

# Undergraduate Admission

(Graduate Admission: See page 243.)

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Lander University encourages all qualified students to apply for admission. It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age, or disability. Lander University is an affirmative action/ equal opportunity employer. This policy applies in all matters, including (1) admission and education of students, (2) availability of student loans, grants, scholarships, and job opportunities, (3) employment promotion of teaching and non-teaching personnel, (4) off-campus housing not owned by the University but listed with the University for referral purposes, and (5) activities conducted on the premises owned or occupied by the University.

Requests for undergraduate application forms and catalogs should be addressed to the Office of Admissions. A completed application and all supporting documents should be returned to the Office of Admissions at least **two weeks** prior to the term or semester for which admission is requested. Applicants who have obtained, by means other than the normal procedure, the equivalent of the requirements for admission will be considered on an individual basis.

When all credentials have been received, they are reviewed by the Admissions and Petitions Committee and the applicant is notified of the decision. No single criterion is decisive, but each item is considered in relation to the applicant's total qualifications. Decisions for admission are made on a rolling basis.

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## STEPS IN THE UNDERGRADUATE APPLICATION PROCESS

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### 1. Application

Prospective students should write or telephone (864) 388-8307, the Office of Admissions, Lander University, Greenwood, South Carolina 29649, for an application and return the completed application to the Office of Admissions with a *non-refundable* \$25 application fee.

*Applications should be submitted before these deadlines:*

*Fall 2001 semester – August 21, 2001*

*Spring 2002 semester - January 8, 2002*

### 2. Transcripts

All freshman applicants must submit transcripts of their high school records directly from the present or last high school attended. Transfer applicants must submit a transcript directly from **each** college attended. Transfer students with less than 30 semester hours of college credit are required to submit a high school transcript as well. *All transcripts become permanent records of Lander University and will not be forwarded or returned.*

### 3. Entrance Examinations

Freshman applicants under 21 years of age and transfer candidates under 21 years of age having completed less than 30 semester hours of college credit must submit the results of the Scholastic Assessment Test (SAT I) or the American College Testing Program (ACT).

Registration materials for these tests are readily available at high schools or can be obtained by contacting the College Board (609) 771-7600 or the American College Testing Service (319) 337-1313. The College Board's institutional code for Lander is **5363**. The ACT code for Lander is **3860**.

### 4. Freshman Recommendation/Transfer Certification

Freshman applicants should request the high school principal or guidance counselor to submit a Freshman Recommendation Form.

Transfer applicants should request the Vice President for Academic Affairs or Registrar to submit a Transfer Certification Form. Both forms are available from the Office of Admissions.

### 5. Personal Interviews and Campus Visits

Personal interviews are not required. Students are encouraged to visit the campus and talk with representatives of the University Monday through Thursday from 9 a.m. to 4 p.m. and on Friday from 9 a.m. to 11 a.m. Arrangements should be made at least one week in advance by calling the Office of Admissions at (864) 388-8307 or 1-888-4LANDER (1-888-452-6337).

*NOTE: Applicants who wish to major in Nursing should refer to the additional requirements on page 167-171.*

*Applicants who wish to major in Music should refer to the audition information on page 114.*

Applicants for admission to Lander fall into "Degree" and "Non-degree" categories with a number of specific categories under each. Requirements for the specific categories follow.

## **I. DEGREE-SEEKING ADMISSION**

### **A. Freshman Admission**

#### **1. High School Graduates**

- a) High school diploma or equivalent (GED certificate), satisfactory high school record;
- b) Recommendation from high school principal or guidance counselor;
- c) Scholastic Assessment Test (SAT I) scores from the College Entrance Examination Board or the American College Testing Program (ACT) scores.

Out-of-state freshman applicants are expected to rank in the upper half of their high school graduating class.

Applicants who attend a post-secondary institution while in high school or during the summer are classified as freshmen; however, they must submit transcripts of their college work.

Prospective students who have graduated from high school in 2001 and beyond are required to have completed, as a minimum, the following high school units:

English	4 units
Mathematics	3 units
Laboratory Science	3 units
Foreign Language	2 units
U.S. History	1 unit
Social Studies	2 units
Physical Education or ROTC	1 unit
Electives	4 units

Prospective students should include among the four English units at least two with strong grammar and composition components, at least one in English literature, and at least one in American literature. Mathematics requirements include Algebra I, Algebra II, and Geometry; a fourth higher level mathematics course unit is strongly recommended but not required. The science requirement includes at least one unit each of two laboratory sciences chosen from biology, chemistry, or physics; the third unit of laboratory science may be from the same field as one

of the first two units. The two units in foreign language must be of the same language. The elective units must be taken from three different fields selected from computer science, English, fine arts, foreign language, humanities, advanced laboratory science courses for which biology and/or chemistry is a prerequisite, mathematics above the level of algebra II, and social sciences. It is strongly suggested that one unit be in computer science which include programming (i.e. not just keyboarding) and one unit in fine arts (appreciation of history, or performance).

To accommodate those students who have taken an Applied Academic (Tech Prep) program of study, Lander has developed the following policy for evaluating their record:

- a) Applied Mathematics I and II may substitute for Algebra I if the student has successfully completed Algebra II.
- b) Applicants who have successfully completed Tech Prep high school course work will be considered for admission if they meet all other University admission criteria.
- c) Applicants who fail to meet one or more prerequisites due to extenuating circumstances may be considered for admission if they meet all other University admission criteria.

#### **2. Freshman, Non-High School Graduates**

- a) Completion of a minimum of 14 units of high school work;
- b) Composite SAT I score of at least 1100;
- c) Recommendation from high school principal or guidance counselor;
- d) Individual consideration by the Admissions and Petitions Committee.

#### **3. Freshman, GED Certificates**

Applicants submitting the General Education Development (GED) certificate in lieu of a high school diploma must request their official GED score results be sent *directly* from the General Educational Development Testing Service along with an official copy of the high school transcript and SAT I or ACT scores. Where appropriate, applicants presenting the GED will be reviewed by the Admissions and Petitions Committee.

#### **4. Freshman, Non-Traditional**

Non-traditional students, those over 21 years of age who are applying for admission as freshman and who have not been enrolled in school for three or more years, are not required to submit SAT or ACT scores for admission; however, they must submit other credentials which give evidence of

reasonable academic potential. In certain cases, such students may receive academic credit in professional programs based on proficiencies developed through work experience. Specific opportunities are outlined in the section of the catalog dealing with advanced standing (pp. 43-45), which also includes information about the College-Level Examination Program (CLEP) and locally administered procedures which allow for credit by examination. Students are permitted to earn a maximum of 30 hours through any combination of advanced standing mechanisms, except as stipulated under "Transfer Credit for Registered Nurses" (p.45).

### Assessment of Academic Records

Freshman applicants who satisfy the course requirements listed above will be evaluated on the basis of high school curriculum, grades, rank in class, SAT I or ACT scores, and recommendation of the high school counselor. These factors will be used to determine the applicant's probability of success during the freshmen year. Applicants who have earned a cumulative average of C or better on the preparatory courses listed above, who rank in the top one-half of their graduating class, and who score 900 or better on the SAT or 19 or better on the ACT normally will be admitted to Lander University. Higher class rank and grades may offset lower SAT I or ACT scores and higher examination scores may offset lower class rank and grades.

Exception to admissions requirements will be considered for applicants who can present extenuating circumstances such as special talents or high school profile. Where appropriate, the Admissions Office will refer such cases to the Admissions and Petitions Committee.

### B. Transfer Admission

An applicant is a transfer when the student has attended another post-secondary institution in any capacity after completion of high school regardless of whether or not the student earned credit at that institution. If fewer than 30 semester hours of college level work have been attempted in a regionally accredited college or university and the applicant is under 21 years of age, high school transcripts and the results of the SAT I or the ACT must be forwarded to the Office of Admissions, Lander University, Greenwood, South Carolina 29649.

General transfer requirements are:

- 1) Evidence applicant is academically and otherwise eligible to return to the last college attended as a regular student;
- 2) Official transcript sent directly from **EACH** institution attended;
- 3) Transfer Certification Form completed by the Vice President for Academic Affairs or Registrar of the last college attended;
- 4) Transfer students having earned less than 30 semester hours or under 21 years of age must also meet freshman admission requirements.

Transfer applicants from regionally accredited two and four-year institutions must have at least a cumulative 2.0 (C) grade point average (on a 4.0 scale) for **all** courses attempted.

Students with unsatisfactory academic or conduct records at other colleges or universities are considered only if there are extenuating circumstances or time intervals (such as military or work experience) that would give clear evidence admission should be granted.

*Note: Failure to submit prior records may constitute cause for dismissal from Lander University.*

See page 42 for policy on placement tests.

### Transfer Credit Policy

Transfer applicants submitting transcripts of course work successfully completed at an institution accredited by the appropriate regional accrediting agency are considered for advanced standing.

### Junior College and Technical College Transfer Applicants:

A maximum of 64 semester hours will be accepted for graduation credit for students transferring directly from regionally *accredited* junior and technical colleges. For degree completion, at least 25% of the total semester credit hours including a minimum of 12 semester hours of 300/400 level credits in the major must be earned through instruction by Lander University.

Courses taken at the junior and technical college level will not substitute for 300 and 400 level courses required in the major program at Lander, except by petition or divisional or school approval.

*A junior or technical college transfer student may choose to graduate under the Lander University catalog in effect at the time of the student's initial enrollment at an accredited junior or technical*

*college as long as the date does NOT exceed three years prior to Lander University enrollment.*

### Senior College Transfer Applicants:

A maximum of 93 semester hours will be accepted for graduation credit for students transferring from regionally *accredited* four year colleges. For degree completion, at least 25% of the total semester credit hours including a minimum of 12 semester hours of 300/400 level credit in the major must be earned through instruction by Lander University.

Courses taken at the 100 and 200 level will not substitute for 300 and 400 level courses required in the major program at Lander, except by petition or divisional or school approval.

### Transfer Credits:

Courses similar to those offered at Lander University are transferable, provided a grade of "C" or higher was earned in each course. *Credits transferred to Lander are not used in computing the student's grade point average.*

Lander University reserves the right to determine whether any particular course meets the requirements and standards of the University for transfer. Although a course may be transferable, it may not necessarily apply to a particular major, program, or degree.

Generally, credits earned in courses that fall into one or more of the following categories are **not** acceptable in transfer to Lander:

1. Courses that are occupational or technical in nature;
2. Courses that are essentially remedial in nature;
3. Courses from a two-year institution which are considered upper division or upper level at Lander;
4. Courses from two-year institutions that are not listed as part of that institution's college parallel program.

*Students pursuing a degree at the University Center of Greenville through Lander University are advised to contact the Lander University advisor at the Center in order to review Center guidelines regarding transfer credits, semester hours required in residence, etc.*

### Evaluation of Transfer Credits

Transfer applicants with advanced standing, having completed **ALL** admission procedures and requirements at least **30 DAYS PRIOR** to registration, will be given an evaluation of credits accepted by

transfer to the University. Applicability of those credits toward a degree program is determined by the major division or school in which the student is enrolled. The number of credits acceptable to the University and the number creditable toward a particular major degree or program may differ.

The American Council on Education (ACE) Guide is used to evaluate military experience--schools, special courses, seminars, etc.--for college credit.

*NOTE: Students who withhold any part of their record at another institution may be permanently dismissed without credit for work completed at Lander University.*

*See pages 44-45 for information relating to credit by examination which allows students to begin academic study at a level appropriate to their experience and enables adults to obtain credit for learning accomplished outside the classroom.*

### Transfer: State Policies and Procedures

Section 10-C of the South Carolina School-to-work Transition Act (1994) stipulates that the Council of College and University Presidents and the State Board of Technical and Comprehensive Education operating through the Commission on Higher Education, shall develop better articulation of associate and baccalaureate degree programs. To comply with this requirement, the Commission upon the advice of the Council of Presidents established a Transfer Articulation Policy Committee composed of four-year institutions' vice presidents for academic affairs and the Associate Director for Instruction of the State Board for Technical and Comprehensive Education. The principal outcomes derived from the work of that committee and accepted by the Commission on Higher Education on July 6, 1995 are found in its entirety on the South Carolina Commission on Higher Education's Web Site at <http://che400.state.sc.us>. In order to comply with these state guidelines, the following information is noted relative to Lander University.

### Transfer Admissions Officers

Jacquelyn DeVore Roark, Director of Admissions  
Gavin A. Bethea, Transfer Admissions Counselor and  
Transfer Credit Coordinator

Office of Admissions  
Lander University  
Greenwood, SC 29649  
Phone: 1-864-388-8307 (direct)  
1-888-4LANDER (toll free)  
Fax: 1-864-388-8125  
Email: [admissions@lander.edu](mailto:admissions@lander.edu)

Additional information regarding transfer is contained in transfer guides for each junior and technical college in South Carolina, available through the Admissions Office at the above address or on the Internet at <http://www.lander.edu/admissions>. Prospective transfer students are also encouraged to refer to the University's home page on the internet at <http://www.lander.edu> or the South Carolina on Higher Education's Web Site at <http://che400.state.sc.us>.

### C. Readmission (of former students)

An application for readmission must be submitted by any former student whose attendance at Lander has been interrupted for any reason for one or more major (fall and/or spring) semesters. Summer sessions do not constitute major semesters. **Readmission to the University and to the program of study in which the student was previously enrolled is *NOT* automatic.**

A student wishing to return to the University after having *served* their term of suspension must:

- 1) Complete an application for readmission by the published deadline for the anticipated term of enrollment (refer to current catalog);
- 2) Complete an Appeal for Readmission;
- 3) Request a meeting with the division chairperson or the student's advisor, if applicable, to discuss academic goals and objectives, who should respond in writing to the Director of Admissions.

An interview with the admissions staff and/or additional information may be requested.

The University Admissions and Petitions Committee will review the application and make the decision on readmission.

Applications for re-admission for students having served their term of suspension must be submitted before these deadlines:

Fall 2001 semester - August 7, 2001  
Spring 2002 semester - December 19, 2001

See page 42 for University policy on placement tests.

Former students who have attended other institutions prior to their application to return to Lander are considered transfer students and should follow the procedures for transfer applicants above.

*In order for a former student to be reviewed for readmission, any indebtedness to the University must be settled.*

There is no application fee for readmission.

### D. Second Undergraduate Degree Admission

Requirements for a second undergraduate degree are as follows:

- 1) Completed application for admission;
- 2) Official transcript sent directly from **EACH** institution attended.

For degree completion, at least 32 semester hours not counted toward the first degree including a minimum of 12 semester hours of 300/400 level credit in the major must be earned through instruction by Lander University.

Graduates of institutions other than Lander University must meet major requirements for the baccalaureate degree as well as "Degrees and General Requirements" as outlined on page 49. General education requirements in effect at Lander at the time of the first degree will be in effect for the Lander University graduate who is a candidate for the second degree.

## II. NON-DEGREE-SEEKING ADMISSION

Applicants who wish to attend Lander for one semester or on some limited basis and who do **NOT** intend to pursue a degree at Lander may be approved to do so by submitting a Special Application for Admission. No application fee is required for students applying for special/non-degree admission. The Office of Admissions reserves the right to identify the proper category of admission and to determine what credentials may be required. Courses completed as a non-degree student carry full Lander University credit; however, none of the hours earned are applicable to a degree until the student applies and qualifies for degree-seeking admission.

See page 42 for policy on placement tests.

### A. Special Students

A maximum of 30 semester hours of credit (approximately 10 courses) may be attempted in this category. Special student status is not a "trial admission" status or one for candidates who apply too late to submit credentials for consideration for regular admission.

Applicants who have been officially denied admission as degree-seeking students are not eligible to apply as special students.

### B. Concurrent

High school seniors may enroll in one or two Lander University courses subject to the following requirements:

- 1) Concurrent completion of high school program;

- 2) Composite SAT I score of 1100 (110 PSAT) or ACT score of 24 or an average of "B" or better on all academic course work;
- 3) Recommendation from high school principal or guidance counselor;
- 4) Individual consideration by the Admissions and Petitions Committee.

### C. Audit

All students who wish to audit, must be admitted to the University and go through the regular registration process in order to be eligible to audit a course. Students seeking admission solely for the purpose of auditing are not required to submit test scores or official transcripts.

Auditing a course consists of attending classes and listening without the responsibility for any course assignments or examinations. No credit is earned by auditing a course and no credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date. *Students may not audit laboratory or skills courses.*

A student who has registered for a course on an audit basis and who wishes to change the registration to take the course for credit or a student who has registered for a course on a credit basis and who wishes to change the registration to take the course by audit must do so no later than the last day to add or register for courses as published in the University's Academic Calendar. The change to or from an audit must be requested on an Advising and Registration Card, approved by the instructor and the Unit Head and then submitted to the Office of the Registrar and Institutional Research by the appropriate deadline.

### D. Transient

Students who are eligible to return to the last college attended and who have a course of study approved by that institution will be considered for admission in this category. *Transient students normally attend for one semester only or for a summer session.*

### E. Military Special

Men and women belonging to the reserve components or active duty personnel who do not wish to pursue a degree may be admitted as "Military Special" students. Military experience and/or transfer credits for military students will be evaluated only for those who are accepted as regular, degree-seeking students.

### F. Recertification (Elementary and Secondary School Teachers)

Students wanting to upgrade their certification may apply as special students (see above). In addition to

the Special Student Application, students in this category should submit a copy of their state certification. No other documents or records are required unless the student intends to earn a second undergraduate degree.

Credit earned while attending as a non-degree candidate may be used toward a degree only after the student has applied for and been accepted into a degree program. An applicant denied admission to any degree category is not eligible for admission as a special non-degree student. The period of enrollment in these categories is limited either by time or by number of allowable credits.

## III. ADMISSION TO OTHER PROGRAMS

**ASCAP (Academic Support Center Advisement Program):** (Refer to page 45)

**Evening Program:** Application must be made through the Office of Admissions and all usual requirements for admission must be met.

**Off-Campus Courses:** Application must be made through the Office of Admissions and all usual requirements for admission must be met. This includes applications for the programs at the **University Center of Greenville**. (See page 57 for details on Lander's University Center programs.)

**Summer School:** Undergraduate students entering the University for the first time in a summer term who expect to continue studying toward a degree submit only one regular application. They must meet all requirements for admission as a degree-seeking student before the beginning of the summer term. These students should not submit a separate application for the fall term.

Students who wish to attend the University for the summer only should apply as special students under the non-degree-seeking category included in this section.

**Transient:** Students enrolled in degree programs in another college and who wish to take summer courses at Lander as transient students should seek written approval from a dean or department chairman in the home college.

## IV. INTERNATIONAL STUDENTS

Lander University welcomes the applications of qualified students who are not citizens of the United States. Such students may be admitted to Lander under the following regulations in addition to the general admission requirements which must be fulfilled by all applicants:

- 1) An International Application for Undergraduate Admission;

- 2) Official school records (transcripts, diplomas or certificates of study), in original language and also officially certified English translations.
- 3) TOEFL (Test of English as a Foreign Language) score. The score on the TOEFL should be 550 paper-based or 213 computer-based or better. This test is not required of students whose native language is English or those who have a degree from an American university. In the case of the latter, the SAT I or ACT may be required;
- 4) An affidavit of support indicating the source of funds being made available to the student to cover all educational and living expenses while enrolled at Lander. This affidavit must indicate the amount of money being provided and the length of time the funds will be made available. If sponsorship is through an organization or government agency, the Office of Admissions should be notified directly by the sponsor of the terms of scholarship support. In all cases, the students will be responsible for paying their fees at registration.

The Director of Admissions reserves the right to request other information which may be necessary to evaluate the application.

All credentials for international students must be submitted at least *six months* prior to the expected term of enrollment. Applications arriving after the deadline will be considered for the next term.

A Certificate of Eligibility (Form I-20A-B) is issued to those applicants who meet all requirements for admission to a full-time degree program. Holders of non-immigrant student (F-1) visas must enroll as full-time students with a minimum course load of 12 semester hours of credit. Further information is available from the International Admissions Officer in the Office of Admissions.

**Health and Accident Insurance:** All international students and their dependents residing in the United States must participate in the student insurance program (approximately \$400 per year). Information concerning the limits and benefits of this insurance can be obtained from the Office of Student Affairs. A \$35 health service fee is also required for the student for each term of enrollment.

## V. SENIOR CITIZENS

Section 59-111-320 of the *Code of Laws of South Carolina*, 1976, as amended authorizes state-supported colleges, universities and technical schools to permit South Carolina residents at least 60 years of age to attend classes on a space-available basis without payment of tuition, provided

the applicant meets admission requirements and other standards of the institution.

## VI. ACADEMIC RENEWAL

Academic renewal provides an opportunity to former students with poor academic records to resume their studies without the burden of the previous grade point ratio (GPA). Former students who have not attended Lander for at least three years and who have a cumulative grade point ratio (GPA) below a 2.0 may wish to consider applying for Academic Renewal.

Students seeking academic renewal must complete an Application for Admission the semester prior to enrollment, be admitted to the University, enroll and then complete the Academic Renewal form after the first day of classes and before the last day of classes for the first term of study following the absence of three or more years. Students approved for Academic Renewal will be placed on academic probation but have the benefit of resuming their studies at Lander with a GPA of zero. Academic Renewal may be granted only once, is irreversible and disqualifies the student for graduation with honors. Refer to page 45 for details on how Academic Renewal is applied to the student's record.

## VII. ADVANCED PLACEMENT

Students who wish to begin their academic study at a level appropriate to their experience may wish to seek advanced placement and/or credit by one or a combination of means. For details, see pages 43-44.

## IMMUNIZATION POLICY

Effective with the 1999 fall semester, before registering for courses on the Lander University campus in Greenwood, each newly-entering student must provide documentation to Student Health Services of having taken a tuberculin skin test (PPD) within the 12-month period immediately prior to registering for classes at Lander University. Such proof must be shown on the Lander form provided, or by written documentation from a medical doctor or health clinic.

All students taking any classes on the Lander University campus in Greenwood and born after December 31, 1956, must provide proof of two doses of immunization against measles, mumps, and rubella. *Students will not be allowed to preregister or register without filing, with the Health Services Office, a completed immunization form or a copy of an official immunization record signed by a physician.* Questions regarding this policy may be directed to the Health Services Office located at 421 Willson Street, (864) 388-8885 or (864) 388-8222.

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## **STUDENTS WITH DISABILITIES POLICY**

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Lander University recognizes its responsibility to assist academically qualified students with disabilities to achieve their academic goals. To this end, Lander University has made, and will continue to make, every effort to ensure that its physical facilities are accessible to students with disabilities. Elevators and lift devices, reserved parking spaces, properly equipped restrooms, and ramps are available.

In addition to removing physical barriers, Lander University is committed to ensuring equal access to academic and nonacademic programs. While Lander University will neither lower its academic standards nor alter degree requirements, it will make appropriate academic adjustments and reasonable modifications to policies and practices to allow the full participation of students with disabilities in the same programs and activities available to nondisabled students. The modifications do not give disabled students a competitive edge but rather eliminate competitive disadvantages, as required by the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

### **Services for Disabled Students**

Lander University is committed to making programs and activities available to qualified students with disabilities. The advisor to disabled students coordinates services for students with disabilities, assists disabled students in determining reasonable accommodations on the basis of disability, and acts as a liaison between students and faculty/administration on concerns relating to appropriate accommodations for disabled students. The advisor is also available to meet with prospective students to discuss services available at Lander University.

### **Services Available**

Reasonable accommodations are available for physically and learning disabled students. Documentation of disability is required. The following services are provided to the groups of disabled students listed below.

#### **Learning Disabled**

The University attempts to make reasonable accommodations for students with learning disabilities to help equalize their chance for success. The following are examples of accommodations typically granted to students with learning disabilities:

- Extended time for examinations
- Use of tape recorder in classroom
- Extended time for in-class or short-term writing assignments

The types of accommodations a student is eligible to receive on the basis of a learning disability are determined on a case-by-case basis by the student and the advisor, based on the information contained in appropriate documentation (preferably, up-to-date psychoeducational evaluation not more than three-years old), which the student is responsible for providing. A "Faculty Contact Sheet" is developed for students to present or have sent to each professor at the outset of a semester to inform professors of the accommodation(s) the students may require. It is also necessary that the student and/or the advisor discuss with each professor how the student will receive the accommodation(s).

Although the University is committed to providing academic accommodations to learning disabled students, there is no specific program for learning disabled students at the University. Learning disabled students may find, however, that the support services available to the general student population are also useful to them. Tutorial Services, the Writing Center, Mathematics, and Peer Tutoring Laboratories, Career Services, and the Counseling Center are some of the support services learning disabled students may find to be particularly helpful.

### **Visually Impaired**

Services available for visually impaired students include:

- Arrangements for taped books
- Arrangements for oral examinations
- Provision of readers for examinations
- Priority registration

It is the student's responsibility to inform the advisor of any need for services in adequate time to allow for their arrangement.

Visually impaired students may wish to contact the advisor to arrange for a tour of the campus, including building locations, classroom locations, and pathways.

### **Physically Disabled**

Services available to students with physical disabilities include:

- Assistance in locating attendants  
(It is the student's responsibility to pay for attendant care.)
- Campus tours to determine the most accessible routes
- Priority registration
- Assistance in obtaining a handicapped parking permit

The majority of the campus is accessible to the physically disabled. The advisor should be consulted about accessible locations and help to arrange for changes if a class is scheduled in an inaccessible location.

When a disabled student strongly feels that reasonable accommodations have not been made, that student should seek resolution within the administrative channels for the area in which accommodation is in question. If a satisfactory outcome is not attained, the disabled student may request a hearing of the matter by a duly-appointed *ad hoc* committee chaired by the University Equal Opportunity Officer. At least half of the membership of this *ad hoc* committee will be drawn from the Advisory Committee on the Disabled. The committee's recommendations shall be made to the President of the University, who will make the final decision.

It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age, or disability. Lander University is an affirmative action/equal opportunity employer.

### **For Further Information**

Students needing more information should contact Mr. Harrison in the Academic Support Center at the address below. If there is a need for special assistance, it is the student's responsibility to inform the advisor in sufficient time to allow for the arrangement of services. Prospective students should feel free to contact the advisor to discuss services available at the University. Inquiries should be directed to:

Mr. Lafayette Harrison, Advisor  
Academic Support Center  
Lander University Box 6041  
Greenwood, SC 29649  
(864) 388-8814  
E-mail: [lharris@lander.edu](mailto:lharris@lander.edu)

# Fees and Expenses\*

## **BASIC EXPENSES (Full-Time Students)\***

	<b>ACADEMIC YEAR</b>
University Fees.....	\$3,888
Out-of-State--Add \$3,888/Academic Year	
Room and Board**	
Brookside/Williamston .....	\$3,900
Coleman Hall/Lide .....	\$3,950
Chipley Hall .....	\$3,550
Thomason/Greenwood High Apts .....	\$4,100
Health Service Fee (Boarding students) .....	\$70
Total Charges	
Brookside and Williamston.....	\$7,858
Coleman Hall and Lide .....	\$7,908
Chipley Hall .....	\$7,508
Thomason/Greenwood High Apts.....	\$8,058

\* All fees are subject to change.

\*\* Includes 21-meal plan. If the 15-meal plan is elected, subtract \$60.00.

Basic expenses include a non-refundable activities fee to cover the following: Student Government Association programs, student publications, intramural programs, and admission to athletic events.

Basic expenses for a residential student cover University fees, room and board, and health service. Students living in the residence halls are required to participate in either the five-day or seven-day meal plan. Special diets must be approved in advance by the Vice President for Student Affairs.

## **PART-TIME STUDENTS**

Any student enrolled for less than 12 semester hours is classified as a part-time student. A part-time in-state student is charged tuition at the rate of \$162.00 per semester hour; a part-time out-of-state student is charged tuition at the rate of \$324.00 per semester hour..

## **LEGAL RESIDENT DEFINED**

For fee purposes, State law defines South Carolina residents as "persons who have been domiciled in South Carolina for

a period of no less than 12 months with an intention of making a permanent home therein."

Further, "independent persons who reside in, and have been domiciled in South Carolina for fewer than 12 months but who have full-time employment in the State, and their dependents, may be considered eligible for in-state rates for as long as such independent person is employed on a full-time basis in the State."

Students who have any questions about residence for the purpose of determining fees should consult with the Director of Admissions.

## **OTHER FEES AND EXPENSES\***

**Advanced Placement Examination**--A \$10.00 fee is charged for each advanced placement examination.

**Application Fee**--A \$25.00 application fee must be paid by all undergraduate and graduate students. This fee is non-refundable and does not apply to the basic expenses.

**Applied Music Fees**--Students majoring or minoring in music will pay \$40.00 per course per semester (10 –12 hours of *private* instruction) plus normal fees. Music students taking Applied Music who are taking Applied Music as an elective will pay a fee of \$130/semester plus normal fees. Applied Music instruction in guitar is assessed at \$180/semester plus normal fees.

**Audit**--A fee of \$162.00 is charged for each course that a part-time student audits.

**EXPO Orientation Fee**--A \$50.00 orientation fee must be paid by first-time freshmen and transfer students. This fee does not apply to the basic expenses.

**Foreign Students**--Foreign students are required to pay the \$70 per year Health Service Fee whether or not they live in on-campus housing. They are also required to purchase the student medical insurance coverage offered through an outside company.

**Graduation**--Candidates for bachelor's degrees are charged a non-refundable fee of \$40.00 to cover cost of diploma, cap and gown. Master's degree candidates are charged a non-refundable fee of \$50.00 to cover the cost of diploma,

cap and gown, and hood. A student who orders a diploma and does not graduate on the anticipated date will be charged a fee of \$25.00 for a second diploma.

**Nursing Special Expenses**--Special expenses for nursing students are approximately \$400. For more detail, see page 164-165.

**Returned Checks**--A charge of \$25.00 will be made for any check returned by the bank.

**Room Confirmation Fee**--A boarding student is required to remit a room confirmation fee of \$100 by April 15 of each year for fall semester. This amount will be deducted from the student's room and board fee. It is non-refundable after July 31.

**Room Reservation and Damage Deposit**--A boarding student is required to pay a \$75 room reservation/damage deposit upon entering. This amount is refundable according to provisions in the Housing Contract. A Housing Contract must be on file for all boarding students. Terms and conditions are included in the Housing Contract and terms. All checks, drafts and money orders should be made payable to Lander University.

**Senior Citizens**--Senior citizens may register for classes only *after* regular registration times on a space available basis with free tuition. See page 19.

**Single Room**--A student who requests single occupancy in a double room will be charged an additional fee equal to one-half the semester rate for the residence hall in which he/she lives. Single occupancy will be allowed when space is available.

**Textbooks**--A student must pay for books when purchased. The cost of books varies depending on the courses taken. The student should allow at least \$600.00 per year for textbooks.

**Transcripts**--A charge of \$5.00 per copy will be made for official transcripts. Transcripts transmitted via FAX are also followed up by an official copy through the mail and charged \$10.00 per copy. Overnight delivery requests are charged an additional \$8.00.

**Vehicle Registration Fee**--Parking on the Lander campus is limited to those vehicles displaying a valid Lander University parking decal. To obtain a parking decal, students must register vehicles with the campus Public Safety Office. The fee for vehicle registration is \$15.00 per semester or \$25.00 per academic year. Vehicle registrations must be updated in August of each year.

\*All fees are subject to change.

## REFUND POLICY\*

When a student leaves the University before the end of a fall or spring semester, voluntarily or through dismissal, University fees will be refunded as follows. (Lander students receiving Federal Stafford Loans, Federal Stafford Plus Loans, Federal Perkins Loans, Pell Grants or Federal SEOG Grants are governed by a federally mandated pro-rata Return of Title IV Fund regulation if they withdraw prior to completing 60% of the term. See current bulletin)

When the Student Withdraws:	Portion of Basic Expenses Refunded
one week after classes begin	100%
before expiration of 12% of the semester	90%
before expiration of 25% of the semester	50%
before expiration of 50% of the semester	25%

The date on which a student files written notice of withdrawal with the Office of the Registrar is the date used in determining refunds.

*\*Conditions for refunds of room and board and breakage deposits are listed on Residence Hall Contract.*

*Conditions for refunds to students whose tuition and fees are paid by certain types of financial aid are set forth on page 24 of this catalog.*

No refunds or reductions of basic charges will be made due to a change in status (e.g., from full-time student to part-time student) later than one week after the beginning of classes each fall or spring semester. No refunds will be made to part-time students for reduction of hours carried later than two weeks after the beginning of the fall or spring semester. (For amount of refund during the two weeks period, refer to Withdrawal/Refund schedule above). Refunds for the summer sessions are published in the Summer School Bulletin.

No reductions from any charge are made for holidays or for absence from the University. A boarding student will pay full charges for meals, regardless of the number of meals taken in the dining hall.

*In order to receive academic credits, grade reports, transcript of record or degree, a student's indebtedness to the University must be settled, and the student must account satisfactorily for all property entrusted to the student's care.*

*It is further the policy of the University that any outstanding balance due to the University after the student ceases to be enrolled is subject to referral for collection. The student will be responsible for all attorney's fees and other reasonable collection costs and charges necessary for the collection of this debt.*