

Admission

The following admission policies and procedures apply to candidates seeking admission to any of the college's residential undergraduate programs. Requirements for all graduate programs and the Center for Professional Studies are referred to later in this catalog.

The Master's College welcomes applications from students who are on a curriculum plan to complete their secondary (high school) education within the next twelve months. High school graduates and college students intending to transfer are also encouraged to apply. In selecting students, the college is drawn to those who present a strong academic record, show evidence for graduation, articulate a clear testimony of faith in Jesus Christ, share a common theological perspective, and offer potential to contribute positively to the college community.

To assist in the admission and financial aid process (commonly referred to as Enrollment), each student is assigned to an Admissions Counselor. Counselors are geographically assigned to prospective students and an interactive territory map along with biographical information is available online at www.masters.edu/admissions.

ADMISSION POLICIES & PROCEDURES

To be considered for admission to The Master's College, applicants must complete the steps listed below.

1. Submit a complete "Application for Undergraduate Admission" along with the appropriate processing fee. Electronic options are available at www.masters.edu/downloads.
2. Arrange to have official transcripts of all high school and college work sent to the Admissions Office. In cases where an academic record has yet to be established, a mid-semester grade report is acceptable.
3. Provide a spiritual recommendations. This recommendation should be given to the applicant's pastor, youth pastor or fellowship leader. While letters of recommendation are helpful, they may not substitute for the required recommendation forms.

4. As an objective measure of academic preparedness and potential for college success, standardized college admission scores are required.

Scholastic Aptitude Test (SAT) scores will be based on Critical Reading and Math sub-tests. For those who prefer the American College Test (ACT), the writing exam is optional.

Applicants must arrange to have their results from either exam sent to The Master's College. To register, applicants should use the code 4411 for the SAT and 0303 for the ACT.

Applicants are invited to arrange a campus visit and/or counseling appointment by going to www.masters.edu/visit. It is not necessary to have an application on file to participate and a meeting is not required for admission. Members of the Admissions Team are available throughout the calendar year with the exception of Winter Break. Please check the TMC website for school holidays, closures, or conflicts.

Grade Point Average

To determine admission and financial aid eligibility, The Master's College uses both Grade Point Averages (GPA) and College Test scores (SAT I or ACT). The Master's College maintains a policy of utilizing an applicant's GPA as it is reported on their official high school transcript. The college encourages applicants to pursue the most challenging courses possible. When multiple Grade Point Averages are presented, the college selects the academic (non-elective) GPA that best favors the student. By request, The Master's College will calculate a student's weighted GPA using the UC/CSU GPA guidelines.

Application Deadlines

The Master's College holds three application deadlines: two for Fall applicants (Early Action and Priority) and one for Spring applicants.

	Postmark Deadline	Notification Mailed
Fall	November 15 (<i>Early Action</i>)	Rolling beginning November 1
Fall	March 2 (<i>Priority Decision</i>)	Rolling beginning February 1

Spring December 8 Rolling

Application Fees

Applications within their respective deadlines should be accompanied by a non-refundable processing fee of \$40.00. Those who encounter a financial hardship may submit a Fee Waiver Request available on our website at www.masters.edu/downloads.

ADMISSION REQUIREMENTS

Early Action Applicants

Early Action is intended for students with strong academic records who have selected The Master's College as their first choice. Students interested in Early Action should submit their application and supporting credentials no later than November 15. All forms must be postmarked by November 15. Applicants not admitted for Early Action will have their file reviewed once additional information is received.

Freshman Applicants

1. The applicant should be a high school senior or graduate with a minimum of eleven courses from grades 9 through 12 as follows: English - 4 years; Mathematics - 3 years; Science - 2 years; History - 2 years.
2. The applicant must take the SAT I or ACT. These scores help assess preparedness for a collegiate workload.
3. The college may admit students who have not graduated from traditional high school. These students must present a satisfactory G.E.D. certificate or pass the California High School Proficiency Examination and meet all other admission requirements.

Freshman Home-schooled Applicants

The Master's College welcomes applications from anyone who has been home-schooled for all or part of their high school education. The requirements for admission are as follows:

1. The applicant should have completed a high school curriculum as follows: English - 4 units; Mathematics - 3 units; History - 2 units; Science

- 2 units. One unit represents two semesters or one school year.

2. The applicant must take the SAT I or ACT. These scores help assess preparedness for a collegiate workload.
3. The Master's College accepts transcripts produced by home-schooling parents as well as transcripts provided by charter, cluster, or publishing organizations. A sample transcript form is available online at www.masters.edu.

The following format should be used when submitting a home-school transcript. Beginning with Grade 9, the transcript should include the following information:

- Course title (i.e., Algebra I, English 10, etc.)
- Grade earned- when providing grade information, be sure to provide a scale that shows the relationship between percentages and earned letter grades, even if percentages are recorded.
- Credit earned- the standard measure for awarding credit is the Carnegie Unit, which awards one (1) credit for completion of a full-year course that meets daily.

Curricula vary from one home-schooling program to another. Applicants should provide a written explanation of the curriculum used and the educator's teaching methods. The following information should be included with the applicant's transcript:

- Who is ultimately responsible for setting up curriculum and selecting materials?
 - What type of curriculum and materials did the educator(s) use?
 - Who was responsible for providing instruction? Were tutors used in some areas and not in others?
 - Who recorded grades and how?
 - What type of independent, standardized testing was used to measure the student's progress against a larger population?
4. Some home-schooled applicants may finish their high school education at an accelerated pace and be ready to attend The Master's College at an earlier age than their public or private high school counterparts. The college retains the right

to defer an applicant's entrance until such a time as it deems appropriate.

Transfer Applicants

An individual will be classified as a transfer student if he/she has completed 24 or more semester units (36 or more quarter units) of transferable college level coursework at the time of application to TMC. Students desiring to transfer must file an application for admission and submit official copies of all college transcripts regardless of their intent to receive credit.

Students who wish to transfer to TMC from another college or university, but will not have completed 24 semester units (36 quarter units) at the time of application, will be considered **freshman with prior college credit**. This will not affect their ability to be admitted; however, it will require them to submit their official high school transcript containing their high school GPA, along with ACT or SAT scores.

Applicants who have attended another Christian college/university, Bible college, or any other faith-based institution, are required to submit a **Christian College Transfer Recommendation Form** for each of these schools. This form is available from the Admissions Office or online at www.masters.edu/downloads.

College transcripts from other institutions are evaluated and credit is awarded prior to the student's first semester at The Master's College. For financial aid and degree planning purposes, this evaluation is made available to both the student and the academic advisor. Any additional transcripts received after the semester has begun will be evaluated immediately and credit awarded within four weeks of their receipt by the Registrar's Office.

Requirements for International Students in Undergraduate and Graduate Level Programs

Since 1949 The Master's College has been authorized under federal law to enroll non-immigrant alien students. Students from abroad are welcome, provided they meet the admission requirements of the college. International students are urged to contact the International Admissions Counselor or view the college's website to obtain the appropriate application forms. The following are requirements

for both The Master's College and U.S. Immigration:

1. Foreign students must submit transcripts reflecting the completion of high school education or the equivalent of it for the undergraduate programs. Graduate level programs require completion of a bachelor's degree or the equivalent. All transcripts must be translated into English and must be official copies.
2. All applicants to The Master's College must submit an acceptable standardized test score. If the student's first language is English, he or she may submit the SAT I (school code 4411) or ACT (school code 0303). Non-native speakers of English should submit a score from either the TOEFL (school code 4411) or the IELTS. IELTS is jointly managed by the British Council, IDP: IELTS Australia, and the University of Cambridge ESOL Examinations.

Minimum scores required for entry into the college programs are as follows:

PROGRAM	TOEFL PAPER BASED	TOEFL COMPUTER BASED	TOEFL iBT	IELTS
Undergraduate	550	210	80	6.5
Graduate	600	250	100	7.0

3. Certification of finances is required for all foreign students to reflect that they have necessary funds to pay for all tuition and related costs of living for at least their first year of schooling. Limited financial assistance is available from The Master's College and a Financial Aid Application may be requested through the International Admissions Counselor.
4. International students may transfer from another U.S. college or university if they are a full-time student at the school currently attended, have maintained non-immigration student status, and intend to be a full-time student at The Master's College. According to the F-1 student visa transfer regulations, the institution from which the student is transferring must also confirm that the student has maintained his / her F-1 status throughout the student's enrollment with them.

5. Upon admission to The Master's College, United States Federal law requires that an international student must be registered as a full-time student. Minimum requirements for full-time status for the following programs are:
 - Undergraduate - 12 units
 - Teacher Credential (5th year) program - 15 units
 - MABC/MABS resident program - 8 units
 - Center for Professional Studies - 12 units
 - MAE SIP program - 8 units
 - MABC SIP/MABS SIP - 8 units

6. Upon receipt of all documentation, an international student will be notified of the Admission Committee's decision. Once a student is accepted and the finances are verified, Form I-20 will be forwarded to them. Form I-20 is an official document of the United States government which grants a foreign student permission to apply for a student visa at a U.S. consulate or embassy.

7. The Master's College requires that undergraduate F-1 visa international students begin their studies in the Fall semester (August). F-1 visa international students are not permitted to begin as new TMC students in the Spring (January).

Auditing

There are restrictions for international students auditing classes. They may audit courses; however, these units are not included in their full-time unit load calculation. International visitors on B-1 or B-2 visas may not audit or enroll in classes.

Thesis Work Pending for International Students in Graduate Level Programs

A graduate student actively working on a thesis, who continues to reside in the United States, and who has at one time enrolled in the 2 unit Thesis Prep course, can take less than a full load of classes and still maintain full time status. The thesis itself is considered a full time endeavor. Normal progress to complete the thesis for the MABC resident program is 1 year after completion of class work and the Thesis Prep course. The one year of thesis work has been included in the length of program on the I-20 issued to the student. Therefore no extension of the I-20 end date will be granted.

Online Course Work

Only one class (3 units) of online study may be applied toward the full-time enrollment requirement for international students during any given semester.

Visa Waiver Program

Students from countries that are participating in the Visa Waiver program will not be allowed to attend classes for auditing or for credit. It is The Master's College understanding that the use of the visa waiver is for citizens of certain countries to travel to the United States for tourism or business for stays of 90 days or less without obtaining a visa. Any form of study on this type of visa would be a violation of status.