

# ADMISSIONS

Inspired by its Catholic, Franciscan and liberal arts heritage, Alverno College intentionally creates an inclusive community that engages students in active and collaborative learning and fosters academic excellence.

Our mission is to prepare women for lives of personal and professional distinction and meaningful engagement with the world. Alverno extend its mission by offering graduate and adult programs to both women and men.

## Undergraduate Weekday Students

Alverno College accepts students who have recently completed their high school education, who are seeking to transfer from another institution or who are working adults. We seek students who have the ability and desire to succeed in college.

The college admits students of any color, race, religion, age, and national or ethnic origin. Alverno also is authorized under federal law to enroll non-citizen students.

Alverno admits students who consistently live and identify as women.

The admissions application provides an optional gender identity disclosure item. In practice, this means that the following students may enroll (no medical documentation is necessary):

- Students who live and identify as female regardless of biological sex.
- Female students who identify as non-binary or gender non-conforming.

## The Application Process for Undergraduate Weekday Students

All applicants for a bachelor's or associate's degree program must submit the following:

- A free online application for admission at [alverno.edu/apply](https://alverno.edu/apply) (<https://www.alverno.edu/apply/>)
- An official transcript of high school coursework or an official report of test results for the General Educational Development (GED) indicating a passing score
- Official transcripts from each college or university attended, if any
- For placement purposes only (not required for admissions decisions): Official American College Test (ACT) or Scholastic Aptitude Test (SAT) score report (for students applying directly from high school). (This item is not needed for international students; see below)

## Home-Schooled Applicants

Alverno welcomes applications from home-schooled students who demonstrate promise of success in college. We recognize the contributions that home-schooled students bring to college life both in the classroom and as part of student life. We encourage home-schooled applicants to help us get an adequate picture of their college preparation by providing us with the following documents:

**Transcript:** A GED or transcript from a reputable home-school correspondence/umbrella program is acceptable. A home-prepared transcript is acceptable with a detailed roster of at least 17 academic units of high school coursework, including English, history, social sciences, mathematics, and natural science.

**Portfolio:** To help us evaluate your readiness for college-level work, submit at least two substantive samples of work in each of the following areas: English, history, social sciences, mathematics, and natural science.

## ACT/SAT (optional)

**Letters of recommendation:** Submit two letters of recommendation from individuals who are able to evaluate you not only as a student but also as a member of the community. These individuals might include employers, teachers, coaches, pastors, and so on.

*Questions concerning this information should be directed to the Alverno Admissions Team at [admissions@alverno.edu](mailto:admissions@alverno.edu) or at 414-382-6100.*

## International Applicants

To ensure that Alverno College has all the information and documents necessary to make a decision on your application for admission, please make sure that you submit all of the materials listed below and please note the additional steps you must take as follows:

**Proof of English Language Proficiency:** If you are an incoming international student and English is not your first language or you do not have documentation of successful completion of a degree with English as the language of instruction, you must provide proof of English language proficiency before Alverno will issue Form I-20, the Certificate of Eligibility for Nonimmigrant (F-1) Student Status. The college accepts proof of English language proficiency from TOEFL, IELTS, or STEP Eiken, as follows:

**Test of English as a Foreign Language (TOEFL)** (<http://www.toefl.org>): A minimum TOEFL score of 520 (written) or 190 (computer) or 68 (Internet) is required. The Alverno school code is 1012. Alverno requires receipt of an official copy of the test results directly from the testing service.

**International English Language Testing System (IELTS)** (<http://www.ielts.org>): A minimum IELTS score of 5.5 is required. Alverno requires a photocopy of the Test Report Form bearing the Test Report Form number (TRF number).

**The Society for Testing English Proficiency, Inc. (STEP Test)** (<http://www.eiken.or.jp>): A minimum STEP grade of Pre-1 is required. Alverno requires receipt of an official copy of the test results directly from the testing service.

## Evaluation of Foreign Credentials

Your non-U.S. transcripts must be evaluated by a foreign credential evaluator such as Educational Credential Evaluators, Inc. (ECE) (<http://www.ece.org>), or Education Evaluators International, Inc. (<http://www.educei.com>) or National Association of Credential Evaluation Services (<http://www.naces.org> (<https://www.naces.org/>)), etc. Choose a "general" evaluation of your secondary school records and a "course by course" evaluation of your university/college transcripts.

## Statement of Evidence of Financial Support

Provide Alverno with official (i.e., certified) evidence of your financial ability to live and study in the United States for the first academic year. Follow the instructions on the college's Statement of Evidence of Financial Support form (not required for admissions; however, submission required prior to documentation for I-20 issuance).

### Certification of Intent to Transfer from Transferring F-1 Students

If you are an F-1 student wishing to transfer from another U.S. college or university or from a high school within the U.S., you must connect with the campus designated International Student Advisor to initiate the process of transferring your SEVIS record.

Questions concerning this information should be directed to the Alverno Admissions Team at [admissions@alverno.edu](mailto:admissions@alverno.edu) or at 414-382-6100.

### Admissions Criteria for Undergraduate Weekday Students

Generally, eligibility for admission is based on a combination of the following factors:

- Graduation from an accredited high school with a minimum GPA of 2.3. A student whose GPA falls between 2.0 and 2.3 may need to petition the Admissions Committee, depending on her other credentials.
- Completion of 17 academic units of study in high school\*.
- Optional: A minimum composite score of 17 on the American College Test (ACT). A student whose composite score is between 17 and 21 may need to petition the Admissions Committee, depending on her other credentials. Alverno also accepts SAT scores starting at 920.
- Completion of the Alverno Communication Placement Assessment (if requested by Admissions).
- Evaluation of high school and/or college transcripts (coursework and GPA).

\*Candidates for admission to Alverno should have received credit for seventeen academic courses in high school. These should include four units in English, three units in history or the social sciences, three in mathematics, and three in the natural sciences. Two units in a foreign language are recommended.

### Criminal Background Checks

Criminal background checks are completed for all programs which require an outside placement, such as, clinicals, practicums, field placement and specific internships. Programs include but are not limited to: education, nursing, social work, community psychology and school psychology. Applicants are required to disclose any felony convictions, misdemeanor or current pending charges. Failure to disclose this information may result in dismissal. See specific programs for details.

### Admissions Decisions

All applicants are invited to submit any additional documents that they feel may assist the Admissions Committee in evaluating the application.

Student	Application Fee Form		High School Transcript	College Transcript	Test Scores
New Student	X	None	X	N/A	Optional (See 1, 2)
Transfer Student	X	None	X	X	N/A
International Students	X	None	X	X	X (3)
Postgraduate Student	X	None	N/A	x	N/A

Early College Credit student (still enrolled in high school)	X	None	X (5)	N/A	N/A
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The Admissions Office may request additional credentials in some cases.

1. For information on the ACT, visit [www.act.org](http://www.act.org) (<http://www.act.org>) or see your high school guidance counselor.
2. For information on the SAT, visit [www.collegeboard.com](http://www.collegeboard.com) (<http://www.collegeboard.com>) or see your high school guidance counselor.
3. Proof of English language proficiency is required.
4. Based on previous academic history, some applicants may be asked to complete the Communication Placement Assessment as part of the application process.
5. Alverno College welcomes high school juniors and seniors to experience college academics while still enrolled in high school through the State of Wisconsin Department of Public Instruction's Early College Credit Program. This program, open to women and men, gives students the chance to earn college credits at a reduced tuition rate while still in high school. A range of possible courses and time frames is available from the Admissions Office. Students interested in this program should call the Alverno Admissions Office at 414-382-6100 for more information.

Students currently in high school who wish to be enrolled in the Early College Credit Program (ECCP) must complete the following application steps found at: [alverno.edu/Admissions-Early-College-Credit](http://alverno.edu/Admissions-Early-College-Credit) (<https://www.alverno.edu/Admissions-Early-College-Credit/>)

### Transfer Credits and Articulation Agreements

A student with previous college experience who enrolls at Alverno College receives a transfer credit evaluation. This evaluation is based on official transcripts that she has submitted to the college. Courses taken at an institution accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation and that show an earned grade of C or better are reviewed. At the time of registration, she receives notification of transferable coursework. These credits are listed on an official Transfer Evaluation form.

Alverno College holds articulation agreements with several two-year colleges in both Wisconsin and Illinois. A prospective student should check with the Admissions Office if she has questions about a particular school or major. Agreements exist for nursing, education, and social work.

**Wisconsin Association of Independent Colleges and Universities (WAICU) Course Credit Transfer Agreement (CCTA) with Wisconsin's Technical Colleges (WTCS):** (<https://www.waicu.org/ccta/>) To assist Wisconsin Technical College students in furthering their academic and career goals, Alverno College participates in a course-to-course agreement with Wisconsin's 16 Technical Colleges (<https://www.wistechcolleges.org/transfer-options/>). The WAICU-WTCS Course Credit Transfer Agreement is designed to ensure a smooth transfer process for WTCS students who wish to pursue a degree at Alverno. The fourteen courses (<https://www.wisconsinprivatecolleges.org/waicu-wtcs-course-credit-transfer-agreement-ccta/>) in the agreement will satisfy general education or general degree requirements when applicable. Students are responsible

for confirming that these courses transfer to their intended major by working with their academic advisor.

View the course transfer guide ([https://www.alverno.edu/files/galleries/WAICU\\_CCTA\\_CourseListing\\_Alverno\\_College.pdf](https://www.alverno.edu/files/galleries/WAICU_CCTA_CourseListing_Alverno_College.pdf)).

If a student has any questions about transfer credits prior to registration, she should contact an admissions counselor at 414-382-6100 or at 1-800-933-3401.

### Notification and Confirmation

Once an applicant has submitted the required credentials, the admissions staff reviews her application and notifies her of a decision within one to four weeks. Accepted students confirm their acceptance by depositing \$100. This fee is refundable until May 1 for the fall term and until October 15 for the spring term. This fee is used as a tuition deposit.

### Prior Learning Assessment

Through Prior Learning Assessment (PLA) processes, Alverno works with students to recognize the learning that they have already accomplished through a variety of life, work, and educational experiences. Students may earn college credits toward their degree by demonstrating how their learning experiences meet the requirements of a major or support area.

If a student decides to pursue PLA, the student and a faculty member work within the guidelines and policies developed by each discipline as they collaborate to determine the number of credits and assessment process that reflect the student's experience and the expected learning outcomes. Policies set by the academic departments are designed to ensure that the student develops the depth and breadth of the arts and humanities along with the depth and breadth of the major and support areas that are expected of a quality baccalaureate program. If a student would like her work to be considered for PLA, she should contact an admissions counselor at 414-382-6100 or at 1-800-933-3401. An administrative fee is charged for PLA.

If a student has taken college-level coursework in other accredited institutions, Alverno also offers a preliminary transfer evaluation, free of charge. The college encourages prospective students to submit accredited college transcripts for a preliminary transfer evaluation. Courses that transfer do not need to be assessed for credit for prior learning.

To determine if you may be eligible for college credit in Alverno's Prior Learning Assessment program, ask yourself if you have:

- Used theory to understand life and/or professional experiences;
- Completed noncredit classroom experiences (e.g., courses, seminars, workshops, training, continuing education programs);
- Participated in paid or volunteer experiences related to an academic discipline;
- Created or developed a product, publication, artistic work, innovation, or program.

### Communication Placement Assessment

Entering students may be requested to participate in the Communication Placement Assessment (CPA) as part of the admissions process. This half-day series of assessments provides us — and the student — with a detailed picture of her abilities in several areas crucial to college learning.

### Accessibility Services for Students with Disabilities

Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For more information, please see the Accessibility Services for Students with Disabilities (<https://www.alverno.edu/Instructional-Services-Disability-Services/>) website. For accommodations/services, please contact the Student Accessibility Coordinator at 414-382-6026.

### Registration

The Alverno academic year consists of two semesters, approximately sixteen weeks each, and a summer session. Accepted students may begin in the fall or spring semester. Continuing students register online each semester during the two-week period specified on the academic calendar.

### Interactive Online (IOL)

Interactive Online (IOL) is a web interface with the College's administrative database that provides students with direct and easy access to an array of academic information. The password-protected system allows students to access their personal academic records — such as academic evaluations, course history, progress reports, and validation reports — while maintaining strict confidentiality of those records. Information that is newly entered or updated is immediately available to students online. IOL makes it easier to manage student contact information and follow-ups, bolstering the College's high-touch communications approach.

With IOL, in addition to being able to register online, students can access general academic information such as class schedules, faculty information and financial information.

### Course Schedules

Every semester Course Offerings are available online approximately two weeks before the registration period. Ordinarily a course is offered if it meets enrollment expectations. Changes in course schedules are posted online.

### Adult Learning & Degree Completion Undergraduate Programs

Alverno's School of Adult Learning and New Initiatives is reimagining traditional educational models in order to help professionals compete and succeed both now and in the future. Our partnerships with industry experts and community leaders ensure that our programs meet and anticipate employers' most pressing workforce needs.

From accelerated degrees and professional certificates in growing industries to stackable badges and credentials, students can find the path that gets them where they want to go. And no matter the level of education they have, there's an open door for all at Alverno.

The School of Adult Learning and New Initiatives currently offers the following programs, all of which are open to women and men, for adult learners seeking a bachelor's degree:

### Degree Programs

- Alverno Accelerate (<https://www.alverno.edu/Alverno-Accelerate/>) (accelerated bachelor's degree)
- Paraprofessional to Teacher Licensure (<https://www.alverno.edu/Program/Paraprofessional-to-Teacher/>)
- RN to BSN (<https://www.alverno.edu/Program/RN-to-BSN/>)

### **Admissions for Adult Learning & Degree Completion Undergraduate Students**

Students with no previous college credits and those who have completed college courses are eligible for enrollment. Transfer credit evaluation and assessment for credit for prior learning (CPL) are available during the admissions process. Alverno admits students of any color, race, age, religion, and/or national or ethnic origin.

### **The Application Process for Adult Learning & Degree Completion Undergraduate Students**

All applicants for a bachelor's degree program must submit the following:

- A free online application for admission at [alverno.edu/apply](https://www.alverno.edu/apply/) (<https://www.alverno.edu/apply/>)
- An official transcript of high school coursework or an official report of test results for the General Educational Development (GED) indicating a passing score
- Official transcripts from each college or university attended, if any

### **Accessibility Services for Students with Disabilities**

Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For more information, please see the Accessibility Services for Students with Disabilities (<https://www.alverno.edu/Instructional-Services-Disability-Services/>) website. For accommodations/services, please contact the Student Accessibility Coordinator at 414-382-6026.

### **Criminal Background Checks**

Criminal background checks are completed for all programs which require an outside placement, such as, clinicals, practicums, field placement and specific internships. Programs include but are not limited to: education, nursing, social work, community psychology and school psychology. Applicants are required to disclose any felony convictions, misdemeanor or current pending charges. Failure to disclose this information may result in dismissal. See specific programs for details.

### **Enrollment and Registration**

Once a student's file is complete, the Admissions Office reviews her credentials and notifies the student of her status within one to four weeks.

### **Enrollment Confirmation**

A \$100 enrollment confirmation fee (nonrefundable) is required of accepted students prior to registration. This fee is used as a tuition deposit.

### **Registration for Classes**

After acceptance, students are mailed orientation and registration materials and next steps.

### **Graduate Students**

Alverno College graduate programs are open to both women and men who have completed an accredited bachelor degree program.

### **The Application Process**

See specific programs for additional requirements. All applicants for an advanced degree must submit the following:

- A free online application for admission at [alverno.edu/apply](https://www.alverno.edu/apply/) (<https://www.alverno.edu/apply/>)
- Official transcripts from college or university attended (delivered in a sealed envelope or electronic PDF from the school) indicating bachelor degree conferred.

### **Accessibility Services for Students with Disabilities**

Alverno College makes every effort to provide accessible facilities and programs for individuals with disabilities. For more information, please see the Accessibility Services for Students with Disabilities (<https://www.alverno.edu/Instructional-Services-Disability-Services/>) website. For accommodations/services, please contact the Student Accessibility Coordinator at 414-382-6026.

### **Criminal Background Checks**

Criminal background checks are completed for all programs which require an outside placement, such as, clinicals, practicums, field placement and specific internships. Programs include but are not limited to: education, nursing, social work, community psychology and school psychology. Applicants are required to disclose any felony convictions, misdemeanor or current pending charges. Failure to disclose this information may result in dismissal. See specific programs for details.

### **Transfer credit policy**

- Previous graduate courses with a minimum grade of a "B" may be considered for transfer.
- Syllabus and course descriptions may be required for evaluation.
- Individual graduate programs determine total number of transfer credits/if any.

### **Criteria for admissions**

See individual programs for eligibility and application requirements. All applicants seeking a graduate degree must have completed a bachelor degree program from an accredited institution. The GRE is not required to enter a graduate program.

### **Graduate International Applicants**

F-1 Graduate International applicants follow the graduate application process and criteria in addition to submitting the required international documentation outlined above in the undergraduate policies section.