

ADMISSIONS POLICIES FOR MASTER'S LEVEL COURSES

Many courses offered at Antioch University New England are available to non-matriculated, "Special Students," 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 (they are so marked in the course descriptions under "RESTRICTIONS."

Special Students should be aware that all 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.

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.

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 code, 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 SPECIAL STUDENTS ARE REGISTERED

Special Student applications are prioritized according to the date received by our office. They are then registered, in that order, on Wednesday, January 7, 2009. 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 Special Students as possible and regret not always being able to satisfy the demand.

Please call the Registrar's Office on Friday, January 9, 2009, to see if you got into the course(s) you requested. After January 9, 2009, Special Student registration forms will be processed as they are received.

Special Students who register for credit will have priority over Special 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.

ONCE YOU HAVE BEEN ADMITTED TO A COURSE

If you have been admitted into a course, you will receive a Special Student 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 Special Students are responsible for adhering to the academic and administrative policies listed in the handbook.

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 Special Student 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 Special Student Handbook.

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

The application/comprehensive fee is paid only once per semester, regardless of how many courses are taken. It covers the processing of an application and maintenance of a student file, along with student services such as xeroxed materials, library privileges and use of the computing resource room, and use of *FirstClass* intranet system.

All fees (application/comprehensive fee and tuition) are paid at the time you submit your application form. By submitting a registration form you become liable for all tuition charges.

It is your responsibility to contact the Registrar's Office to find out whether you have been admitted to the class(es) of your choice.

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

Application/Comprehensive Fee	\$300.00
Per Credit Fee	\$600.00
Audit Fee (per credit)	\$375.00

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

Application/Comprehensive Fee	\$300.00
Per Credit Fee	\$800.00
Audit Fee (per credit)	\$550.00

PAYMENT BY CREDIT CARD

A signed, written authorization is required for credit card charges. Please use online credit card authorization form in order to pay by credit card.

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 *FirstClass* 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.

The application/comprehensive fee is non-refundable.

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 *FirstClass* 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 # _____

Antioch University New England - 40 Avon Street - Keene, New Hampshire 03431-3516
Voice: (603)283-2470 Fax: (603)355-1160 Email: registrar.off@antiochne.edu

Spring 2009 Special Student Application

Personal Information (required information)

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? non-resident alien?

Have you ever been at Antioch New England as a Special Student 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:

Application/Comprehensive Fee	\$300.00
Per Credit Fee	\$600.00 per credit
Audit Fee	\$375.00 per credit

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

Application/Comprehensive Fee	\$300.00
Per Credit Fee	\$800.00 per credit
Audit Fee	\$550.00 per credit

Course Registration

List courses below in order of preference. Special Students are added to classes after all matriculated students are registered. As some courses are very popular, and special student status is 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	
Application/Comprehensive Fee	\$300.00
Total	

Voucher Students

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.

Agency and Antioch intern (Required) Semester/Year

Drop/Add Policy

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