

International Students

International students applying for admission must complete and submit an admission application with supporting documents at least six months prior to the date of expected enrollment.

All international applicants must have graduated from a school equivalent to the 12th grade in the United States. Applicants must submit a school transcript with English translation directed to the Office of the Registrar at Sinte Gleska University. In addition, any transcripts from other colleges or universities must be included with the admission application.

All international students whose native language is not English must demonstrate English proficiency in one of the following ways: a) documented completion of 3 academic years of high school English; b) documented completion of 2 college level English courses; or c) a score of 500 on the TOEFL test of English as a second language.

Applicants should be aware that Sinte Gleska University does not provide any scholarships or financial assistance to international students. Applicants should possess adequate financial resources to support themselves while attending Sinte Gleska University.

Applicants should not plan on employment in the United States as a means for meeting their educational costs since immigration laws governing international student status generally prevents any employment opportunities.

Transfer Procedure

1. Transfer students wishing to obtain an associate degree must complete a minimum of 15 semester hours in residence at Sinte Gleska University and shall be enrolled at Sinte Gleska University during either the fall or spring semester before graduation.
2. Transfer students wishing to obtain a bachelor degree must complete a minimum of 30 semester hours in residence at Sinte Gleska University and shall be enrolled at Sinte Gleska University during either the fall or spring semester before graduation.
3. All courses for which credit has been granted over five years ago need specific departmental approval before they will be transferable.
4. Transfer credit will satisfy college curriculum and graduation requirements if grades are C or above and if course content is comparable. Credits earned at quarter system institutions transfer at the following rate: 1 quarter-2/3 semester credit.
5. All credits transferred will be used to figure the student's overall GPA. These credits will be accepted at the value assigned by the institution from which the student transfers. Credits which are not applicable to the program in which the student is enrolling will be accepted in transfer but not applied as credit toward graduation in the program.

6. The acceptance of transfer credit from non-accredited institutions will be provisional and subject to validation by review or testing.
7. A second semester transferring freshman student with less than a 1.5 GPA or a transferring student above the freshman level with less than a 2.0 GPA will be admitted only on scholastic probation and upon approval by the department chairperson for declared majors or the General Studies chairperson for undeclared majors.

Transfer Procedure (Veteran)

1. Before or at the time of registration for classes, the student must submit all transcripts from all other colleges or institutions of higher education.
2. The student must personally fill out VA form 22-1995 (Request for Change of Program or Place of Training), sign and forward the document personally to the Veterans Administration. THE VA WILL NOTIFY THE STUDENT DIRECTLY, NOT THE University, OF ANY REQUIREMENTS.
3. The student must register for classes and is requested to sign the proper acknowledgement.
4. The certifying official will: A. Complete VA form 22-1999 (Enrollment Certification) each semester. B. Forward the original to the Veterans Administration. C. Keep the 2nd original for the student's SGC-VA file.
5. The certifying official will notify the VA of any changes in student status if the student drops credit hours to below the number of original hours certified for.

Changes in Registration (Drop/Add)

Course enrollment should be carefully planned during each academic semester in conjunction with the appropriate advisor so that once registration has been completed, changes will not be necessary, or will at least be kept to a minimum. After a student is enrolled, changes may be made in the course enrollment by means of a Drop/Add form. Drop/Add forms may be obtained at the Registrar's Office. The Drop/Add period extends through the end of the second week of the fall and spring semesters. Courses dropped during this period of time will be recorded on the students transcript as a "WP".

The courses for which a student is registered following the conclusion of the late registration period constitute the official enrollment and semester load.

A student may officially drop a course or courses following the conclusion of the Drop/Add period and before three-fourths (75%) of the semester is completed. In the summer semester, a student may officially "drop" a course or courses only during the first week of classes of any eight-week session and only during the first three days of classes of a four-week session. In all cases, courses dropped during the designated period of time will be recorded as a "W" on the permanent student record card. NO STUDENT WILL BE PERMITTED TO DROP A COURSE DURING THE LAST ONE-FOURTH (25%) of the semester.