

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 [www.puc.edu/admissions](http://www.puc.edu/admissions). There is no fee for online applications.
2. Request that official transcripts be sent directly to the Pacific Union College Admissions Office from:
  - a) the academy or high school from which you graduated;
  - b) all colleges you previously attended.Applicants are responsible for the transfer of official 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. Official college transcripts from all prior colleges except PUC must be provided before the last two weeks of the first term at PUC. Student access restrictions may be applied due to missing academic documents. 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. International applicants must meet the additional requirements described in the section of this catalog entitled "Admission of International Students".
5. Wait for a decision letter. When all pertinent documents are on file (application form, transcripts, exam scores), the

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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.

### Acceptance Follow-Up Procedures

The letter of acceptance outlines further steps necessary before registration:

1. The college's Health Services Department is required to have on file basic medical information to meet county requirements. The minimum information necessary is:
  - a) Current personal and family medical history
  - b) Recent physical examination including TB testing
  - c) Childhood immunization recordsForms can be downloaded at [www.puc.edu/healthservices](http://www.puc.edu/healthservices).
2. Submit official final high school documents showing graduation date and final GPA.
3. Submit official college transcripts showing all college work attempted or completed.

### Reapplication Procedures

1. 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.
2. 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.

## Regular Admission Status

You may have regular admission status if you are in one of the following categories:

1. **Students having secondary-school graduation**  
Demonstrate an unweighted GPA of at least 2.5.
2. **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).

3. **Students who have passed the CHSPE**  
Demonstrate a passing score on the California High School Proficiency Examination (CHSPE) *and*  
Demonstrate the following additional requirements:
  - a) Successful completion of at least two years of secondary school.
  - b) A letter from the applicant stating the rationale for early entrance into college.
4. **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.
5. **HiSET exam**  
Students who have passed the HiSET exam demonstrate a standard score of at least 12 each of the five sections and a combined score of at least 75 on all sections.
6. **Home school applicants**  
Contact the Admissions Office and discuss the individual situation. Home school applicants should anticipate providing ACT or SAT scores, home school transcripts, and the college may request GED or CHSPE scores.
7. **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.
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 3.0.
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. 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
4. demonstrated ability to pursue studies in the English language by presenting evidence that all years of education have been in the English language AND that the common language of the resident country is English, OR 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

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

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

Duolingo scores are not approved for academic placement or advising but will be considered as part of the application documents if score is above 105

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

### Probationary Admission

You may be considered for probationary admission status if you are a first time freshman applicant and 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 high school 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 160 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 granted probationary admission, or special action admission, you may take a maximum of 15 units and must participate in the programs of the Student Success Center. 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 more information on Academic Probation and Academic Suspension, see the section entitled “Academic Information and Policies” in this catalog.

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### 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 or 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 academic 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.