

**ADMISSIONS POLICIES FOR  
MASTER'S LEVEL COURSES**

Many courses offered at Antioch University New England are available to non-matriculated, Continuing Education students. Some have designated sections; others are on an open admissions, space available basis. Your application will be screened by the department chairperson to see if your educational background and professional experience meet the prerequisites of the course. If approved, and space permitting, you will be admitted to the course. Some of the academic programs restrict entry to their classes to matriculated degree candidate students only, marked in the course descriptions under "RESTRICTIONS."

All students should be aware that matriculated students are required to have computers with Internet access. Many courses will make extensive use of Internet communication, and library services will be provided electronically. Therefore, it is required that you have regular Internet access. The computing resource room at Antioch New England's main campus will be available to access your email account; however, we do not support on-campus printing.

Master's courses require a baccalaureate degree for admission.

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**ADMISSIONS POLICIES FOR  
DOCTORAL LEVEL COURSES**

Admission to doctoral courses requires, at a minimum, a master's degree in a related field. All courses numbered 700 and above are doctoral level.

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**HOW TO MAXIMIZE THE  
CHANCES OF GETTING THE  
COURSE(S) OF YOUR CHOICE**

- Make sure the application form is filled out correctly.
  - List your courses in order of preference.
  - Use the correct course number, section and title.
  - List, and clearly designate, alternate choices.
  - List the correct number of course credits in the designated column.
  - Write the correct fee (credit or audit/masters or doctoral) and calculate the course tuition.
  - Include all tuition and fees with your application form.
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**HOW AND WHEN  
CONTINUING EDUCATION STUDENTS  
ARE REGISTERED**

Continuing Education applications are processed according to the date received by the Registrar's office. As space is limited, we recommend that you submit your application as early as possible, and indicate an alternate choice. We try to accommodate as many students as possible and regret not always being able to satisfy the demand.

Continuing Education students who register for credit will have priority over Continuing Education students who register as auditors. However, once you have been admitted to a class as an auditor you will not be bumped from the class list.

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**ONCE YOU HAVE BEEN  
ADMITTED TO A COURSE**

If you have been admitted into a course, you will receive a Continuing Education Handbook electronically and an I.D. card. Please read the handbook. It will answer many of your questions and help you to avoid any misunderstandings or possible financial loss. All students are responsible for adhering to the academic and administrative policies listed in the handbook.

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**EVALUATION-CREDITING POLICY**

Antioch New England does not subscribe to a traditional grading system; the pass/fail system is supplemented by narrative evaluations attached to your final paper and by faculty evaluation of four dimensions of your learning. Grades are not awarded and no grade point average is computed. A description of the learning dimensions and evaluative descriptors appears in the Continuing Education Handbook.

To receive credit for a course, you must register for credit and submit all required work to the instructor by the deadline that he or she gives you, or the last day of the semester. Policies and procedures governing extension of the deadline for completing course work are described in the Continuing Education Handbook.

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**TRANSCRIPTS**

Transcripts will be available eight weeks after the end of the semester. Transcripts must be requested, in writing, from the Registrar's Office. Official Transcripts are \$5.00 each.

***Tuition and Payment***

All tuition and fees are paid at the time you submit your application form. By submitting a registration form you become liable for all tuition charges, if admitted to a class.

The Registrar's Office will email you with information once your registration form has been processed.

**LIFETIME LEARNING TAX CREDITS**

You may be eligible to claim a tax credit of 20% of the first \$1000 of out-of-pocket qualified tuition and fees paid to Antioch New England or other qualified educational institution. Please see your accountant or tax advisor for further details.

**FEE SCHEDULE FOR  
MASTER'S LEVEL COURSES**

Per Credit Fee	\$420.00	Laboratory or materials fees may apply
Audit Fee (per credit)	\$270.00	

**FEE SCHEDULE FOR  
DOCTORAL LEVEL COURSES  
(PY 700 AND ABOVE)**

Per Credit Fee	\$530.00	Laboratory or materials fees may apply
Audit Fee (per credit)	\$270.00	

**PAYMENT BY CREDIT CARD**

A signed, written authorization is required for credit card charges. Please use the online credit card authorization form in order to pay by credit card ([www.antiochne.edu](http://www.antiochne.edu)).

***Withdrawal and Refunds***

**REFUND POLICY**

If you withdraw your registration PRIOR to the first day of the semester OR if there is no space for you in the course(s) of your choice and you choose not to be placed on the waiting list, you are entitled to a full refund. Similarly, if the course you are registered for is cancelled by Antioch University New England, you will receive a full refund.

You must notify the Registrar's Office in writing or via *Antioch* email if you wish to withdraw your registration. Otherwise you will be liable for full tuition. If you wish to withdraw from a semester-long course after the first day of classes, and submit your request in writing, the refund schedule below would apply.

**REFUND SCHEDULE FOR  
SEMESTER-LONG COURSES**

<u>Date Written Notification of Withdrawal Received by Registrar:</u>	<u>Amount of Tuition Refunded</u>
Prior to first class meeting day	100%
During Week 1-2	90%
During Week 3-4	50%
During Week 5-8	25%
After Week 8	0

**\*DROPPING OTHER THAN  
SEMESTER-LONG COURSES**

If you wish to drop a course other than a semester-long course, you must inform the Registrar's Office, in writing or via *Antioch* email, one week before the first class meeting. After that, no refunds will be given.

**IF YOU HAVE QUESTIONS  
PLEASE VISIT, CALL, WRITE OR FAX  
THE REGISTRAR'S OFFICE**

Our office hours are: Monday through Friday, 8:30 am - 4:30 pm  
VOICE: (603)283-2470 (Switchboard opens at 9:00 am)  
FAX: (603)355-1160  
EMAIL: registrar.off@antiochne.edu

Date received \_\_\_\_\_ Sent to program \_\_\_\_\_ # Credits \_\_\_\_\_ Pmt. Method \_\_\_\_\_  
Registered Datatel \_\_\_\_\_ Sent to S.A. \_\_\_\_\_ Amount \$ \_\_\_\_\_ ID # \_\_\_\_\_



Office of the Registrar  
40 Avon Street, Keene, NH 03431-3516  
Phone: 603-283-2470  
Fax: 603-355-1160  
Email: registrar.ane@antioch.edu  
Website: www.antiochne.edu

# Continuing Education

## Graduate Level Courses

*Application for \_\_\_\_\_*  
*(semester and year)*

### Personal Information (required)

Name \_\_\_\_\_ Soc Sec# \_\_\_\_\_  
Full legal name Required

Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ City & State of Birth \_\_\_\_\_

\*Race \_\_\_\_\_ Sex \_\_\_\_\_ U.S. Citizen? Yes  No  Please specify country of citizenship \_\_\_\_\_  
(\*Optional. Used for statistical affirmative purposes only.)

If no, are you a permanent resident?  or a non-resident alien?

Have you ever been enrolled at Antioch University New England before?  Yes  No When? \_\_\_\_\_

### Previous Education (required information)

Undergraduate School \_\_\_\_\_ Degree \_\_\_\_\_

Year Received \_\_\_\_\_ Major \_\_\_\_\_

Graduate School \_\_\_\_\_ Degree \_\_\_\_\_

Year Received \_\_\_\_\_ Major \_\_\_\_\_

### Current Employment (required information)

Current Employer \_\_\_\_\_ How long? \_\_\_\_\_

Address \_\_\_\_\_

Your title/Description of Duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Personal Statement

Please briefly explain your reasons for wanting to take the course(s) at this time \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Fee Schedule for Masters Level Courses:

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Per Credit Fee	\$420.00 per credit (Laboratory or materials fees may apply)
Audit Fee	\$270.00 per credit (Laboratory or materials fees may apply)
Alumnus Fee	50% of credit or audit charge shown above (Laboratory or materials fees may apply)

## Fee Schedule for Doctoral Level Courses (700 and above):

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Per Credit Fee	\$530.00 per credit (Laboratory or materials fees may apply)
Audit Fee	\$270.00 per credit (Laboratory or materials fees may apply)
Alumnus Fee	50% of credit or audit charge shown above (Laboratory or materials fees may apply)

## Course Registration

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List courses below in order of preference. Continuing Education Students are added to Continuing Education classes upon receipt of application; for other classes, they are registered after all matriculated students are registered. As some courses are very popular, and continuing education status may be on a space available basis, we strongly recommend that you list alternate choices. Please be sure to clearly indicate that they are alternates.

If a course is full, do you wish to be put on a waiting list? Yes  No

Course Code	Section	Course Title	#Credits	CR or AU?	Fee Per Credit	Amount

**Please make all checks payable to:  
Antioch University New England.  
Payment in full or complete credit card authorization form  
must accompany this form for registration.**

SubTotal	
Fees	
Total	

## Voucher Students

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Supervisors must take advantage of the voucher during the semester of supervision, or in one of the two following semesters. Voucher students may take one course, free of charge, for each student supervised. Please fill out the registration form. Below you must provide us with the name of your agency, Antioch intern and the semester and year of supervision.

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Agency and Antioch intern (Required) Semester/Year

## Drop/Add Policy

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Please refer to your instruction page for drop/add deadlines and tuition refund policies.