

Pacific Union College will accept your application for admission regardless of your race, age, sex, or national origin so long as your attitude and behavior are in harmony with the goals and traditions of this Seventh-day Adventist college and your abilities and preparation indicate the probability of academic success.

Although church affiliation is not required for admission, you are expected to abide by the policies outlined in this catalog and the *Student Handbook*. To qualify for admission, you must give evidence of intellectual competence, high moral character, satisfactory health, and a genuine desire to learn.

*No student should at any time come to the college for the purpose of registering without having first received a formal notification of acceptance.*

## Academic Preparation

Applicants to Pacific Union College need to be prepared to participate in a rigorous academic program. The following list outlines the required courses and recommended courses for completion as part of your secondary-school education. Students who have not successfully completed the recommended courses may be required to take additional courses in college.

- 4 years of English (required)
- 3 years of Mathematics, including Algebra, I, II, & Geometry or Integrated Math I, II, & III (2 years required, 3rd year recommended)
- 3 years of Science, including laboratory sciences in the areas of Biology, Chemistry and Physics (2 years required, 3rd year recommended)
- 2 years of History, including U.S. and World (required)
- 2 years of Foreign Language (recommended)
- Computer Literacy (recommended)
- Religion coursework (required if offered at your secondary school)

## Application Procedures

1. Apply online at [puc.edu/admissions](http://puc.edu/admissions). There is no fee for online applications.  
Alternately, you may send a completed Pacific Union College Application for Admissions (available from the Admissions Office) along with a \$30 nonrefundable application fee to the Admissions Office.
2. Request that transcripts be sent directly to the Pacific Union College Admissions Office from:
  - a) the academy or high school from which you graduated; and
  - b) all colleges you previously attended.Applicants are responsible for the transfer of transcripts of all high-school and college work attempted. Applicants who matriculate directly from high school must provide official complete high school transcripts or GED exam scores, including the graduation date, before the start of college courses. Anyone who willfully refrains from transferring all scholastic records, or does not give full and truthful information concerning previous attendance at other educational institutions, will not knowingly be accepted or retained as a student. The transcripts become the property of the college and are kept on permanent file. The unweighted cumulative GPA from the graduating high school and each college attended is recorded in the application file.
3. Take the required college entrance examination and be sure that scores are on file in the Admissions Office. Pacific Union College participates in the American College Testing Program (ACT) as an essential element in academic advising. Each first-year and transfer applicant with fewer than 45 quarter credits must provide ACT (or SAT) scores.
4. Submit the necessary reference. All applicants must have one completed reference form or current reference letter sent to the Admissions Office (the form is available online at [puc.edu/admissions](http://puc.edu/admissions)).

## Admission

- International applicants must meet the additional requirements described in the section of this catalog entitled “Admission of International Students”.
- Wait for a decision letter. When all pertinent documents are on file (application form, transcripts, exam scores, and recommendation), the application will be processed and you will promptly be notified in writing of the action taken. Applicants who apply before high school graduation will be evaluated for provisional admission based on unweighted GPA and exam scores after seven semesters of high school. High school applicants with an unweighted GPA above 2.75 may qualify for early notification after six semesters of high school are complete. ACT or SAT scores must be provided by May 1 to confirm admissions qualifications or the admission status may be adjusted.

### Acceptance Follow-Up Procedures

The letter of acceptance outlines further steps necessary before registration:

- All incoming Pacific Union College students must pay a \$200 enrollment fee before registering for classes or receiving a housing assignment. The fee can be paid online at [puc.edu/reserve](http://puc.edu/reserve).
- If you will be a residence hall student, submit the room reservation form online at [puc.edu/reserve](http://puc.edu/reserve).
- The college’s Health Services Department is required to have on file basic medical information to meet county requirements. The minimum information necessary is:
  - Current personal and family medical history
  - Recent physical examination including TB testing
  - Childhood immunization recordsForms can be downloaded at [puc.edu/healthservices](http://puc.edu/healthservices).
- Submit final high school documents showing graduation date and final GPA.
- Submit official college transcripts showing all college work attempted or completed.

### Reapplication Procedures

- If your residence as a student at Pacific Union College has been broken for three or more consecutive quarters, you must follow regular application procedures in order to re-establish student status.
- If your residence as a student at Pacific Union College has been broken for less than three consecutive quarters, you may contact the Admissions Office to have your original application updated and re-activated.

- If your residence as a student at Pacific Union College has been broken due to active service in any branch of US uniformed military service, you may contact the Admissions Office to have your original admission status updated and re-activated. The college will process your re-admission in compliance with Chapter 3 of Volume 2 of the Federal Student Aid Handbook.

## Regular Admission Status

You may have regular admission status if you have an acceptable recommendation and qualify in one of the following categories:

- Students having secondary-school graduation**  
Demonstrate an unweighted GPA of at least 2.5 and provide ACT or SAT exam scores.
- Students who have passed the GED**  
2002-2014 Version: Demonstrate a standard score of at least 400 on each of the five tests and an average standard score of at least 500 for all five tests for the Test of General Educational Development (GED).  
2014 Version: Demonstrate a standard score of at least 165 on each of the four tests and an average standard score of at least 177 for all four tests for the Test of General Educational Development (GED).
- Students who have passed the CHSPE**  
Demonstrate a passing score on the California High School Proficiency Examination (CHSPE) and demonstrate the following additional requirements:
  - Successful completion of at least two years of secondary school.
  - A personal interview of applicant and parents by a college admissions officer or a designated representative.
  - A letter from the applicant stating the rationale for early entrance into college.
  - Recommendation by the faculty of the secondary school last attended, including an evaluation of social and academic readiness for college.
- Students who have completed the IGCSE program.**  
Demonstrate completion of the International General Certificate of Secondary Education (IGCSE), including 5 subjects with exam grades of C or higher and a program diploma.
- Home school applicants**  
Contact the Admissions Office and discuss the individual situation. Home school applicants should anticipate provid-

ing ACT or SAT scores, home school transcripts, and GED or CHSPE scores.

**6. Transfer students (Less than 45 quarter hours)**

Demonstrate a minimum cumulative college GPA of 2.0 on transferable college work *and*

Demonstrate one of the admissions standards for first-year freshmen as described above (option 1, 2, 3, or 4) *and*

Be in good academic standing and have an acceptable citizenship record at your most recent or current college.

**7. Transfer students (Fast Track option)**

Demonstrate a minimum cumulative college GPA of 2.0 on transferable college work *and*

Demonstrate high school graduation *and*

Be in good academic standing and have an acceptable citizenship record at your most recent or current college *and*

Demonstrate college readiness by presenting at least a C or better in each of the four following foundation areas:

- a. College English approved transferrable course.
- b. History or Social Science approved transferrable course.
- c. Science Laboratory approved transferrable course.
- d. Basic Algebra approved proficiency option.

**8. Transfer students (45 or more quarter hours)**

Demonstrate at least 45 quarter hours of transferable college credit with a minimum cumulative college GPA of 2.0 *and*

Be in good academic standing and have an acceptable citizenship record at your most recent or current college.

**9. Reapplicants**

Demonstrate both a minimum college cumulative GPA and a Pacific Union College cumulative GPA of 2.0 *and*

Demonstrate an acceptable citizenship record.

**Other Types of Admission**

In addition to admission on regular academic standing, there are other types of admission at Pacific Union College.

**Admission by Advanced Enrollment**

Advanced Enrollment status is for secondary-school students of superior ability who wish to enroll in some college courses while completing secondary-school graduation requirements. For admission to this status, you must meet the following criteria:

- 1. Completion of your sophomore year of secondary-school with an unweighted GPA of at least 3.5.
- 2. Recommendation from the secondary-school faculty supporting your ability to benefit from early college enrollment

and specifying your remaining requirements for graduation and the method of fulfilling them.

- 3. Written rationale for early entrance into the college program and evidence of superior motivation.

Students in this category are granted special high school admission and must also apply for regular admission, subject to secondary-school graduation.

**Admission of International Students**

If you are an international student, you will be considered for admission when you have:

- 1. met all requirements for regular admission status;
- 2. provided certified English translations of transcripts;
- 3. provided the required reference, written in English;
- 4. met all financial requirements for international students, including the submission of a \$1,000 deposit, as described in the section of this catalog entitled “International Students” under FINANCIAL INFORMATION; and
- 5. demonstrated ability to pursue studies in the English language by presenting a satisfactory score on one of the following exams:

Score of 80 or higher on the TOEFL (Test of English as a Foreign Language), Internet

Score of 15 or higher on the ACT, English Section

Score of 430 or higher on the SAT, Evidence-Based Reading and Writing Section (or, if taken before March 2016, score of 380 or higher on the Critical Reading Section)

Score of 6.5 or higher on the IELTS (International English Language Testing System), Academic

Score of 59 or higher on the PTE (Pearson Test of English), Academic Version

Score of 76% or higher on the MELAB (Michigan English Language Assessment Battery)

Score of 4.0 or higher on the iTEP (International Test of English Proficiency), Academic Version

When you arrive on campus, you will be required to participate in an in-house placement process to determine your placement in English coursework (ENGL 099, 100, or 101). If you demonstrate a need for additional orientation to the English language and American culture, you also will be required to enroll in ENSL 100: English for Special Purposes.

**Probationary Admission**

You may be considered for probationary admission status if

## Admission

you have an acceptable recommendation, you have submitted ACT or SAT scores for review, and you qualify in one of the following categories:

### 1. *Students having secondary-school graduation*

Applicants who demonstrate a composite score of 14 or higher on the ACT exam or a combined score of 780 or higher on the SAT exam

*and*

Demonstrate an unweighted high school GPA of at least 2.0 but less than 2.5 in the following required courses:

4 years of English

2 years of History

2 years of Science

2 years of Math or Integrated Math, including Algebra

### 2. *Students who have passed the GED*

2014 Version: Demonstrate a standard score of at least 165 on each of the four tests and an average standard score of at least 170 for all four tests for the Test of General Educational Development (GED).

2002-2014 Version: Applicants who demonstrate a score of at least 350 on each of the five tests and an average standard score of at least 450 for all five tests for the GED.

### 3. *Special Action*

Applicants who are granted admission by special action of the Admissions Committee.

If you are granted probationary admission, you may take a maximum of 15 units and you must enroll in GNST 104: Student Seminar. At the end of the term, your status will be reevaluated. If you completed your college coursework with a GPA of 2.0 or higher, you will be given regular admission status. Otherwise you will be placed on Academic Suspension. For further information regarding Academic Probation and Academic Suspension, see the section entitled “Academic Information and Policies” in this catalog.

### **Readmission from Academic Suspension or Dismissal**

If you previously attended Pacific Union College and you were placed on academic suspension or dismissal, you may apply for readmission after you complete the appropriate amount of transferable coursework at another accredited college of university. You will need to demonstrate a minimum GPA of 2.3 on the most recent coursework as well as a minimum cumulative college GPA of 2.0 (excluding PUC coursework). In order to reapply, you will need to request that official transcripts be sent directly to the Pacific Union College Admissions Office from all institutions that you attended while on suspension or dismissal.

If you are readmitted to Pacific Union College following aca-

demical suspension or dismissal, your admission status will be provisional and your academic performance will be evaluated after each subsequent quarter. Failure to meet the academic requirements outlined at the time of your readmission will result in your dismissal.

For further information regarding academic suspension and dismissal, see the section entitled “Academic Information and Policies” in this catalog.

### **Admission as a Non-Degree Student**

If you wish to take one or more courses through Pacific Union College without being admitted as a degree-seeking student, you may apply for admission as a non-degree student by completing the “Short Application” (available in the Enrollment Office). It is recommended that you apply at least one month prior to the beginning of the quarter for which you expect to register at Pacific Union College.

If you are accepted as a non-degree student, enrollment in any particular course is subject to the approval of the instructor and to your meeting any course prerequisites. As a non-degree student, you will be required to register through the Records Office and ordinarily will be limited to a maximum of six quarter hours at any one time. Most non-degree students do not qualify for financial aid.

If you are currently on suspension or dismissal from Pacific Union College, you do not qualify to apply for admission as a non-degree student.

There are three standard categories of non-degree students accepted at Pacific Union College:

#### 1. *Guest Student for Transfer Credit:*

A student who has been accepted for study in another college or university and wishes to earn credit at Pacific Union College for transfer.

#### 2. *Special Summer Student*

A student who wishes to attend Pacific Union College but does not meet the requirements for regular admission. Admission on this status is limited to the summer term. After completion of the summer term, the student may apply for regular admission and the summer credit will be included in the calculation of college credit for admissions requirements. Former PUC students on academic suspension from the college are not eligible for this status.

#### 3. *Personal Enrichment*

A student who wishes to take individual courses at Pacific Union College for personal or professional development. Students in this category may take a maximum of six units of credit per quarter. Students who wish to register for additional units must apply and qualify for regular admission.