

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 can be completed on 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 or non-traditional programs must have all official high school and college transcript(s) sent to MCC. 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 2.0 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 (Non-Traditional Campus) 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

All of the following items must be received before any action can be taken on your admission. An I-20 form will not be issued until all items are received and you have been officially admitted to the college by the admissions department.

1. International Student Application. Be sure the application is signed and indicate an intended program of study. This is required to receive an I-20.
2. Application Fee. Include the non-refundable application fee of \$25 (U.S. dollars).
3. Application Letter. 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.
4. References. Two (2) references from individuals, other than relatives, need to be completed via MCC’s website. The preference is that one reference be completed by a church leader and one from a school teacher, if possible. Other options can be a coach, mentor, friend, or co-worker.
5. Transcript(s). Provide final, 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 requested by you and be sent from the Registrar’s Office directly to: Manhattan Christian College, c/o Admissions, 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 college.

Applicants must arrange for final, official certified transcripts of previous academic work to be sent to the MCC Admissions Office. Certified transcripts are reports of individual courses taken and indicate the grades obtained for each course. Transcripts must have a raised seal or a stamp on the copy of the transcript from, for example, the Director, Registrar, Headmaster, or Headmistress of the school. Proof of graduation from secondary school/high school is also required. These transcripts must be in English or accompanied by an English translation.

Applicants from Commonwealth countries must submit certified or notarized copies of their “O” level and/ or “A” level certificates (copies of unofficial result slips are not acceptable). Applicants from countries having different educational systems should submit results from their countries’ respective secondary school graduation examinations and/or university placement examinations (for example, CXC exam results, Abitur results, baccalaureate results, etc.).

6. English Requirements. All applicants must submit English proficiency test scores to be considered for admission. English proficiency test scores must be less than two years old. English requirements for enrollment in academic coursework are:
 - 79 or above on the TOEFL iBT (with no subscore lower than 18)
 - 60 or above on the TOEFL paper-delivered test (with no subscore lower than 18)
 - 6.5 or above on the IELTS (with no subscore lower than 6.0)

- ACT - 21 or above on English
- SAT - 460 or above on Evidence-based Reading and Writing
- Transfer students from U.S. Institution - completion of Written Composition I and II (or an equivalent) with grades of "C" or higher.

Exceptions:

Students do not have to submit English proficiency scores if:

- You have taken 4 years of college preparatory English and graduated from high school with a 2.5 GPA in one of the following places:
 - United States of America
 - United Kingdom
 - Ireland
 - Australia
 - New Zealand
 - An English-speaking province of Canada
 - An English-speaking Caribbean country
 - Any US-accredited school located abroad

OR

- You are a citizen of the USA, UK, Ireland, Australia, New Zealand, an English-speaking province of Canada, or an English-speaking Caribbean country

OR

- You have earned a "B" or better grade in Written Composition I and II (or an equivalent) AND earned 24 or more credit-bearing hours toward a degree at an accredited US institution or at an institution within one of the countries listed above.

OR

- Earned an associate's degree from a US-accredited post-secondary college with a 2.5 GPA

Students who demonstrate difficulty with 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.

7. Affidavit of Financial Sponsorship. The affidavit must be dated within one year of applicants anticipated entry into the college. For current costs and sponsorship requirements, please review the affidavit on MCC's website. 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.

Required Financial Documentation

In order to receive a Form I-20, you need to submit the following documentation:

- Completed MCC Affidavit of Financial Sponsorship
- Documents demonstrating that you have at least the minimum estimated yearly expenses needed to study at Manhattan Christian College from all sponsors.

Please note that the U.S. Embassy in your country may have very specific financial documentation requirements. Contact the U.S. Embassy for more information, or consult the U.S. Department of State web site at <http://www.state.gov>.

Additional Notes Regarding Financial Documentation

- Private sponsors should state in their letter that they will have sufficient funds after paying their own personal expenses to be able to afford sponsoring the student in the stated amount.
- Organizational/institutional sponsors should write on business letterhead the nature and time period of support for your studies. Proof of the organization's finances/ability to provide this support may be required if not initially included.
- Copies, clear faxes, and scanned documents sent as e-mail attachments are satisfactory. Unclear copies, faxes, and scans will not be accepted. Send faxes to 785-539-0832 and emails to: admit@mccs.edu.

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 international students to have health insurance. Health care in the United States is extremely expensive and recommends that any dependants also be covered by health insurance. If a sponsor or agency does not supply insurance, 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 2.0 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 be permitted to participate in no more than one extracurricular activity: music ensemble, varsity athletic team, or 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.