

change your life



Application for Enrollment

"It wasn't until I attended Samford that I realized how much I would enjoy it, and how much Samford cares about each of its students. The classes are challenging but offer real-life application that allows students to connect with the material being taught."

—Kevin Shelton '09, Administrative/ Community Services



"Just do it. It is going to work for your benefit. This program is going to help you in so many different ways.

—Antonia Littleton '09, Counseling Foundations



"Coming back to college has changed me. I am more confident in all aspects of my life. It has broadened my perspective on everything else in my life."

—Bonita Flippo '09, Human Resource Development



CHANGE YOUR LIFE

Thank you for your interest in Samford University's Adult Degree Program! This program is designed especially for working adults who have a desire to learn, to seek professional development and to complete an undergraduate degree or certificate program. The program offers a convenient schedule of evening, weekend and online courses as well as a variety of services for evening students.

Students may be admitted for any term. Although there is no formal application deadline, applicants are encouraged to complete this process as soon as possible. Since the application process is connected to other important procedures such as applying for financial aid, delaying an application may have adverse effects. Please allow adequate time for collecting all items related to admission application, including official transcripts from previous college(s) or high school(s). If you would like more information or need assistance completing the application, call 205-726-2898 or go to

www.samford.edu/adultdegree.

APPLYING FOR ADMISSION TO THE ADULT DEGREE PROGRAM

Please submit the following to the Samford University Office of Admission.

1. **High school transcript.** This must be mailed from the high school directly to the Samford University Office of Admission. Student copies are unacceptable. If you have a GED, please review the “High School Equivalency” information within the general admission policies section of the Samford University Catalog.
 2. **An official ACT or SAT score report** (unless you graduated from high school five or more years ago). The ACT institutional code for Samford University is 0016. The SAT institutional code for Samford University is 1302. American College Testing or the College Board must send score reports directly to the Samford University Office of Admission. Student copies are unacceptable.
 3. **Nonrefundable application fee: \$35**
 4. **One reference.** Please use the reference form included with this application.
 5. **Admission application** (Application for Admission—Adult Degree Program). This must be completed in full, including the reference form and essay.
 6. **Admission essay.** This should be no longer than two typed or handwritten pages.
- Essay Considerations**
Tell us about yourself, your academic background and collegiate ambitions. We are interested particularly in why you are applying to Samford University. Please include the essay with the application. The essay is required unless applying under the special status classification.
7. **Immunization record.** Students are required to submit an immunization record before registering for first-term courses. The form is included with this application.

Transfer Students

If you have ever attended another college or university, please submit one official transcript from each college that you attended. These must be mailed directly from the records office of the former college(s) to the Samford University Office of Admission. If you earned fewer than 24 semester or 36 quarter hours of credit at other institutions, you also must provide your high school transcript, and ACT or SAT score report (see above) in addition to your college transcripts. If you earned more than 24 semester hours at other institutions, you are not required to send your high school transcript, or ACT or SAT score report.

Financial Aid

Students accepted for admission in a degree-seeking program may qualify for financial assistance. The Free Application for Federal Student Aid [FAFSA] is the document used by Samford to determine eligibility for need-based financial aid. The FAFSA, available at www.fafsa.ed.gov, must be submitted prior to receiving any need-based financial aid. Full-time status is required to qualify for some forms of financial aid. For more information, go to www.samford.edu/admin/finaid or call 205-726-2905. For information about payment, call the bursar's office at 205-726-2816.

Audits

The application for audit classification may be obtained by calling the Adult Degree Program office at 205-726-2898. As an alternative to full participation in a credit course, you may audit the course. Auditors do not receive grades and usually do not participate in examinations; however, instructors have the option of establishing requirements for a satisfactory audit. Students are not permitted to audit courses numbered above 400. To apply for admission as an auditor, please submit the following to the Samford University Office of Admission:

1. **Audit admission application.** The audit admission application is not the regular, adult degree evening program application. It is a separate form that may be obtained from the Adult Degree Program office or the Samford University Office of Admission.

2. **Nonrefundable application fee: \$35**

Auditors must submit an audit status registration form to the Office of Student Records to register under this classification. Please call student records at 205-726-2911 for further information.

Special Status

The application for special status classification may be obtained by calling the Adult Degree Program office at 205-726-2898. Special status is a nondegree-seeking classification. You may consider special status if time constraints prevent the completion of the regular application process before a desired term, or if you desire to take courses for credit but have no interest in earning a bachelor's degree at the present time. There are restrictions to this status. Contact the Adult Degree Program office for more information. To apply as a special status student, please submit the following to the Samford University Office of Admission:

1. **Special Status admission application.** The special status admission application is a separate form that may be obtained from the Adult Degree Program office or the Samford University Office of Admission. The application may be submitted without a reference or essay.

2. **Nonrefundable application fee: \$35**

3. If you attended college within the last 12 months, please request a **letter of good standing** from the institution. Otherwise, no transcripts are required to apply under the special status classification.

Application for Admission—Adult Degree Program

Read and follow the directions for the application. Please print or type on the application form.

Have you ever been enrolled at Samford University? Yes No

Former Samford University students who have not attended classes for 12 months or more, and have not attended another institution in the interim, should complete a Readmission Application instead of this form. Readmission Applications may be obtained from the Adult Degree Program office or the Samford University Office of Admission.

Year entering Samford _____

Fall Spring Summer

Admission Status Freshman Transfer

Social Security Number _____

Name _____

Last

First

Middle

Preferred Name _____

Address _____

City _____ State _____ ZIP _____

County _____

Telephone _____ E-mail _____

The optional information requested in this section of the application for undergraduate admission is voluntary and will not be used in a discriminatory manner.

Date of Birth _____ Gender M F Marital Status _____

Country of Birth _____

Ethnic Background African American Asian American Caucasian
 Hispanic Other _____

If you are not a U.S. citizen, please list your country of citizenship.

If you are not a U.S. citizen, what is your status? F-1 Visa Permanent Resident Nonresident
 Alien Alien Registration Number _____

Employer _____

Work Telephone _____

High School _____ City _____ State _____

Graduation Date _____ Enrolled Name _____

Emergency Contact

Relationship to you _____

Address _____

City _____ State _____ ZIP _____

Home Telephone _____ Work Telephone _____

Intended program of study (check only one)

Bachelor of Science in Interdisciplinary Studies [B.S.I.S.]

- Administrative/Community Services
 - Track 1: Administrative
 - Track 2: Paralegal Studies Certificate
- Counseling Foundations
- Liberal Studies
- Manager and Leadership Development
- Undecided

Nondegree Program

- Paralegal Studies Certificate
(for students who currently have an associate or bachelor's degree)

Are you planning a church-related vocation? Yes No

List the names and addresses of all colleges at which you have taken courses for credit. List the most recent college attended first, attaching an additional sheet if necessary. (Please have official transcripts from each institution sent to the Samford University Office of Admission. Please do not have transcripts mailed to the Adult Degree Program office.)

College	City	State	Dates Attended	Degrees Earned	Enrolled Name
1.	_____				
2.	_____				
3.	_____				

Have you ever been suspended or expelled at any college or convicted of a felony? Yes No
If yes, explain fully on a separate sheet and attach it to this application.

By my signature, I verify that the information on this application is complete and true. I understand that falsifying information may lead to disciplinary action including dismissal from Samford University. I also realize that I am requesting admission to a university that is dedicated to Christian principles, and as such, it will require of me and all its students personal conduct that is in keeping with these expectations.

Signature _____ Date _____

Form of payment for the \$35 application fee

- Check (enclosed) Discover Visa MasterCard

Cardholder's Name _____ Credit Card Number _____

Expiration Date _____ Security Code _____
(three- or four-digit code in signature panel)

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries and concerns regarding this policy may be directed to the vice president for business affairs or general counsel, Office of Business Affairs, 200 Samford Hall, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

Please return to: Office of Admission, Samford University, 800 Lakeshore Drive, Birmingham, AL 35229.

**Adult Degree Program
Samford University
Recommendation Form
for applicants to the Adult Degree Program**

(This section is to be completed by the applicant.)

Applicant's name _____ Social Security Number _____
(please print)

Address _____

City _____ State _____ ZIP _____

To the applicant: This form should be completed by someone not related to you who is well-acquainted with the your capabilities, motivation and initiative, such as an employer, former employer, former instructor, church official, etc. This person should identify his or her connection to you. This form should be sent directly to Samford University by the recommender (see address below).

To the recommender: The applicant above has applied for admission to Samford University. Please provide your assessment of the applicant's character, personality, capabilities, motivation, initiative, ethics and/or religious values. All information will be held in strict confidence. Please identify your connection to the applicant. Use the space below or attach an additional sheet if necessary, and mail to the office noted below.

Thank you for your response. Please sign and return to: Office of Admission, Samford University, 800 Lakeshore Drive, Birmingham, Alabama 35229.

Signature _____ Title _____

Recommender's Name _____ Telephone _____
(please print)

Address _____

City _____ State _____ ZIP _____



800 Lakeshore Drive
Birmingham, AL 35229
www.samford.edu/adultdegree
205-726-2898 • 205-726-2191 fax