

# Admissions

Choosing the right college is one of life's most important decisions. Information must be collected, campus visits must be scheduled and applications must be submitted. Please be assured that the staff and faculty at Cazenovia College will be available to provide assistance to you throughout the college selection process.

## Admissions Office Hours

The Admissions Office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. with counselors available to answer questions about Cazenovia College. The office is also open selected Saturday mornings throughout the year.

A personal interview and campus visit are the best ways to learn about Cazenovia College and gain the first-hand knowledge necessary to make the best college decision. Visiting provides an opportunity to tour campus facilities, meet with an Admissions Counselor and talk with students, faculty and staff. To arrange for a campus visit and interview, contact the Admissions Office by calling 1.800.654.3210 or 315.655.7208.

## General Requirements

Cazenovia seeks students whose previous academic records, standardized test results and recommendations indicate the ability to succeed and satisfactorily complete college-level work. Consideration is given to personal qualities known to predict success in college such as: maturity, motivation, initiative, imagination, ambition and self-reliance. Individuals with these qualifications contribute to the overall quality and diversity of student life and create a stimulating environment that is beneficial to all.

A student may apply to Cazenovia College after completion of six semesters of work in an accredited secondary school. In order to be admitted to Cazenovia College, an applicant must be a high school graduate or provide evidence of passing the GED exam. Homeschool students have the option of submitting a GED score or providing a letter from their local school district stating they have completed an educational program equivalent to their peers in the school district and meeting the graduation standards set by that state.

## Application Procedure

The Admissions Office will send an application form upon request by calling 1.800.654.3210, or you may apply electronically by visiting [www.cazenovia.edu](http://www.cazenovia.edu). Applications should be filed as early as possible in the senior year. Cazenovia has a rolling admission policy (no closing deadline) with first priority given to applications

received before March 1. The candidate will be notified after all required credentials have been received by the Admissions Office and a decision has been made. Students must have the final high school transcript, including the graduation date, on file in the Admissions Office before matriculating.

Contact the Admissions Office for additional information about Cazenovia College's admission policies.

## **First-Time Students**

1. Complete the application form and attach a non-refundable \$30 application fee payable to Cazenovia College.

2. Take the completed application to the high school guidance counselor and request that an official transcript be attached, and that the application, transcript and fee be sent to Cazenovia College.

3. Arrange for a recommendation from the guidance counselor or a teacher to be forwarded to the Admissions Office.

4. Provide an essay or personal statement along with other application materials.

5. If the student chooses, arrange to take either the SAT (Scholastic Aptitude Test) or the ACT (American College Test) and to have the scores sent directly to Cazenovia College (optional).

6. Students who have additional information that they regard as relevant and that they would like to present to the Admissions Committee may do so by directing a letter to the Admissions Committee.

7. An applicant who is accepted for admission should finalize enrollment by submitting to the Admissions Office the Enrollment Reservation Agreement (enclosed with the letter of acceptance), together with the reservation deposit. This applies to commuting as well as boarding students. Students accepted after May 1 should finalize their enrollment within 15 days of notification of acceptance.

## ***Advanced Placement***

A freshman entering Cazenovia College may receive college credit for, or be excused from, a designated course on the basis of the Advanced Placement Examinations of the College Entrance Examination Board, the College Level Examinations Program, or the New York College Proficiency Examination Program. Contact the Office of the Registrar for additional information. Arrangements for advanced placement should be made before the start of classes in the fall.

## **Transfer Students and Transfer Credits**

Cazenovia College welcomes applications from students who wish to transfer from another college. In order for a student who has attended another college to be considered for admission, the applicant must:

1. Complete and mail the application form and attach a non-refundable \$30 application fee payable to Cazenovia College.

2. Submit official transcripts of all college-level courses from all colleges attended to the Admissions Office. Courses completed of a similar type and level with a grade of "C" or better at a regionally accredited institution normally will be accepted for credit. Usually, only a student who is eligible to return to his or her previous college will be considered.

3. Submit an official, final copy of the high school transcript including the graduation date (or GED scores).

Transfer students may benefit from one of many articulation agreements. A sample of our articulation agreements follows:

**Bryant & Stratton**

Bachelor of Professional Studies in Management  
Specialization: Business Management  
Bachelor of Fine Arts in Visual Communications

**Cayuga Community College**

Bachelor of Fine Arts in Studio Art  
Bachelor of Fine Arts in Studio Art  
Specialization: Photography  
Bachelor of Fine Arts in Visual Communications  
Bachelor of Professional Studies in Management  
Specialization: Business Management  
Specialization: Sport Management  
Bachelor of Science in Liberal Studies  
Bachelor of Science in Business Management

**Corning Community College**

Bachelor of Fine Arts in Visual Communications  
Bachelor of Professional Studies in Management  
Specialization: Business Management  
Specialization: Sport Management  
Bachelor of Science in Business Management  
Bachelor of Science in Human Services  
Bachelor of Science in Liberal Studies

**Dutchess Community College**

Bachelor of Professional Studies in Management  
Specialization: Business Management  
Specialization: Sport Management  
Bachelor of Science in Business Management  
Bachelor of Science in Human Services  
Bachelor of Fine Arts in Visual Communications

**Finger Lakes Community College**

Bachelor of Fine Arts in Visual Communications  
Bachelor of Professional Studies in Management  
Specialization: Business Management  
Specialization: Sport Management  
Bachelor of Science in Human Services  
Bachelor of Science in Liberal Studies  
Bachelor of Fine Arts in Studio Art  
Bachelor of Science in Business Management

**Genesee Community College**

Bachelor of Fine Arts in Visual Communications  
Bachelor of Professional Studies in Management  
Specialization: Business Management  
Bachelor of Science in Liberal Studies  
Bachelor of Science in Human Services

**Herkimer County Community College**

Bachelor of Professional Studies in Management

Specialization: Accounting Management

Specialization: Business Management

Specialization: Sport Management

Bachelor of Science in Human Services

Bachelor of Science in Liberal Studies

Bachelor of Science in Business Management

Bachelor of Fine Art in Studio Art

**Hudson Valley Community College**

Bachelor of Professional Studies in Management

Specialization: Business Management

Bachelor of Science in Liberal Studies

**Jefferson Community College**

Bachelor of Professional Studies in Management

Specialization: Business Management

Bachelor of Science in Human Services

**Mohawk Valley Community College**

Bachelor of Fine Arts in Studio Art

Bachelor of Fine Arts in Visual Communications

Bachelor of Professional Studies in Management

Specialization: Business Management

Specialization: Sport Management

Bachelor of Science in Business Management

Bachelor of Science in Human Services

**Monroe Community College**

Bachelor of Fine Arts in Studio Art

Bachelor of Fine Arts in Interior Design

Bachelor of Fine Arts in Visual Communications

Bachelor of Professional Studies in Management

Specialization: Business Management

Specialization: Sport Management

Bachelor of Science in Business Management

Bachelor of Science in Liberal Studies

**Onondaga Community College**

Bachelor of Fine Arts in Interior Design

Bachelor of Fine Arts in Visual Communications

Bachelor of Professional Studies in Management

Specialization: Business Management

Specialization: Sport Management

Bachelor of Science in Business Management

Bachelor of Science in Human Services

Bachelor of Science in Liberal Studies

Bachelor of Science in Criminology with Criminal Justice Studies

**Orange County Community College**

Bachelor of Fine Arts in Visual Communications

Bachelor of Professional Studies in Management

Specialization: Business Management

Specialization: Sport Management

Bachelor of Science in Business Management

### **Simmons Institute**

Bachelor of Professional Studies in Management

Specialization: Business Management

Bachelor of Science in Liberal Studies

### **Tompkins Cortland Community College**

Bachelor of Fine Arts in Visual Communications

Bachelor of Professional Studies in Management

Specialization: Business Management

Bachelor of Science in Liberal Studies

Bachelor of Science in Human Services

## **Residential Requirements**

Cazenovia, as a residential college, requires students to live on campus for three years, except for those who live within commuting distance and reside with their families or have been granted an exemption from the Vice President for Student Development, Dean of Student Life.

## **Commuter Students**

Commuter students have all the privileges of residential students and play an important part in campus life. Their full participation in college activities—social, cultural, athletic and academic—enriches the total program for all students. Commuter students have their own representation on the Student Government Association.

## **Special Situations**

### ***Students with Special Needs***

The College complies with all federal, state and local laws governing education of students with special needs. Students requiring reasonable accommodations should file their requests in writing with the Director, Office of Special Services (315.655.7308) at least 30 days prior to expected need for accommodations.

### ***International Students***

All international students must demonstrate ability to use the English language in college-level work. Students from non-English speaking nations must take the Test of English as a Foreign Language (TOEFL) exam. A score of at least 550 (213 for computer based) on the TOEFL of the Educational Testing Service is required.

All attendance fees and charges are payable in United States currency. Foreign currency will be received at the rate of exchange applicable on the day of payment. To apply:

1. Submit a completed application. There is no application fee for international students.
2. Provide all appropriate academic transcripts, recommendations, TOEFL and other standardized test scores.
3. The College cannot provide financial assistance of any kind to international students. If accepted for admission, an international student must provide proof that financial means are available to cover the full cost of round-trip transportation from the student's homeland, as well as the cost of tuition, room, board, fees, books, supplies and personal expenses. The College requires certified proof that this amount is available for the student's exclusive use during his/her enrollment.

## ***Grant Programs***

These programs provide academic and personal support services to students who display intellectual promise but whose preparation places them at a disadvantage in achieving academic success.

There are three such programs available at Cazenovia College:

1. **Higher Education Opportunity Program (HEOP)**, is funded through a grant from the New York State Department of Education. To be eligible to participate in this program, a student must be a summer college accepted student, a resident of the state of New York and one whose family income falls within established state guidelines.

2. **Project REACH (Recognizing Excellence, Achievement, Commitment and Honor)** is funded through a grant from the U.S. Department of Education under Title IV of the Higher Education Act of 1965 and is one of the federal TRIO programs. First-generation students, students whose family income falls within established federal guidelines, and individuals with documented disabilities are eligible to participate in this program. Project members can take advantage of tutoring, mentoring, academic counseling and advising, comprehensive career counseling services, and cultural events.

3. **College Science and Technology Entry Program (CSTEP)**, is funded through a grant from the New York State Department of Education. It has been developed to assist undergraduate students in completing professional education programs of study that lead to licensure and to careers in scientific, technical and health-related fields. To be eligible to participate in this program, a student must be either a member of an under-represented minority or a student whose income falls within established state guidelines.

There are several primary components to these programs. These are counseling, academic support services, and/or financial aid and cultural enrichment activities. Each is integrated into a prescriptive, individualized program for each student based on an analysis of academic needs and the student's purpose in attaining an academic degree from Cazenovia College.