

NON-DEGREE APPLICATION

Lynchburg College

Going
Above & Beyond

NON-DEGREE APPLICATION Application Procedures

To ensure time for processing and review, applications for non-degree study must be completed (including official transcripts) no later than **July 31** for fall term, **November 30** for spring term, and **May 1** for summer term. All undergraduate non-degree applicants must submit the following:

1. A non-degree application form, complete with signature, verifying that all information supplied is valid
2. A non-refundable \$30 application fee
3. Official transcripts from each college (or high school for dual enrollment and early admission candidates) attended indicating all college (or high school) coursework completed. Transcripts must have the official school seal and be sent directly to the Office of Enrollment Services from all the institutions previously attended.
4. Additional materials for undergraduate students are required for some non-degree categories. *See below for category descriptions.*

Note:

- ◆ Students completing the non-degree application form may **not** become candidates for a degree unless a formal application for regular undergraduate or graduate admission is submitted and approved.
- ◆ Credits earned are not always applicable toward a degree. Once admitted to a degree program, students should consult with their academic advisor to verify the credits that are applicable toward a degree.
- ◆ *Degree-seeking students have priority in course registration for fall and spring semesters.*

Categories of Non-Degree Admission

The following categories of students must complete the non-degree application for admission.

Dual-Enrollment: Dual enrollment in Lynchburg College (and a secondary institution) is possible for qualified high school students during their senior year on a space available basis. Dual enrollment students must demonstrate evidence that they possess the requisite knowledge, maturity, and ability to pursue the content in the chosen courses. They must also submit an official copy of standardized test scores (SAT or ACT) and written permission from the high school principal or director of guidance.

Non-Degree Undergraduates: Students classified as non-degree undergraduates may enroll for personal enrichment or professional development only. Non-degree undergraduate students must demonstrate evidence that they possess the requisite knowledge, maturity, and ability to pursue the content in the chosen courses. Privileges to enroll as a non-degree undergraduate may be revoked at any time if the student fails to maintain the normal academic and social standards set by the College.

Visiting Undergraduate Students: Students classified as "visiting undergraduate" are pursuing a degree at another institution and wish to enroll in classes at Lynchburg College with the intention of transferring credits back to their primary institution. In addition to this application, candidates must submit an official transcript from the college or university at which they are currently enrolled. Visiting students must apply to Lynchburg College prior to each semester they wish to be enrolled. Lastly, students are responsible for verifying with the registrar, or appropriate academic advisor at their primary institution, that the courses completed at Lynchburg College will transfer back to their primary institution.

Other Categories (Governors School, private music lessons for credit):

Additional admission requirements include securing written permission to enroll from the appropriate instructor.



Office of Enrollment Services

1501 Lakeside Drive, Lynchburg, VA 24501-3113

800/426-8101, ext. 8300 | 434/544-8300 | FAX 434/544-8653

admissions@lynchburg.edu | Apply online: www.lynchburg.edu

LYNCHBURG COLLEGE Non-Degree Application

Entry Term and Classification

Term and year you wish to enter Lynchburg College:

Fall Spring Summer | Year: _____

Please indicate desired category (see previous page for definitions):

Dual Enrollment Non-Degree Undergraduate
 Visiting Undergraduate Other: _____

Personal Information

Please type or print neatly.

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____

Mr. / Mrs. / Ms. _____
(Circle one) (First) (Middle/Maiden) (Last) (Preferred Name)

Other names used at previous institutions _____

Permanent Address _____
(Number and Street) (City) (State) (Zip Code)

Mailing Address _____
(Number and Street) (City) (State) (Zip Code)

If mailing address is different than permanent, give inclusive dates: _____

State of legal residence _____

Country of citizenship (USA or other) _____

If not a United States citizen, please indicate the type of visa you hold _____

Phone Day (_____) _____ Evening (_____) _____

Email _____
(Day) (Evening)

Previous Education

Beginning with the most recent, list every high school, college, and university* you have attended. (NOTE: Graduate students may omit high school information.)

Name of Institution	Location	Dates Attended	Degree(s)

* Official transcripts for all coursework completed should be forwarded to the Office of Enrollment Services directly from the institution.

LYNCHBURG COLLEGE Non-Degree Application

All applicants must answer the following questions:

Have you ever been dismissed or placed on academic or social probation by any institution of higher education? _____
If yes, please attach explanatory statement.

Have you ever been convicted of any offense other than a minor traffic violation? _____
If yes, please attach explanatory statement. (Conviction of a felony does not necessarily constitute grounds for denial of admission.)

Are you socially, academically, and financially eligible to return to all colleges and universities in which you were enrolled? _____
If no, please explain. _____

Statement of Purpose for Enrollment All applicants must complete

(Attach additional sheet(s) if necessary)

I affirm on my honor that the information submitted on this application is complete and accurate and that if admitted to Lynchburg College, I will abide by the regulations, ideals, and principles of the institution. I understand that information gathered during the admission process will be handled confidentially by the Office of Enrollment Services in a professional manner. Further, I agree that my college grades may be used for statistical studies or sent to my high school (or former college) for evaluation purposes. I understand that falsification of any information on this application may result in termination of my enrollment.

Applicant's signature _____ **Date** ____/____/____

Financial Aid

Typically, undergraduate students admitted as non-degree students do not qualify for financial aid, although graduate students may qualify for limited aid. Contact the Office of Financial Aid at 434/544-8228 or 800/426-8101 if you have questions about financial planning for your education.

Optional: The following information does not affect your admission status and is requested only to aid in the completion of federal, state, and college reports. Please check one for each category.

Gender: Female Male

Are you Hispanic or Latino? Yes No

Please select one or more race categories:

- American-Indian or Alaska Native Asian Black, African-American
 Native Hawaiian or other Pacific Islander White

Religious Preference: _____

Lynchburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, and doctorate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Lynchburg College.

Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, color, or national or ethnic origin, and complies with the requirements of the Americans with Disabilities Act.

Available upon request is a copy of the Lynchburg College annual security report. The report includes statistics for the previous three years about crimes reported to have occurred on campus, in off-campus properties owned or controlled by Lynchburg College, and on public property within the same reasonably contiguous geographic area of the institution. The report also includes information about institutional policies concerning campus security, crime prevention, crime reporting, alcohol, drugs, and sexual assault. You may obtain a copy of the security report by contacting the Office of Enrollment Services at 800/426-8101 or via email at admissions@lynchburg.edu.