

# UNDERGRADUATE TRADITIONAL PROGRAMS

## General Admission Information

Candidates for undergraduate admission to Concordia University must be graduates of a regionally accredited high school or home school or hold the General Education Diploma (GED). Applicants must be persons of good moral character. First year students may apply for admission for fall or spring terms. Transfer students may apply for admission for the fall, spring, or summer terms. Early application is encouraged. The priority deadline for fall admission is December 1 and the final deadline is August 1. The final deadline for spring transfer admission is December 1.

## Academic Requirements and Procedures

Transcripts should demonstrate that candidates have successfully completed requirements in the following high school subjects: four years of English, two years of history/social sciences, two years each of mathematics and science, two years of fine arts, and one year of health/physical education. Applicants who have not had the college preparatory courses indicated above may be admitted upon examination of their academic records, provided they meet other admission criteria.

## First-Year Students

1. Complete the Undergraduate Application for Admission. Applications are encouraged to be submitted via the undergraduate admission website [www.csp.edu](http://www.csp.edu) (<http://www.csp.edu>). The fall term deadline is August 1.
2. Request that an official transcript of the high school record to date be sent to Concordia University, and also a final official transcript after the senior year's grades and graduation have been recorded. Passing General Education Development (GED) scores may be accepted in lieu of verification of graduation.
3. Typed essay of a minimum of 500 words.
4. Under the Test-Optional policy, students have a choice of whether to submit their ACT or SAT scores for admission application review.

## Transfer Students

1. Complete the application for admission. Applications are encouraged to be submitted via the undergraduate admission website, [www.csp.edu](http://www.csp.edu) (<http://www.csp.edu>). The fall term deadline is August 1 and winter term is December 1.
2. Submit official transcripts from each college or post-secondary school attended. If currently enrolled, submit a final transcript after completion of studies. If applicants have not completed one year (45 quarter credits or 20 semester credits) of college at an accredited institution, complete high school transcripts and typed essay must be submitted.

Transfer students should have maintained an overall grade point average of "C" or better in previous courses. Concordia University accepts an Associate of Arts degree or the Minnesota Transfer Curriculum in lieu of our general education requirements. Exceptions include the 8 credits of Religion and requirements within majors that include general education courses not previously completed.

Note: Admission to specific majors is required beyond general admission to the university. See the appropriate departmental major and/or the Office of Undergraduate Admission.

## Interstate Passport

Concordia University, St. Paul participates in the Interstate Passport Network, a network of regionally-accredited institutions that agree to transfer completed general education requirements as a block in a seamless and efficient process among its members. Students who transfer into Concordia University with a Passport from another Network-member institution will not have to repeat or take additional courses to satisfy lower-division general education requirements outside of the two Religion course requirement. Earning a Passport recognizes that a student has achieved learning outcomes in the following nine knowledge and skill areas, which all Network member institutions agree are consistent with their own general education learning outcomes:

**Foundational Skills:** oral communication, written communication, quantitative literacy

**Knowledge of Concepts:** natural sciences, human cultures, creative expression, human society and the individual

**Cross-cutting Skills:** critical thinking and teamwork/value systems.

If you are interested in learning more, contact Concordia University advising/admissions team.

## Application Contacts

Persons seeking undergraduate admission should direct all correspondence to:

Office of Undergraduate Admission  
Concordia University, St. Paul  
1282 Concordia Avenue  
St. Paul, Minnesota 55104-5494  
[admissions@csp.edu](mailto:admissions@csp.edu)  
651-641-8230

Students may also submit an on-line application at [www.csp.edu](http://www.csp.edu) (<http://www.csp.edu>). Correspondence includes all matters and inquiries connected with admission, such as application forms, letters of recommendation, ACT scores, essays, transcripts, and fees. Remittances should be made payable to Concordia University, St. Paul and sent to the Office of Undergraduate Admission.

## Acceptance to Concordia University

All prospective students will be notified by email of the action taken on their application. Materials submitted should demonstrate that applicants satisfactorily meet admission criteria set by the faculty of Concordia University. Exceptions are considered by the Undergraduate Admissions Committee. Appeals may be made to the Vice President for Enrollment Management.

## Immunization Requirements for Traditional Students

Minnesota State Law (statute 135A.14) requires that traditional students must submit their immunization records to have on file at the university prior to attending their first semester. Students who do not submit these records will have a hold placed on their academic records until this requirement is met.

Concordia Admissions Department will inform students how to submit the immunization information, either electronic or paper documentation.

Required immunizations:

1. Tdap (Tetanus-Diphtheria-Pertussis) must be given less than 10 years ago.
2. MMR (Measles, Mumps, Rubella)

Recommended immunizations:

1. Hepatitis B series
2. Meningitis
3. Varicella (chicken pox)
4. Hepatitis A series
5. Human Papilloma Virus series
6. Annual Flu shot

Students living and studying in close contact are more susceptible to some illnesses/infections/diseases so please consider that when deciding on immunizations.

## Exemptions

Minnesota Law provides these exemptions from immunizations:

1. Conscientious Objection based on held beliefs. This exemption must be received prior to the student's first term, signed by the student (or parent/guardian) and notarized.
2. A Medical Exemption may be issued because of a contraindication to an immunization based on some medical condition. Medical exemptions must be signed by a licensed medical provider.

If there is an outbreak of the disease of objection, the student will need to be immunized at that time or excluded from classes until the outbreak is over.

## Unable to Locate Dates of Immunizations

If a student cannot locate immunization records the options are:

1. Get the required immunizations again and submit the date/s.
2. Have a blood test (titer) to determine the immune status and submit the information.

## Post-Baccalaureate Students

Persons possessing an undergraduate degree from an accredited institution may seek initial/additional licensure or certification. Students have the option of attending as full-time students or as part-time students. Contact the Office of Undergraduate Admission (651) 641-8230 or [admissions@csp.edu](mailto:admissions@csp.edu) for more information.

## Southeast Asian Teacher Licensure Program (S.E.A.T.)

Concordia University offers a program leading to a degree and/or teacher licensure for students currently working in schools. The State of Minnesota provides some of the scholarship money for this program. Contact the Office of Undergraduate Admission (651) 641-8230 or Director of the SEAT program, Professor Sally Baas at (651) 603-6188 or [baas@csp.edu](mailto:baas@csp.edu) for more information.

## Visiting Students

Concordia University welcomes students on a temporary basis who have been regularly admitted to another regionally accredited post-secondary institution. This enrollment is generally offered to provide special courses at Concordia University that may not be available at the other institution, to meet a temporary special interest, or to provide coursework in the student's present local environment.

In order to be admitted as a visiting student, a basic demographic information form must be completed by the previous college or university (where student was regularly admitted) as well as a form verifying the student's admission and giving the institution's approval for the student's registration plan.

Course requests are submitted to the registrar who acts as advisor to the student. If the student wishes to complete a program, regular admission procedures apply.

## Re-Admission of Former Students of Concordia University

1. Apply for re-admission through the Office of Academic Advising. No application fee is required.
2. Submit information concerning activities since last attending Concordia University, send appropriate letters of recommendation if required, and include a statement of educational objectives.
3. Request official transcript of credits earned at other institution(s) to be sent to the Registrar.

## International Students

1. Submit all material required of entering freshmen and/or transfers. This includes an English translation transcript of level of education. Any transcripts provided must be evaluated by an outside agency for American equivalents.
2. Submit evidence of one or more of the following for Proof of English Proficiency
  - a. Students from Global Language Institute (<http://www.gli.edu/>) (GLI) Completion of Mastering Level
  - b. Students from Atlanta English Institute (<http://www.atlei.com/>) (AEI) Completion of Level Seven
  - c. Students from Spring International Language Center (<http://www.spring.edu/home.html>) (SILC) Completion of Level Six
  - d. Students from English Language School (<http://www.els.com/>) (ELS) Completion of Level 109 AND IELTS test score of 5.5 or TOEFL iBT 65 or completion of Level 112
  - e. TOEFL iBT 65 or 513 PBT
  - f. IELTS overall band score of 5.5 or higher (International English Language Testing System)
  - g. ACT/SAT score
  - h. PTE result of 46 or higher
3. Demonstrated ability to meet the expenses of university fees, tuition, room and board, transportation and personal expenses. I-20 forms will be issued only after the application is accepted by the Office of Undergraduate Admission and the first semester is paid in full.
4. Submit health and immunization records as required by law. International students are admitted for the fall and spring terms only.

## Post-Secondary Enrollment Option Program (P.S.E.O.)

Minnesota High School juniors and seniors from public, private, and home schools may apply for admission to Concordia University's Post-Secondary Enrollment Options (PSEO) program during the spring before planned enrollment. A limited number of students are accepted on a space available basis. Students with a 3.25 unweighted grade point average (GPA) or higher are encouraged to apply. The application deadline is May 8.

Application procedures include submitting the following:

1. PSEO Application
2. Official High School Transcript
3. Personal Statement
4. Minnesota Postsecondary Enrollment Options Program Notice of Student Registration

Students admitted to the Concordia University PSEO program have the opportunity to take 100-200 level course. Upper-level courses are available only with the permission of the university's PSEO Coordinator. Religion courses, independent studies, and summer courses are excluded. Additional fees may not be covered by the PSEO program (i.e. technology fees, private music lessons, etc.)

Academic Disqualification – PSEO students who receive a cumulative GPA of less than 2.00 will be academically disqualified and dismissed from the Concordia University PSEO program. Students may appeal their academic disqualification to the university's PSEO Coordinator.

## Advanced Placement Program

Concordia University will grant credit for most College Board Advanced Placement (AP) Examinations to students with a grade of three, four, or five. Students should have an official score report sent to Concordia University (code number 6114). Concordia University's AP credit policy is posted on [www.csp.edu](http://www.csp.edu) (<http://www.csp.edu>).

## College-Level Examination Program

Concordia University will grant credit for most College-Level Examination Program (CLEP) results to students with a score of 50 or higher. Only those exams listed in the CLEP credit policy will be accepted. Students should have an official score report sent to Concordia University, Saint Paul – code number 6224. Information about the CLEP examinations can be found at [www.collegeboard.com/student/testing/clep/about.html](http://www.collegeboard.com/student/testing/clep/about.html) (<http://www.collegeboard.com/student/testing/clep/about.html>). Concordia University's CLEP credit policy is posted on [www.csp.edu](http://www.csp.edu) (<http://www.csp.edu>).

## New Student Orientation

Both first-year students and transfer students are required to attend one Orientation session offered in June, July or August. Students begin to build relationships with other students, faculty, and staff. They receive pertinent academic information, meet with an academic advisor, and confirm class registration. Students also receive information about non-academic aspects of life at Concordia University relative to parking permits, voicemail, books, technology, and co-curricular activities, etc.

Fall Semester: All first-year students begin the CSP Seminar class on the first day of Welcome Weekend. Students are assigned to their CSP Seminar class by the Office of Academic Advising. During Welcome

Weekend, they spend time with other new students, along with a Peer Advisor and Faculty Advisor. Transfer students and returning students are invited to attend Welcome Weekend activities prior to the beginning of classes. Welcome Weekend activities build a foundation for enhancing community and promoting academic growth in a Christian environment.

Spring Semester: Transfer students are required to attend Orientation in January.