

# Admissions Information

The mission of Manhattan Christian College is to educate, equip, and enrich Christians to be leaders, therefore admission to Manhattan Christian College is qualified by academics, leadership references, and religious orientation. No qualified student will be denied admission to the college based on race, sex, national origin, personal disability or age.

## Admission Requirements

Early application for admission is advantageous both to the student and to the college. Students who intend to enroll in Manhattan Christian College should take the following steps to ensure prompt action on their applications.

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.

2. Request official transcript(s) be sent to MCC as specified:

**New Freshmen**, high school graduates with no earned college credits since the summer after high school graduation, must have your high school send the college an official transcript showing at least six semesters' work, and a final transcript for proof of graduation.

**General Education Development (GED) Recipients** must have the state GED office send the college an official transcript showing scores for completion of the GED exam.

**Transfer Students**, including those students applying to the traditional, LEAD, or Online programs, must have official transcript(s) sent to MCC of all college work done elsewhere. The official transcript should indicate the status of the student with the college most recently attended. Transcripts "issued to student" are not official.

3. Distribute the two personal reference forms and ask for them to be returned to the Admissions office. These references can be completed online or by using the printable versions of the forms found on the college's website.

4. Include the non-refundable application fee.

After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken. Other application requirements include:

**New Freshmen** should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a high school cumulative GPA of 2.5 or a minimum of 18 ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below. If the student has not taken the ACT or SAT prior to enrolling at MCC, the following may apply: (1) The student will take the exam during the first semester of attendance; (2) The student may be accepted on a provisional basis until the exam has been taken and the results received by the college. Students admitted on a provisional basis cannot receive federal financial aid; (3) If the student fails to take the ACT or SAT, the student may not be allowed to enroll the following semester.

**General Education Development (GED) Recipients** who are under 25 years of age should take the ACT or SAT test and have the results sent to the college. Manhattan Christian College's ACT code is 1436 and SAT code is 6392. Students who do not have a minimum of 18

ACT (840 SAT) score may be admitted to MCC on a probationary basis. See "Special Student Status" below.

**Transfer Students** who have been academically dismissed or are on probation from another institution or have less than a 2.0 cumulative GPA may be admitted on academic probation at MCC for the first semester of enrollment. See "Special Student Status" below. Degree completion students (LEAD and distance learning) must have completed 40 or more transferable semester credits from accredited colleges, post-secondary institutions, or military service. Degree completion students may be granted provisional admittance. Those applicants not meeting admission requirements will be informed of any deficiency in course work or other requirements, and a program to fulfill these requirements will be developed and mutually agreed upon. Failure to complete the admissions requirements by the end of the first semester of study may cause the student to be administratively dropped from the program with no financial reimbursement. All official documents must be received by the admissions office before a student can be fully admitted. Federal financial aid is awarded only to "fully admitted" students.

## Admission of Part-Time Non-Degree Students

An abbreviated admissions process is available to a person who enrolls in 6 or fewer credits hours per semester as a non-degree seeking student. The part-time non-degree student should take the following steps for admission:

1. Submit a completed application form. Applications are available by contacting the Admissions office or can be completed online from the Future Students section of the college website.
2. Include the non-refundable application fee.
3. Part-time F-1 students must provide proof of English language competency through TOEFL scores, passing grades in an approved English language program (ELP), or passing grades in freshmen-level composition course(s).

If the part-time non-degree student desires to seek a degree, or enrolls in more than 6 credit hours, the student must complete the regular admission requirements as stated above. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

## Admission of International Students

It is important that all of the following be received in this office **before** any action can be taken on your admission. No I-20 form will be issued until all items are in our office and you have been officially admitted to the college by the Admissions Committee.

1. Complete an International Student application. Be sure to complete both sides of the form. Make sure the application is signed and indicate an intended field of study. This is required to receive an I-20.
2. Make sure to write (**do not type**) a brief letter to accompany the application. This letter should state the reason for desiring to attend MCC, vocational aim, and personal relationship with Jesus Christ.
3. Enclose two (2) reference forms (included with application) from individuals other than relatives. We prefer these to include one from a church leader and one from a school teacher if possible.
4. Include the non-refundable application fee of \$25 (U.S. dollars).
5. Provide official translated copies of your entire secondary and post secondary school records. If you have attended any college or university in the United States, *final* transcripts from these

colleges must also be ordered by you and be sent from the Registrar's Office directly to: Admissions, Manhattan Christian College, 1415 Anderson Ave., Manhattan, KS 66502. Transfer credit may be awarded for university level studies completed abroad, based on official records and transcripts submitted with your application. This credit is evaluated on an individual basis. Course syllabi, course descriptions, and test results may be required to facilitate the evaluation. You should bring these documents with you. Evaluation may be delayed until after you enroll. Final determination of the amount of academic credit will not be made until after you are admitted to the university.

6. The Test of English as a Foreign Language (TOEFL) should be taken. A minimum score of 550 on the written test or a 213 on the computer TOEFL is required for admission. Proficiency may also be determined by passing a full academic year of college level freshman English with a grade of "C" or better at an accredited institution of higher learning in the United States. Arrangements to take the TOEFL may be made by contacting the following:

*TOEFL, Educational Testing Service  
PO Box 6155  
Princeton, NJ 08541-6155  
Phone: 609-771-7100  
Website: [www.toefl.org](http://www.toefl.org)*

7. Students who demonstrate difficulty with either written or spoken English may be required to participate in an English Language program to strengthen necessary skills. The purpose of this is to ensure adequate proficiency to learn in an English-speaking classroom.
8. Complete an Affidavit of Financial Sponsorship. This special form must be dated within one year of applicants anticipated entry into the college. *Students may not sponsor themselves or other students.* Students will need sponsorship for the entire school year in the amount of \$30,636.00 (U.S. dollars)\*. **Unfortunately, MCC does not have financial assistance funds available for international students. MCC does not accept certificates of balance as a substitute for the signed bank portion of the affidavit.** If your bank is unable or unwilling to sign the form, the bank must submit a letter to the Admissions Office stating its policy. (\*Subject to change without notice, see Admissions section of the website for current information)

Documents should be submitted in time to allow for required analysis and review and to ensure that the college can provide the student with necessary information and immigration documentation (I-20) to meet the semester starting dates and provide adequate time for students to complete the necessary travel arrangements. Application deadlines change each semester, please see MCC's website or contact the college for more information.

**Health Insurance.** Manhattan Christian College requires all students to have health insurance. Health care in the United States is extremely expensive. MCC also recommends that any dependents also be covered by health insurance. If insurance is not supplied by a sponsor or agency, you can purchase it upon arrival.

## Readmission Process

Any student who has had a lapse in attendance of at least one semester will be classified as a readmitted student. After the lapse in attendance, students will need to reapply and be readmitted before taking further courses at the college. There is no readmission application fee. Students desiring to be readmitted should complete the following:

1. Submit a completed "Returning Student Application" form.
2. Distribute the two personal reference forms and have them returned to the Admissions office.
3. Submit all college transcripts from college(s) attended after leaving MCC.
4. Student must have no financial indebtedness with MCC and/or other colleges attended.

5. Students who have been dismissed for academic or disciplinary reasons must contact the Admissions office for current readmittance procedures.

The Admissions office has the responsibility or right to deny admission to a student for just cause. After the admissions process is completed, the Admissions Committee will evaluate the application and promptly notify the applicant of the action taken.

## Special Student Status

Any student who does not have at least a 2.5 cumulative GPA or does not have a composite score of 18 or above on the ACT (840 on the SAT) (combined math + verbal scores) *may be* admitted on a probationary basis as a "special student." This status has the following implications:

1. The student may be limited to 12 hours during the first semester.
2. After the fifth week of the first semester, the student will meet with his or her advisor to evaluate the student's class work. If satisfactory work is not evident, the advisor may recommend a reduction in course load.
3. The student will not be permitted to participate in any extracurricular activities, music ensembles, join a varsity athletic team, or hold a student government position.
4. The student must enroll in ORN 010 Study Seminar until a 2.0 grade-point average is attained.
5. The student must maintain at least a 2.0 grade-point average for the first semester to achieve regular student status. If the student does not achieve a 2.0 GPA, they will be dismissed.

## Fraudulent Applications

Individuals who withhold or provide fraudulent information on the application for admission or readmission are subject to immediate dismissal from the college. The decision for immediate dismissal from the college will be made by the Administrative Council. This decision will be made after a complete and thorough review of the situation and in an individual conference with the student involved. The individual dismissed has the right to appeal the decision to the Admissions Committee, whose decision will be final.