

# ADMISSION & REGISTRATION

## Admissions Policy

Admission is open to all in-district residents of Community College District 518 who are high school graduates or the equivalent (GED), or non-graduates who are at least 18 years of age. Admission to the College does not ensure admission to a particular course or program of study.

Admission is also open to people in the following categories:

1. Out-of-district, out-of-state, and international residents.
2. Students whose connection with a secondary school is severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend Carl Sandburg College.
3. Students currently enrolled in a secondary school program. Students currently enrolled in a secondary school program may be accepted into college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.
4. Admission of students in programs for special groups.
5. Students less than 16 years of age who have the approval of the chief executive officer of their school and/or the chief student services officer of Carl Sandburg College.

Should it be necessary to limit enrollment, priority will be given to residents of Carl Sandburg College District 518 or to residents of a community college district involved in a cooperative agreement with Carl Sandburg College. The College reserves the right to establish selective admission requirements for any or all programs. All programs and their respective admission requirements will be identified in the College catalog.

An eighth grade reading level as demonstrated by a standardized test approved by the college is required for admission to developmental and credit classes. This requirement does not apply to Corporate and Leisure classes.

Carl Sandburg College will not discriminate in the admission of students on the basis of the student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, sexual identity or other protected group status.

## Admission to AA/AS/AFA Programs (Baccalaureate Transfer)

Students enrolling in the Associate in Arts, Associate in Science, or Associate in Fine Arts degree programs (baccalaureate transfer) must have completed the following college preparatory courses as outlined in the Illinois Public Act 86-0954:

Subject	Years of Coursework	Explanatory Notes
English	4	Written & oral communications, literature
Mathematics	3	Minimum of one year of Algebra I, one year of geometry, & one year of Algebra II

Science	2	Laboratory science
Social Studies	2	History and/or government
Electives	2	Foreign language, music, art, or vocational education
Flexible Academic Units	2	Two additional courses from any one or two of the science, social studies, or electives categories in addition to approved courses in math & English such as advanced math, computer science, journalism, speech, & creative writing
Total Academic Units	15	

College preparatory course requirements for admission to the AA/AS/AFA degree programs as outlined above will be waived for students who have completed 32 semester hours of college coursework (100 level or above) with grades of "C" or better.

The Illinois Board of Education requires that students who wish to enter into a transfer program (AA/AS/AFA) must meet the requirements listed in the above chart (Illinois Public Act 86-0954). Carl Sandburg College is an open admissions community college, students will be admitted to the college without these courses. Students who enroll in certain programs will be required to meet prerequisites to enroll in some courses.

## Health Career Program Admissions

Admission to many of Carl Sandburg College's Health Career programs (Associate Degree Nursing, Practical Nursing, Radiologic Technology, Computed Tomography, Magnetic Resonance Imaging, Dental Hygiene, Mortuary Science, Medical Assisting, and Paramedic) is limited and, therefore, competitive. Selection is based on candidates' overall academic performance. The most qualified applicants who are residents of the Carl Sandburg College District or of community college districts involved in a cooperative agreement with Carl Sandburg College will be given preference for admission to these programs. Students who have not fulfilled these requirements when they initially enroll at Carl Sandburg College will be admitted on a provisional basis to the Associate in Arts, Associate in Science, or Associate in Fine Arts degree programs. Carl Sandburg College will incorporate in those students' curriculum courses to compensate for course deficiencies.

## International Admissions

International students are welcome at Carl Sandburg College. The College is authorized under federal law to enroll students who require an F-1 VISA. Prospective international students should contact the director of admissions and records (309.341.5234) to discuss their eligibility for admission.

Each student is encouraged to consult with a professional counselor at Carl Sandburg College in the selection of a program consistent with the student's interests and abilities.

## International Student Admission Steps

New full-time international students need to obtain a Form I-20 to receive a student visa through the U.S. Consul or Embassy in their country. The I-20 indicates that all admission requirements have been met to enter the College. This document is issued through SEVIS, the Student Exchange Visitor Information System. The U.S. Consulates make the final decision regarding whether students will be allowed to enter the United States to study.

All international students must report to Carl Sandburg College on or before the date stated on the Form I-20. Late-arriving students will not be able to register for class.

International students requesting admission and issuance of a Form I-20 must provide:

- A completed Carl Sandburg College Application for Admission. (<http://www.sandburg.edu/Admissions/International-Student-Admissions/International-Application.html>)
- A Financial Resource Statement verifying the ability of the student or the student's sponsor to meet all educational and living expenses for one year while attending Carl Sandburg College. This must be signed and sealed by a notary public and accompanied by a letter or bank statement dated within six months of the application. Financial support of approximately \$21,000 (USD) is needed per year.
- An official transcript that provides evidence of graduation from a secondary school and transcripts from all postsecondary institutions attended. Photocopies may be accepted if they are properly notarized as true copies. Transcripts must be translated into English.
- Official evidence of English proficiency. All full-time and part-time students whose native language is NOT English are required to: take TOEFL (Test of English as a Foreign Language) and earn a score of 68 on the Internet-based exam, or 190 on the Computer-based exam or 520 on the Paper-based exam.  
OR  
submit official transcripts from an accredited United States college or university showing successful completion ('C' or better grade) of a college-level writing course and 6 hours of college-level academic course work requiring reading  
OR  
complete ACT with a score of 19/ SAT 890 or higher in Reading and Writing Completion of any additional entry requirements for the program of study.

The College will issue an Form I-20 Certificate of Eligibility form after students complete the steps above and qualify for admission.

## Readmission

Students who have previously attended Carl Sandburg College and want to return after an absence of one semester or more must notify the Admissions and Records Office of any changes in name, address, phone number, academic program, etc. Some academic programs have special readmission policies and procedures.

## Steps to Enroll

### Step 1: Discover your options at Sandburg

- Learn more about what Sandburg has to offer. Visit the Welcome Center in building B at the Galesburg campus; or speak with an

advisor at the Carthage campus. Take a tour of campus and explore the various educational programs.

### Step 2: Submit an application

- Complete and submit an application at [recruiter.sandburg.edu](http://recruiter.sandburg.edu)
- You will receive a welcome letter about 1 week after with your student ID, email and *mySandburg* login.

### Step 3: Apply for financial aid

- Go to [fafsa.ed.gov](http://fafsa.ed.gov) (<http://fafsa.ed.gov>) to complete the Free Application for Federal Student Aid (FAFSA) to apply for both federal and state financial aid.
- If possible, apply before November 15th to ensure the aid that you qualify for is available.
- Carl Sandburg College's code is 007265.

### Step 4: Request official transcripts

- High school, GED and all educational institutions.
- Send to: Carl Sandburg College Attn: Admissions 2400 Tom L Wilson Blvd. Galesburg, IL 61401.

### Step 5: Take the Placement Test\*

\*An eighth grade reading level as demonstrated by a standardized test approved by the College is required for admission to developmental and credit classes. This requirement does not apply to Corporate and Leisure classes.

- This untimed assessment test covers reading, writing and math, and will determine the level of classes you may begin.
- Prepare for this test before you take it. Go to [sandburg.edu/placement](http://sandburg.edu/placement) for practice tests, sample questions.
- If you would like reading assistance to complete the test, please contact Disability Support Services at 309.341.5262.
- Register at [sandburg.edu/placement](http://sandburg.edu/placement); [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) or 309.345.3500.
- Note: in lieu of ACCUPLACER testing, official ACT or SAT scores will be accepted for placement if the test was taken within two years of the admission date to Carl Sandburg College. Minimum score requirements are as follows: ACT Scores required to enroll college level courses: English/Writing: 20, Reading: 20, Mathematics: 25. SAT Scores required to enroll in college level courses: Reading/Writing: 480, Mathematics: 530. Students wishing to use their ACT / SAT test for placement will need to have ACT / SAT send official scores to Carl Sandburg College. Official high school transcripts with the ACT / SAT score will also be accepted.

### Step 6: Register for classes

- Schedule an appointment with an advisor to register for courses. Call 309.341.5237 at the Galesburg campus or 217.357.3129 at Carthage campus.

For additional assistance contact the Welcome Center [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu) 309.345.3500

## Online/Blended Courses

Online courses offer the same high quality instruction as their equivalent on-campus counterparts. These instructor-led courses are delivered through the Internet. By using the Internet students are able to link to faculty and other students in the class.

With Sandburg Online, learning can be accessible and flexible. If students have a busy schedule, they are able to "attend" class at times that best fit their schedule.

While the courses begin and end on specific dates and the course work has assigned deadlines, you can work at your own pace within the deadlines. For more information, please check our Web site at <http://www.sandburg.edu/Academics/Online-Learning/index.html>

Blended learning combines both traditional (face-to-face) classrooms with online coursework. This type of class can be structured a variety of ways, but typically it meets in the classroom once a week, and then the student completes the rest of the week's activities online. This provides a more flexible schedule, but keeps the personal touch of face-to-face meeting time. Because of the added online coursework, students can finish the same hours and the same course rigors with half the time or less being spent in the classroom.

## Dual Credit Opportunities for High School Students

Carl Sandburg College works cooperatively with the various high schools within the Sandburg district that wish to provide college-level courses for their students during the junior and senior years. Dual credit allows eligible students to receive both high school and college credit for successfully completing college-level courses. These college courses may be offered at the high school location or the student may attend at one of the Carl Sandburg College campuses. Students must have the permission of the high school and obtain sufficient scores on a placement test to enroll in college courses. For detailed information, please contact the Welcome Center 309-345-3500 or [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu).

## Illinois Articulation Initiative (IAI)

Carl Sandburg College is a participant in the Illinois Articulation Initiative. The General Education Core Curriculum was incorporated into the Associate in Arts and Associate in Science degrees effective Summer 1998. Since completion of the Associate in Fine Arts (A.F.A.) degrees does not complete the Illinois Transferable General Education Core Curriculum (IAI GECC), students will need to complete the general education requirements of the school to which they transfer. For further information about IAI, go to the Web site at [www.itransfer.org](http://www.itransfer.org) (<http://www.itransfer.org>).

## Study Abroad

Carl Sandburg College works in conjunction with the Illinois Consortium for International Studies and Programs (ICISP) and other Illinois community colleges in order to provide semester study abroad programs for its students to Canterbury, England; Carlow, Ireland; Salzburg, Austria; Seville, Spain; and Xi'an, China, and to offer summer study abroad to Salzburg, Austria; San Jose, Costa Rica; Dijon, France; Hyderabad, India. These programs are intended to provide students with a better understanding of the world via living and studying in different cultural environments around the world. Students reside with host families for all programs except Australia, China, and Ireland, where students stay in apartment or residence hall accommodations. For all programs requiring language courses, no prior experience is required. However, students with previous language experience will be tested and placed in the appropriate classes. During their study abroad, students are registered as Carl Sandburg College students and receive course credit directly through the College. Students are required to have a 2.75 or higher GPA, a "C" or better

in English 101, and 12-15 hours of college credit in order to participate in ICISP Study Abroad programs. In addition to these regular opportunities, other opportunities for short term study abroad are available from year to year.

## Partnership Agreements ASU Online

Carl Sandburg College has partnered with Arizona State University on a guaranteed admission program that simplifies for the process for Sandburg students seeking to complete their bachelor's degree online or on campus through ASU. The guaranteed Program for Admission equips students with ASU tools and guidance on which courses to take their respective community college. ASU also will work with students to explore degrees, scholarships and other opportunities to enhance the completion of their bachelor's degree.

## Community College Partnership with Bellevue University

Carl Sandburg College and Bellevue University (Neb.) have entered into an Articulation and Community College Partnership. Any Carl Sandburg College student who attends Bellevue University and has earned their Associate Degree will have all of their credits accepted at Bellevue and will have all of their General Education requirements fulfilled but must satisfy the Kirkpatrick Signature Series requirement (specific to Bellevue University).

## Chamberlain College of Nursing

Chamberlain College of Nursing is a not for profit Nursing college, offering degrees ranging from Bachelor's degrees through Doctoral degrees in Nursing. Sandburg's agreement offers students who receive their RN degree from Sandburg to transfer into their BSN program.

## C.A.R.E.E.R. PROGRAM (Formerly Charge backs)

Carl Sandburg College participates in the Comprehensive Agreement Regarding the Expansion of Educational Resources (C.A.R.E.E.R.), which is an agreement signed by all of the Community Colleges districts in Illinois (as of March 2017). Under the terms of the agreement, students may take advantage of career and technical education (CTE) programs at any other Illinois Community College if the program is not offered in their home district. The students benefit by paying the resident tuition and fee rates, despite living outside the Community College district.

Additional paperwork will need to be completed in the Student Services office on the Galesburg campus (E100).

## Culver-Stockton College

Carl Sandburg College has signed an agreement with Culver-Stockton College (Canton, MO) designed to ease the concerns of Sandburg students who wish to transfer to Culver-Stockton. The partnership involves the articulation of all of Carl Sandburg's classes to a course equivalent at Culver-Stockton. This agreement should create seamless transfer opportunities for our students.

## Community College Alliance with Franklin University

The Community College Alliance (CCA) is a unique educational agreement between Carl Sandburg College and Franklin University of Columbus, Ohio. This agreement allows Carl Sandburg College graduates to complete a bachelor's degree without leaving the Sandburg campus. After earning an associate degree or completing at least 60 transferable semester hours credit, students can earn a bachelor's degree through a combination of on-campus and online classes at Sandburg and online classes through Franklin University. There are 13+ majors in an online

format that fit the students' career and lifestyle needs without the barriers of time and location. Beyond the bachelor's degree, students may also pursue the Vantage MBA in a completely online format in as few as 17 months. For detailed information, please contact the Admissions Office.

### Dual Enrollment with Knox College

Carl Sandburg College and Knox College have partnered on a dual enrollment program for students who intend to pursue a bachelor's degree at Knox upon completing an associate degree at Sandburg. Students can apply for the dual admission program as early as their senior year in high school through the beginning of their sophomore year of college (30 semester hours). Students accepted to the program must maintain a minimum 3.0 cumulative grade point average.

### Illinois College

Carl Sandburg College and Illinois College in (Jacksonville, IL) have an articulation agreement for students who wish to transfer to Illinois College upon completion at Sandburg. All of Sandburg's transferrable classes have been articulated at Illinois College and those who receive their degree, with a qualifying GPA, will enter Illinois College at Junior status.

### Indiana Wesleyan University

Indiana Wesleyan University is giving Carl Sandburg College students the opportunity to continue their education through online studies. The primary program in the partnership benefits those who are wishing to pursue their B.S.N. at Indiana Wesleyan but there are several other degrees available through the agreement.

### Monmouth College Pipeline Program

Carl Sandburg College has partnered with Monmouth College to create a program for students who desire to obtain a Bachelor's degree at Monmouth but earn their Associate's degree at Carl Sandburg prior to transferring. The program allows for students to meet with advisors from both institutions each semester and allows students access to various events and facilities on the Monmouth College campus. Inquiries can be directed to the Welcome Center, at 309.345-3500 or [welcomecenter@sandburg.edu](mailto:welcomecenter@sandburg.edu).

### Dual Admissions with Saint Ambrose University

Carl Sandburg College has entered into a dual admissions agreement, which permits students who intend to transfer to Saint Ambrose upon completion of their Associate Degree access to facilities, student events and other resources while attending Sandburg. Students must apply at both institutions upon entry into college and must work with an advisor from both institutions at the beginning of each semester.

### Transfer Agreement with University of Illinois at Urbana-Champaign (ACES)

Carl Sandburg College and the College of Agricultural, Consumer and Environmental Sciences (ACES) of the University of Illinois at Urbana-Champaign (UIUC) have a cooperative agreement to help facilitate transfer students who wish to pursue a degree in one of the Agricultural Science programs at UIUC. Sandburg students who pursue the Associate in Science degree, with an emphasis in Agriculture, will be required to complete 12 semester hours of online work from UIUC and travel to their campus a couple of times per semester as part of their class requirements.

### University of Illinois-Chicago (TAG)

The UIC Transfer Admission Guarantee program offers guaranteed admission into the University of Illinois at Chicago for students who are currently attending an Illinois Community College with an active TAG agreement and are planning to transfer into a participating UIC baccalaureate degree program. Students who actively participate in the TAG program will receive counseling and benefits that exceed those of a regular transfer student.

### Lincoln College

Carl Sandburg College and Lincoln College have a partnership that provides an articulation agreement and a Guaranteed Admissions program that simplifies the transfer process for Sandburg students seeking to complete their bachelor's degree at Lincoln College. Sandburg graduates with an Associate in Arts (AA) or Associate in Science (AS) will have met all general education requirements for Lincoln College-Normal. Also, Sandburg graduates with an AA, AS or Associate in Applied Science (AAS) degree who meet the requirements for Lincoln's Accelerated Bridge to Education (ABE) program (at least 23 years old and a minimum of three years' post-high school full-time employment) will be automatically admitted to Lincoln. Lincoln also will transfer in all credits from a Sandburg AAS degree for graduates who enroll in one of Lincoln's AAS Capstone Degree programs (Bachelor of Applied Management in Entrepreneurship or Bachelor of Applied Science in Organizational Leadership).

### Saint Francis Medical Center College of Nursing

Saint Francis College of Nursing is partnering with the Nursing department to offer five guaranteed seats into their BSN program after completing the RN degree at Carl Sandburg College. Sandburg students must meet certain GPA requirements to qualify for the program. For more information, please contact the Nursing office at 309-341-5299.

### BOT/BA Degree Program with Western Illinois University

Carl Sandburg College signed a partnership agreement with Western Illinois University (WIU) to facilitate the transfer of students who have earned or are pursuing an associate degree at Sandburg and who wish to enroll in the WIU Board of Trustees BA degree program. This flexible program enables the mature place-bound student to earn a bachelor's degree with as few as 40 semester hours taken through WIU in an online format or on campus. Once a student is accepted into the BOT/BA program, the tuition and fees rate is frozen for four years (if the student maintains continuous enrollment). Although a major may not be earned, a minor may be achieved by completing the exact academic requirements listed in the WIU Undergraduate Catalog. For detailed information, please contact the Admissions Office.