

Admission as a Non-Degree Student at St. Mary's College of Maryland

To maintain the quality of the education at St. Mary's College of Maryland as the public honors college in the State of Maryland, individuals seeking to take courses through the Continuing Education program will complete an application process. If accepted, the student will register after the registration period for matriculated students has closed, which occurs in the first part of August for the fall semester and early January in the spring semester. Seating in the desired courses is not guaranteed for continuing education students, who then may be able to join a class by using the add/drop process during the first two weeks of the fall and spring semesters.

The following four steps must be completed for admission as a continuing education student at St. Mary's College of Maryland:

1. Review of official documentation of high school degree or college coursework by the Registrar's Office or the Office of Academic Services. A copy of the documentation will be maintained in the student's file in the Registrar's Office. This documentation includes:
 - a. A high school certificate of merit, a diploma for standard courses or a GED certificate, or
 - b. A Concurrent Enrollment Form (for current high school and home school students), or
 - c. A college transcript.
2. Completion of a Continuing Education Data Form.
3. Completion of the on-line English Placement Exam with a score that places the student into English 102; successful completion of a course from another college in Maryland that is equivalent to English 101 or English 102; an Advanced Placement (AP) score of 4 or 5 on either the English Language Comp or English Literature Comp test; or, an SAT verbal score of 600 or better as proof of the student's ability to do college level work at St. Mary's College of Maryland.

Students who do not place into English 102 will not be accepted for continuing education at St. Mary's College of Maryland (SMCM). They will be directed to the College of Southern Maryland (CSM) where courses may be taken to prepare the student for English 102 and St. Mary's College of Maryland. The CSM course equivalent of English 101 is ENG1010 and of English 102 is ENG1020.

4. Completion of an in-person interview with a professional staff member in the Office of Academic Services or the Registrar's Office. (Admission is not based on this interview.) The interview provides an opportunity to discuss the student's academic goals, and then to help the student choose course work appropriately.

Special circumstances:

1. If the applicant has been denied admission to SMCM as a degree-seeking student, (s)he must obtain written permission from the Director of Admissions or his representative to enroll in courses as a continuing education student. If permission is granted, the student may take a maximum of eight (8) credit hours.
2. Students who have been academically dismissed from SMCM are not permitted to register for courses through the Continuing Education Program.

Upon successful completion of the four-step admission process, the continuing education student will be permitted to take up to 8 credit hours per semester. Under special circumstances, a student may be permitted to take 9-11 credits with an additional fee; or to apply for 12 or more credits and pay full-time tuition and fees. (Completion of a *Request to Exceed Credit Limit* form is required.

Every semester, admitted continuing education students must complete an advising appointment either in-person or by telephone. They must also submit an updated Continuing Education Data Form before registering.

****Note: Individuals who have a two- or four-year college degree in hand, or who are age 60 or older and are taking courses through our senior citizen tuition waiver program need only provide proof of age or degree status in order to enroll.*

Possible Interview Questions:

1. What motivates your desire to take continuing education course at St. Mary's College?
2. What are your educational goals and what types of courses are you hoping to take?
3. Have you applied for admission to St. Mary's College through the Admissions Office in the past?
4. Have you taken college courses at another institution? If so, where and were you in good standing both academically (GPA of 2.0 or better) and within the student judicial system (no disciplinary sanction greater than probation without the loss of housing)? If either answer is "no", probe for additional details.
5. If you attended another college, what was your course of study or major?