

Policy 2106 of Administrative Policies and Procedures Handbook

Enrollment of High School ~~Seniors~~ Students in College Courses

I. Purpose

The purpose of this policy is to establish authorization for high school students to enroll in college courses.

II. Policy

Authorization is granted for the enrollment of high school seniors students in summer, fall , intersession and spring session courses at Longwood. These courses would carry credit and could be applied later to a degree at the University if applicable. Such admission would require endorsement by the student's guidance counselor or principal and recommendation and approval of the appropriate college dean prior to enrollment by the Registrar's Office.

Non-Degree Student Policy in Undergraduate Catalog (p.9)

Non-degree Students: Students not seeking a degree may be permitted to take courses for which they are qualified.

Non-degree students may register for classes directly through the Office of the Registrar. Non-degree students must complete an Undergraduate Non-Degree Enrollment Request form and the Application for Virginia In-State Tuition Rates, (if they wish to be considered for in-state tuition). Tuition and fee payments follow the standard billing schedule of Longwood. Non-degree seeking students need to complete the Virginia In-State Tuition Rates application on a yearly basis to be considered for in-state rates.

Students who have been denied regular admission to an undergraduate program at Longwood may not register as non-degree students without permission from the Dean of Admissions and the dean of the college of the student's intended major.

Students who are still enrolled in high school may register as non-degree students if they are endorsed by their guidance counselor or principal and received approval from the appropriate college dean.

Non-degree students must maintain at least a "C" average in order to continue.

A student in this category who wishes to carry a full-time load (12 credits or more) must have permission from the dean of the college; such permission is generally limited to those students who are working toward a special certification or license and who have demonstrated their ability to do college-level work.

~~Non-degree students may register for classes directly through the Office of the Registrar. Non-degree students must complete an Undergraduate Non-Degree Enrollment Request form and the Application for Virginia In-State Tuition Rates application on a yearly basis to qualify for the discount.~~

Non-degree students are advised that credits earned as a non-degree student are not necessarily applicable toward a Longwood degree program. After admission, such credits, as well as credits earned at other colleges or universities, will be evaluated as to applicability to the specific degree program in which the student wishes to enroll.

Non-degree students are encouraged to apply for admission before they complete 24 credit hours. Permission is required from the Registrar in order to take more than 24 hours as a non-degree student.