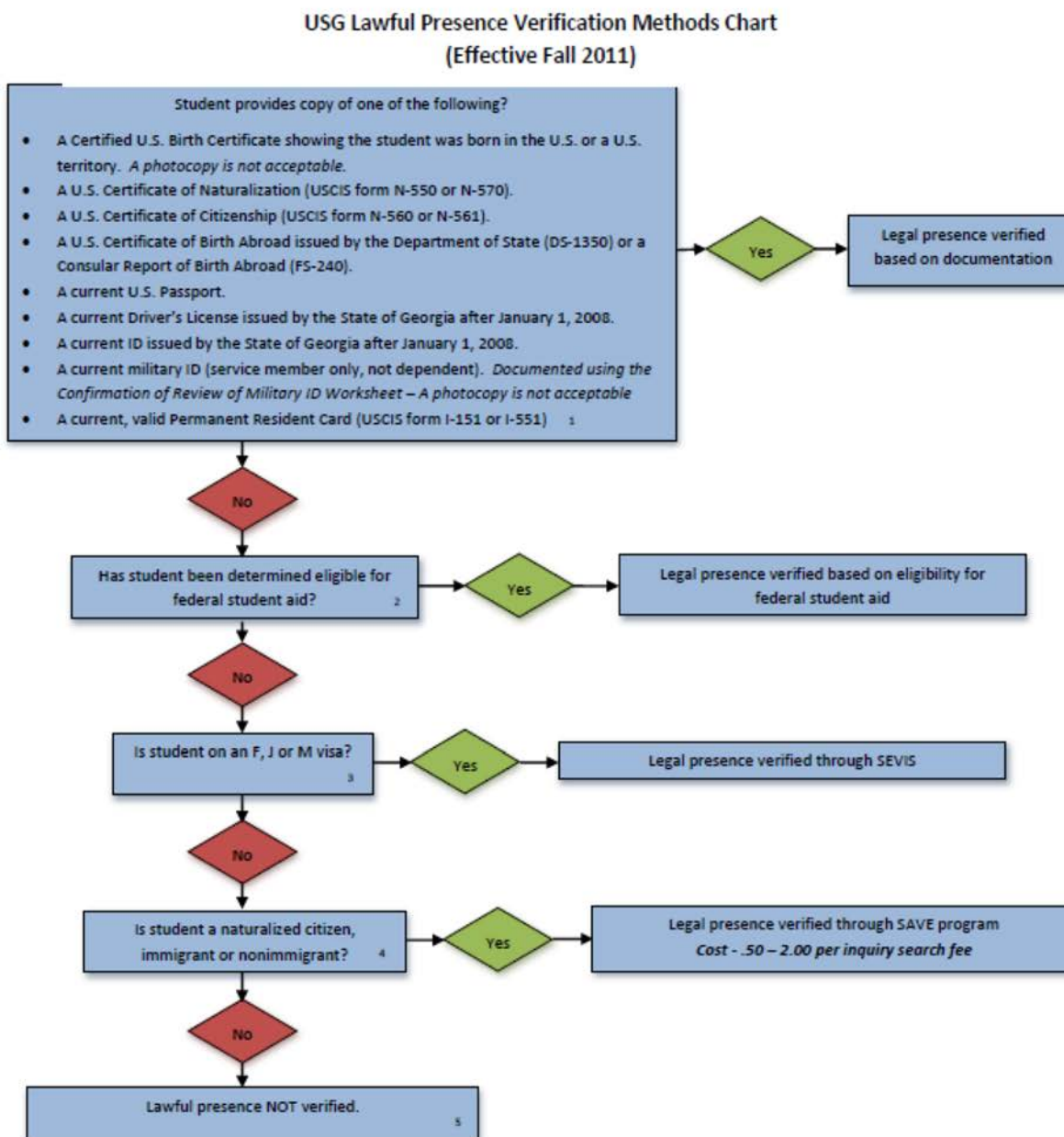
Determination of in-state resident status of students for tuition or fees [O.C.G.A. § 20-3-66](#)

USG Tuition Classification Officer Directory http://www.usg.edu/inst/directories/tuition_class.phtml

BOR Policy [4.2.1.4 Non-Traditional Students](#)

Appendices

Appendix A: Verification of Lawful Presence Method Chart



Notes:

Any student who cannot be verified through any of the above methods is not eligible to be considered for in-state tuition classification per BOR Policy 4.3.4, Verification of Lawful Presence.

Positive verification does not necessarily warrant an in-state classification, only consideration for in-state tuition classification. All students applying for in-state tuition classification must also meet the requirements outlined in BOR Policy 4.3.2, Classification of Students for Tuition Purposes. For noncitizens, this may include providing additional documentation to show that they are a lawful permanent resident, refugee, asylee, or other eligible noncitizen as defined by the Federal Title IV regulations as eligible for consideration for in-state tuition classification, per BOR Policy 4.3.2.3, Non-Citizens.

Appendix B: Notification Letters

Acknowledgement Letter

Date

Name

Mailing Address

City, State Zip Code

Dear Student First name,

Thank you for applying to Fort Valley State University. We are glad you decided to pursue your college degree at FVSU.

Additional documents are needed to complete your application. If you have not already done so please make sure that you have submitted the following documents:

- Send official transcripts (high school or ALL colleges attended)
- Send official test scores (SAT/ACT/TOEFL/SAT SUBJECT)
- Send in \$20.00 application fee
- Send Proof of Immunization Form

Remember to add Fort Valley State University school code (001566) to your Free Application for Federal Student Aid (FAFSA). If you have questions about the application process, contact the Admissions Office at admissions@fvsu.edu or 478-825-6520.

We look forward to receiving your missing admissions documents.

Sincerely,

Enrollment Associate's Name

Enrollment Associate

Application Status Check Letter (emailed)

Date

Student ID:

First Name Last Name

Street Address

City, State Zip

Dear First Name:

Thank you for applying to Fort Valley State University for the «TERM_DESC» term.

To see a list of items needed to complete your application, follow the steps below to "*Check Your Application Status*":

- Go to <http://www2.fvsu.edu/new-admissions>
- Click on the "CHECK APPLICATION STATUS" tab
- Login using your assigned FVSU ID and PIN.
 - User ID: (insert ID)
 - PIN: Birth date (MMDDYY)
- Select the admission term («TERM_DESC») located under "Processed Applications"
- Scroll to the bottom of the screen to see the documents needed to complete your application (listed under the requirements section).

The items that do not have a received date are the items we need to complete your application. If you have questions, call us at 478-825-6520 or email us at admissions@fvsu.edu. Please include your name, FVSU Student ID, and the reason for your email.

We look forward to having you on campus.

Sincerely,

Enrollment Associate's Name

Enrollment Associate

Acceptance Letter

Date

Student ID:

First Name Last Name

Street Address

City, State Zip

Dear First Name:

Congratulations on your admission to Fort Valley State University beginning the **Term** as an **In State Resident!** We are certain that your academic preparation will lead to your success and growth at FVSU.

Your student ID number is:

Your Wildcat email address is:

All future communications from the University will be sent to your FVSU email address. Students are required to submit their final high school transcript after graduation and an immunization form before starting classes. Your primary health care provider can assist you with completing the form.

The educational environment at Fort Valley State University promotes academic excellence, which offers individualized attention through smaller classrooms where the majority of our faculty members hold doctoral degrees. Along with excellent academic programs, our university provides opportunities to participate in a variety of career or extracurricular activities.

On behalf of our faculty, staff and students; welcome to Fort Valley State University.

Sincerely,

Director Name

Director of Admissions

Denial Letter

Date

First Name Last Name

Street Address

City, State Zip Code

Dear First Name:

Thank you for your interest in attending Fort Valley State University. Whenever possible we work with students to help them achieve their educational goals. However, after careful review of your application we are unable to admit you because your academic credentials do not meet our minimum requirements for test scores and/or grade point average. Our minimum requirements are:

2.25 Grade Point Average

SAT – 430 Reading, 400 Math or ACT – 17 English, 17 Math

For further consideration you may retest and submit new scores or improve your grade point average. We wish you well in your educational journey, and we hope you will continue to pursue your educational goals.

Sincerely,

Director's Name

Director of Admissions