

Admissions Info

Garrett College offers an open-door admissions policy.



GETTING STARTED

The following is a list of steps to help you through the enrollment process. These steps do not cover everything you may need to do as a prospective student but will help you get started.

- Step 1** Complete and return Garrett College Application (allow two weeks for processing)
- Step 2** Investigate financial aid opportunities at www.fafsa.ed.gov
- Step 3** Have an official copy of high school and/or college (if applicable) transcript or GED sent to: Office of Admissions, Garrett College
687 Mosser Road, McHenry, MD 21541
- Step 4** A letter of acceptance will be mailed to you. Contact a Garrett representative to schedule an advising appointment and placement indicator. You may also visit www.garrettcollege.edu/admissions for a placement schedule.

IMPORTANT DATES

- September 4** 2007 New Student Orientation
- September 5** Fall 2007 classes begin
- January 1** Begin completing financial aid forms for the upcoming academic year
- January 3** Intersession 2008 classes begin
- January 22** Spring 2008 classes begin
- March 1** Deadline for applying for Garrett Foundation Scholarships
- March 1** Deadline for completing financial aid forms to be considered for Maryland state scholarships

**Need help or have questions about applying?
We are here to help!
Call or email the**

**Garrett College Admissions Office today at
301-387-3044 or admissions@garrettcollege.edu**

Financial Aid

Garrett helps you find the resources to finance your education.



APPLYING FOR FINANCIAL AID

One of the biggest stresses of college is determining how to finance your education. Fortunately, Garrett has many options for students to receive financial aid. Knowing the steps to take in the financial aid process will start students on the right path to financing their education.

GETTING STARTED

Free Application for Federal Student Aid (FAFSA)

All students who wish to apply for financial aid must complete the **FAFSA** as soon after January 1 as possible. In order to obtain the maximum amount of financial aid, students must complete the **FAFSA** by March 1. Go to www.fafsa.ed.gov for detailed instructions on how to complete the **FAFSA**. Remember to include Garrett College on the list of colleges you wish your **FAFSA** to be forwarded to.

Personal Identification Number (PIN)

The PIN serves as your identifier to let you access your personal information in various U.S. Department of Education systems.

You need a PIN in order to:

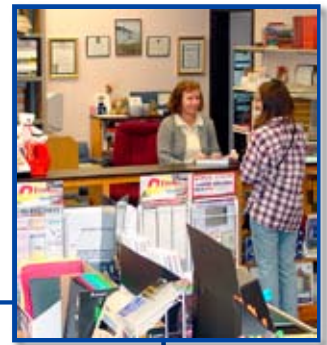
- | Electronically sign the FAFSA on the Web, file a renewal FAFSA on the Web, or make FAFSA corrections on the Web
- | View the status of your FAFSA on the Web
- | Request a duplicate copy of your Student Aid Report (SAR)
- | Access your Federal Student Financial Assistance information on the National Student Loan Data System (NSLDS) Web site
- | Make updates to the email or mailing address where your PIN is sent

Parents of dependent students and all financial aid applicants should apply for a **PIN**. Go to www.pin.ed.gov for detailed instructions on how to obtain a **PIN**.

Garrett College Financial Aid Advisor

After you have completed the FAFSA and obtained a PIN, contact one of Garrett College's financial aid advisors to learn more about financing your education. If you need help or have questions about applying, we are here to help! Call or email the Financial Aid Office today at **301-387-3057** or financialaid@garrettcollege.edu.

College Services



BOOKSTORE

Garrett's bookstore offers the books and supplies you need for the classroom in one convenient location.

- ◆ New & Used Books
- ◆ Class Supplies
- ◆ Novelties & Gifts
- ◆ College Gear & Apparel

Hours of Operation

Monday - Thursday: 8:30 AM to 4:30 PM Friday: 8:30 AM to 1:00 PM

Closed: June 30 to the last week in August

The Bookstore is open extended hours at the beginning of each semester.

Financial Aid Recipients

You may use your financial aid to charge books and school supplies at the bookstore beginning one week before the fall and spring semesters and continuing one week into the semesters. In order to charge against your financial aid, you must complete a Financial Aid Deferment Form in the Financial Aid Office. The bookstore must see the original Financial Aid Deferment Form EVERY time you wish to charge to your financial aid account during the charging period.

The average cost of books per semester runs between \$350 - \$500. We recommend that you attend a class before buying your books, as there are NO CASH REFUNDS

ACADEMIC ASSISTANCE

Tutoring

Garrett College provides tutoring services for students who need additional support in their studies. These services are conducted by students who have demonstrated academic excellence. For information on tutoring, contact Lindsey Teson, Coordinator of Distance Learning, Testing and Tutoring at 301-387-3155 or testing@garrettcollege.edu.

Math Lab

The Math Lab, located in Room 407 in the Learning Assistance Center (LAC), is a service that offers help with math course work from arithmetic and pre-algebra through calculus. Students work with a technician to help identify problem areas and sharpen skills. Walk-ins are welcome! For information on the Math Lab, contact Tim Foster at 301-387-3075 or tfoster@garrettcollege.edu.

Writing Center

The Writing Center, located in Room 401 in the LAC, is a service that offers short, one-on-one troubleshooting sessions with students regarding their written assignments for any class. For information on the Writing Center, contact Jack Dubose at 301-387-3032 or jdubose@garrettcollege.edu.

We're here to help you succeed!

Dining Services

Lakers Café provides students with convenient, affordable, and delicious meal choices.



LAKERS CAFÉ

Our on-campus café offers nutritious meals for breakfast, lunch and dinner. Choose from hot entrees, sandwiches, pizza, salads and wraps. You may eat in the café or get it to go.

Dining Services Account Plan

For the convenience of parents, students and staff, Garrett College is pleased to offer our automated debit system.

Here's how to enroll:

- | Complete the attached enrollment form
- | Decide how much money you want in your dining service account and send a check, along with your enrollment form to the address provided on the form
- | Your money will be deposited into your dining account
- | As you make purchases at the café, the amount of the purchase is deducted from your dining account.
- | After each transaction, the register displays the account balance

Detailed Reports and Transfer Balances

A printed, detailed report of account usage is available from the Lakers Café. Contact the Food Service Director at the Lakers Café at 301-387-3041.

Dining service account balances will be carried over from the fall semester to the spring semester (if enrolled). Account balances left in the dining service account at the end of the spring semester or after fall if not enrolled in spring, will not be carried over and are non-refundable.

GARRETT COLLEGE DINING SERVICE PLAN



Name _____
 Freshman Sophomore Social Security Number _____ / _____ / _____
Address _____
Phone _____ Deposit amount: \$ _____

Make checks payable to: Aladdin Food Management Services, LLC

Return this form to: Aladdin Food Management Services, LLC
c/o Garrett College, 687 Mosser Road
McHenry, MD 21541

Services Special Needs

Garrett provides complete and open access to education for all.



HIGHER EDUCATION FOR EVERYONE.

"The College believes it can best overcome barriers to seeking a higher education by respecting and caring for students as individuals, by defining their strengths and needs, by starting where they are ready to begin, by providing them with supportive programs and services, and by motivating and encouraging them to achieve standards of personal and academic excellence."

-from the Mission Statement of Garrett College

Garrett College offers support services to students with special needs and/or disabilities to allow for complete access to higher education. The College offers special services to assist qualifying students with reasonable accommodations in the instruction and testing process. These services comply with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. It is the student's responsibility to contact the Coordinator of Student Services at 301-387-3011 to request assistance. Records provided are kept strictly confidential.

CAMPUS ACCESSIBILITY & PARKING

The facilities of Garrett College are constantly monitored to ensure that accessibility requirements are met. All buildings are one-story and interconnected with enclosed breezeways, thereby enabling those with physical disabilities ease of access throughout the campus. Students with physical disabilities have access to the designated parking spaces in the College's parking lots. Reserved parking spaces are identified using the familiar "handicap parking only" signs.

MOST COMMONLY USED ACCOMMODATIONS

- | | |
|---|---|
| Tutorial services for all classes | Accessible classrooms and campus facilities |
| Math, writing, and reading labs | Special parking spaces |
| Alternative testing (oral, test reader, use of writer/scribe) | Enlarged handouts, tests, etc. |
| Note taker | Referral to other agencies |

Additional information may be found in *Your Right to Know!* available from the Coordinator of Student Services at 301-387-3011.

Transfer Options



If you are planning to get a 4-year degree, consider the advantages of starting at Garrett.

STARTING AT GARRETT HAS ADVANTAGES

Starting your higher education at Garrett College can save you thousands of dollars in tuition costs and allow you to start your college life in a small class environment. Garrett offers many options to help you transfer to a four-year college or university.

University Parallel Program

The University Parallel Program allows students to plan their schedule, in conjunction with the program requirements of their intended transfer institution, to receive an Associate in Arts Degree from Garrett College. Students enrolled in the University Parallel Program can then transfer to the four-year college or university without loss of credit.

To Enroll in the University Parallel Transfer Curriculum

- ◆ Contact the college or university you plan to attend and request specific information about the course requirements in the program you plan to pursue
- ◆ Check the Garrett College catalog to find out if Garrett offers all the courses required in the first two years of study. The Transfer Coordinator in Student Services can help you with this and can help inquire about suitable course substitutions

Franklin University Alliance Program

Through a unique educational alliance with Garrett College, you have the opportunity to earn a Bachelor of Science degree online from Franklin University. The Program's online format provides the flexibility to attend class and complete your coursework without leaving your community. Throughout the completion of your bachelor's degree, Garrett College and Franklin work together to provide all the resources you need to reach your educational goals.

Bucknell University

Community College Scholars Program

Highly motivated Garrett College students have the opportunity to earn a bachelor's degree at one of the country's premier liberal arts institutions. Students who meet eligibility and selection criteria will be offered tuition for two years of full-time enrollment at Bucknell. Ask Garrett's Admissions experts for more information.

Maryland Community College Transfer Scholarship

In addition to saving tuition and living expenses as a student at Garrett, you may apply for the Maryland Community College Transfer Scholarship that awards \$3000 annually to qualified residents of Maryland. Students applying for the transfer scholarship must have completed at least 60 credit hours at a Maryland community college and plan to enroll as a full-time student at a 4-year private or public Maryland college or university. Other scholarships are available for students who enter careers where there are critical shortages.

Guarantee Transfer

Have confidence in your academic planning with the Transfer Guarantee.



A GREAT OPPORTUNITY

Through advanced planning, Garrett will ensure that all your Garrett course work will transfer to public Maryland institutions. Additionally, by consulting with our transfer counselor, you can obtain a transfer agreement with the four-year college or university you choose and be assured that all designated courses will transfer to the institution. Garrett will provide a tuition refund if any pre-selected and recommended courses are not accepted by the receiving institution.

Take Advantage of Garrett's Transfer Guarantee Program

During your initial advising appointment, let your advisor know that you plan to transfer and indicate the institution in which you plan to enroll and the curriculum you wish to pursue. Your academic advisor will work closely with you to develop a personalized transfer program. Your customized program will ensure you have the necessary courses for the first two years of your curriculum when you transfer. You are free to take electives that are not part of your transfer contract; however, the transfer guarantee may not apply to those courses.

Transfer Contract and Guarantee

Your transfer contract will be based on information provided from you and the transfer institution. Once your contract has been signed by you, your academic advisor, and the transfer institution, it becomes a sound education plan. If any of the Garrett courses listed on the transfer contract are not accepted at your receiving institution, Garrett will refund the tuition paid for those courses.

Conditions for the Tuition Refund Guarantee

- | You may develop a transfer contract at anytime during your enrollment at Garrett. The offer of a transfer guarantee becomes effective the semester following the transfer contract agreement.
- | The Garrett academic advisor/transfer counselor will make the student aware of other conditions imposed by the transfer institution for admission and for the transfer of credits earned from another college or university.
- | Garrett's guarantee does not apply if the student does not satisfy the admissions criteria (e.g. specified levels for placement into college level courses, grade point average, etc.) established by the receiving institution.
- | Garrett is not responsible for the transfer of courses not accepted by the transfer institution due to grades lower than a "C" unless otherwise stipulated by the receiving institution and/or designated program.
- | Contact your advisor for further details on the Transfer Guarantee Program.

Residents West Virginia



Garrett offers reduced tuition for West Virginia residents.

WEST VIRGINIA RECIPROCIITY

Residents of West Virginia who enroll in an A.A.S. Degree or Certificate program in **Adventure Sports, Business Management, Commercial Vehicle Transportation Specialist, Computer Applications for Business, Computer Repair/Network Technician, Cybersecurity, E-Commerce, Graphic Web Design, Juvenile Justice, Natural Resources & Wildlife Technology, or Network Administration** could be eligible for in-county tuition. To be eligible for the reciprocity program, you must be a verifiable resident of an eligible West Virginia county (as listed below).

Barbour	Hardy	Mineral	Preston	Tucker
Grant	Harrison	Monongalia	Randolph	
Hampshire	Marion	Pendleton	Taylor	

Garrett College encourages the participation of students who genuinely desire to pursue eligible programs but seeks to discourage anyone who does not. We REQUIRE you to be honest in registering your objectives in coming to Garrett College. Students who seek tuition reduction through this program but who really do not intend to pursue an eligible program are violating the intent of the agreement and may be committing acts punishable under law. Students who enroll in the West Virginia reciprocity program may only take courses applicable to their specific academic program. If students elect extraneous courses, they must pay the out-of-state tuition rate unless one of the exceptions described below is applicable.

Please sign this form as your sworn affirmation that you will enroll in courses in full compliance with the terms, conditions, and intent of Garrett College's West Virginia Reciprocity Program.

Student Signature: _____ **Date:** _____

EXCEPTIONS TO THE ABOVE AGREEMENT

Student

- Career Advancement Student With a Related Transfer Objective** - I have been approved by my advisor to register for _____. I affirm that I intend to pursue a bachelor's degree in a field directly related to my course of study at Garrett College. I have attached a copy of the curriculum for the bachelor's degree I wish to pursue; s/he agrees that this course is appropriately related to my transfer objective.
- Courses That Are Clear Professional Enhancements** - I have been approved by my advisor to register for _____. This course will be a clear enhancement to my professional preparation (e.g., PE 150 First Aid for an NRWT student; however, MUS 129 Voice wouldn't).
- Cannot Round Out a Full-Time Schedule**
I have been approved by my advisor to register for _____. A legitimate obstacle prevents me from taking a full course load (12 credits) in the program specified above, and I need to take supplemental courses to maintain full-time status to be eligible for a full financial aid award, retain insurance, and/or be eligible to participate in intercollegiate sports.

Student Signature: _____

Semester: _____ Date: _____

Academic Advisor

By signing below, I am certifying that:

- I give approval for this student to register for courses that are not required in his/her program of study but satisfy one or more of the exception conditions in accordance with the Amended West Virginia Reciprocity Policy. S/he may do so at the West Virginia Reciprocity rate for tuition.
- The student has provided the required documentation supporting this exception.
- The student is progressing toward the GC certificate or career advancement degree and not supplanting courses for those courses that should/could readily be taken in the program for which s/he is receiving reciprocity.

Advisor Signature: _____

Semester: _____ Date: _____

NOTE: Advisors shall note the circumstances surrounding this agreement in the Student Advising Record and retain any other documenting material in the student's Advising file.

Revised 05/29/07 kld

Scholarship Commissioners



Giving Garrett County 2007 graduates the opportunity for tuition-free higher education!

2007 GARRETT COUNTY HIGH SCHOOL GRADUATES....

This is your opportunity to attend Garrett College tuition free! The Garrett County Commissioners Scholarship (CSP) allows you to concentrate on your education without worrying about how to finance it.

What is CSP?

It's a scholarship for every 2007 Garrett County graduate* to receive a student aid package covering the full cost of tuition and the combined fee at Garrett College. The CSP also covers required developmental studies and up to 64 credit hours of study in your chosen program of study at Garrett College.

How do I take advantage of this scholarship program?

To be eligible for the CSP, you must complete and submit the following items by their respective deadlines:

FAFSA - Free Application for Federal Student Aid (by March 1 to qualify for MD State financial aid programs)

Garrett College admission application

Guaranteed Access Grant (www.mhec.state.md.us/financialAid/descriptions.asp)

CSP application form

**To find out more, contact your
high school guidance counselor,
Garrett College's Office of Financial Aid
at 301.387.3057 or log on to
www.garrettcollege.edu/CSP.**

*You must be a legally documented resident of Garrett County for a period of two full years prior to September 1st of the effective date of the Commissioners Scholarship Program enrollment. Students are required to apply for various forms of financial aid. Grant and scholarship aid received from other sources will be applied to the cost of Garrett College's tuition and the combined fee first. Students are not required to apply for loans of any kind. Students who are eligible for Garrett's 50% tuition waiver as permitted by state law will have the waiver applied to the cost of Garrett's tuition and the combined fee. Other rules, regulations and restrictions apply.