

# Admission

## Regular Admission

### Application Procedures

1. File an application form by February 1 with the Office of Admission. Candidates for the freshman class may apply for admission at any time during their senior year of high school, but not more than 12 months prior to entrance.

**Note:** Students planning on majors in business will initially apply for enrollment in the College of Arts and Sciences. During their sophomore year they may apply for admission to the Boler School of Business. (See procedures outlined under “Boler School of Business,” pages 75-76).

For transfer students, full or part-time, the fee is \$25.

2. Arrange with the high school(s) attended to send complete transcripts of records to the Office of Admission.
3. Ask a counselor or a teacher at the high school last attended to complete the *Student Evaluation and Recommendation* form on the last page of the application and send it with the transcript to the Office of Admission.
4. All applicants must submit the results of testing by either the College Board (SAT I) or the American College Testing Program (ACT). See the section that follows on “Testing.”
5. Freshman applicants wishing to apply for need-based financial aid should obtain the **Free Application for Federal Student Aid (FAFSA)** from their high school guidance counselors or the government website [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The forms should be completed and sent to the address noted in the FAFSA for processing *as soon after January 1 as possible*. The university’s application deadline for financial aid is March 1; and, since the external processing takes approximately four weeks, applicants for aid should complete and mail the FAFSA no later than February 1.
6. By June 15 or 30 days after the tuition deposit has been received (whichever date comes later), students must file the *Health Certificate* properly completed by a physician and signed by parent or guardian. This form is supplied by John Carroll University. Care should be taken that the portion of the health certificate dealing with medical qualification for physical education and military science courses is completed accurately and signed by the examining physician, as this is a condition for acceptance into these programs.

### Notification

Generally within six weeks after all credentials have been filed, applicants will receive offers of admission or notices of unfavorable action. Places in the freshman class are reserved, however, only upon submission of a \$100 advance payment of

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tuition. This tuition deposit is refundable until May 1 by written request, and non-refundable after May 1 for applicants who fail to register or who withdraw after registration.

Freshman applicants who are not commuting (living exclusively in the permanent and primary residence of legal guardians) are required to live on campus. Applicants must send a \$100 room deposit along with the \$100 tuition advance to reserve a space in campus housing. Like tuition deposits, room deposits are refundable until May 1 by written request, and non-refundable after May 1 for applicants who fail to register or who withdraw after registration.

There is no deadline for tuition and room deposits; however, May 1 is the last date which will guarantee an accepted applicant a place in the freshman class and/or a place in the residence halls. Any requests received after that date will be accepted on a “space available” basis at the discretion of the Office of Admission and, in the case of residence hall status, the Office of Residence Life.

### **Testing**

All degree-seeking freshman applicants must submit the results of testing by either the College Board (SAT I) or the American College Testing (ACT) Program.

**SATI:** Applicants taking SAT I should present the results from examinations taken in either their junior or senior year of secondary school. Registration forms and general information may be obtained either from their secondary school guidance office or from the College Board SAT Program, 45 Columbus Ave., New York, N.Y. 10023-6992, or at its website [www.collegeboard.com](http://www.collegeboard.com).

**ACT:** Students planning to complete the battery of tests administered through the American College Testing Program may obtain information and registration forms from their secondary school guidance office or from the ACT Program, P.O. Box 414, Iowa City, Iowa 52243-0168, or at its website [www.act.org](http://www.act.org). John Carroll University recommends but does not now require the additional Writing Test offered by ACT.

**Please Note:** Students whose first language is a language other than English and who live outside the United States may submit the results of the Test of English as a Foreign Language (TOEFL) in lieu of SAT or ACT scores.