



BERGIN UNIVERSITY of **CANINE STUDIES**

ADMISSIONS POLICIES AND PROCEDURES

The mission of Bergin University's Admissions Services is to provide excellent customer service by providing honest and current University information in a timely manner to all prospects.

The Admissions staff member will read and sign the University's Code of Conduct policy.

Admission representatives may not accept bonuses or any type of financial incentive for student recruitment.

Admissions personnel will remain in contact with dog program personnel and the CAO to stay updated on course offerings and changes. Information provided to prospective students should be honest, accurate and current.

Admissions personnel will provide information on current tuition and other fees to prospective students.

Admissions personnel will not make promises regarding potential employment or exaggerate employment opportunities or salary.

Student recruitment, enrollment, and admissions duties will be geared toward the enrollment of qualified applicants who are likely to complete and benefit from the training provided by the school and not geared toward enrolling students simply to obtain enrollments.

Prospective students must have a high school diploma or the equivalent (GED). Admissions Googles the high school to verify its existence. If admissions has reason to question the validity of a prospective student's high school completion or has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education, the admissions department will check the website of the school in question to confirm it is a legitimate provider of secondary school education. Taking the contact of that institution's Registrar or Admissions Office from the website, the Admissions Department will email the school to verify that the student applicant did graduate from their high school. Their written response is then placed in the student file with the diploma or transcripts that were submitted by the student. Further investigation is careful scrutiny of the secondary school's website, making sure it is a valid institution (ie, checking their accreditations, making sure any links they post are not broken, and checking for spelling and grammar on the website's documentation. If the website, or the Registrar/Admissions Officer seem invalid or unreliable, the Bergin's Director of Admissions will contact the Department of Education to obtain proof that the school exists, existed at the time the student applicant completed their education, and is a respected institution, in good standing with the Department of Education.

Prospective students must have a certain number of college credits to enter the BS degree programs. Students may not enter the AS program unless all required courses are complete. Students may be accepted provisionally in the BS program if:

BS degree program – student is missing three or fewer credits.

It is optimum if the student completes the course(s) while attending the Bergin University degree program. The student will not receive their Bergin University diploma until the University has received an official transcript showing completion of the missing credits. The official transcript is to be given to the COM to be recorded in SonisWEB and a diploma will be made.

Admissions is to make it clear to prospective students that they will not receive a Bergin University diploma until all necessary courses are completed and an official transcript has been received.

Students must have a baccalaureate degree from an accredited college to be considered for the Master of Science degree program.

To be considered for acceptance, applicants must submit:

- Bergin University application
- Application fee of \$50
- Verification of high school graduation by copy of transcript, diploma or GED score
- Official transcripts of coursework taken at a college or College that is accredited by an agency recognized by the US Department of Education verifying the appropriate number of credits (or earned bachelor's degree for MS degree program)
- Photo ID with birthdate (driver's license, passport, state ID)
- One-Page Interest and Intent essay
- One professional and one personal letter of reference

Prospects will be considered applicants when an application is received with the Application Fee. Application Record and Disposition Record will be added in SonisWEB by Admissions staff member. Disposition Record will reflect current status of the Application- i.e. In Progress, Accepted, On Hold or Provisional. Applicants will only be accepted as students once ALL required documentation has been received, reviewed, and approved. At that time, an official acceptance letter signed by the CAO will be mailed to the applicant.

Transcripts must be official and the college or university must be accredited by an agency recognized by the U.S. Department of Education. Admissions will verify the existence and accreditation of the college/university. International transcripts must be in English and must be evaluated by a member of the Association of International Credentials Evaluators, the American Association of Collegiate Registrars and Admissions Officers, or the National Association of Credential Evaluation Services to validate equivalency with graduation from high school and eligibility to enter college in the United States.

Once official transcripts have been received, Admissions will fill out a Transcript Evaluation form for CAO approval and signature. Admissions may accept an unofficial transcript and use the Transcript Evaluation form to assist students wishing to receive guidance in acceptable credits/courses, however, this does not replace an official transcript. The CAO will sign a University Acceptance Form.

Admissions personnel will not approve acceptance of prospective/applicant students and will not sign any enrollment documentation (except for the University application).

Admissions personnel will enter prospects into SonisWEB. Once the application has been received, Admissions will move the prospect to applicant status in SonisWEB, updating the SonisWEB biographic information.

Finance will receive the application fee and a copy of the application. A copy will be made and kept in the student financial file.

Admissions will work with international applicants and forward the necessary information to the University Registrar regarding Visas.

Admissions will be in touch with applicants throughout the application process and update University staff on enrollment progress via the applicant status report and at staff meetings. Updated information and contact with dog program personnel is extremely important.

Prospective students will receive an emailed current University catalog along with any other requested documentation. Prospective students will be notified of Bergin University's dog policies.

Once prospects become applicants, Admissions will provide them with housing information (i.e. Facebook Housing Group Page, lists of known rental opportunities).

If an applicant has applied for Title IV Financial Aid, Admissions will send a Cost of Attendance sheet and Contact sheet to ECM to begin the financial aid process. Admissions will not discuss financial details with prospects, applicants or students. Admissions personnel will not have any decision-making authority in the approval or awarding of student financial aid. Admissions will provide the finance department with contact information of applicants who are on financial aid as soon as possible.

If an applicant is a veteran and is using the GI Bill, Admissions refers the applicant information to the University Registrar.

Two weeks before students arrive on campus, Admissions will send applicants the latest catalog, enrollment agreement, "what to expect" letter, mock client training sample schedule (for AS and BS students), regular class schedules, dog policy, and any other pertinent information.

Prospects are allowed to apply up to one week before the degree program orientation date; but will only be accepted as a student if all documentation is received before orientation. This does not apply to international students who will need additional time to process. Admissions will notify dog program staff regarding any additional last-minute students. Admissions will notify students who apply late that there is the possibility of not receiving a dog on the first day of school.

Once official transcripts and all required documents have been received, Admissions will forward the applicant file to Student Services so that information can be updated in SonisWEB. It is important that Admissions and Student Services work closely together and keep each other notified of changes.

Admissions will document in the applicant status report and applicant file that rejected applicants did not meet admissions requirements.

Student files will be kept in a locked room in a locked fire-proof file cabinet.

Provide a Study Skills Session and other pertinent workshops to students in the fall and spring semesters and keep documentation in student files.