

## **Livingstone College Admissions Office Policies and Procedures Manual**

### **Accreditation**

Livingstone College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Livingstone College.

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## **LIVINGSTONE COLLEGE MISSION STATEMENT**

Livingstone College is a private historically black institution that is secured by a strong commitment to quality instruction. Through a Christian-based environment suitable for learning, it provides excellent liberal arts and religious education programs for students from all ethnic backgrounds designed to develop their potential for leadership and service to a global community.

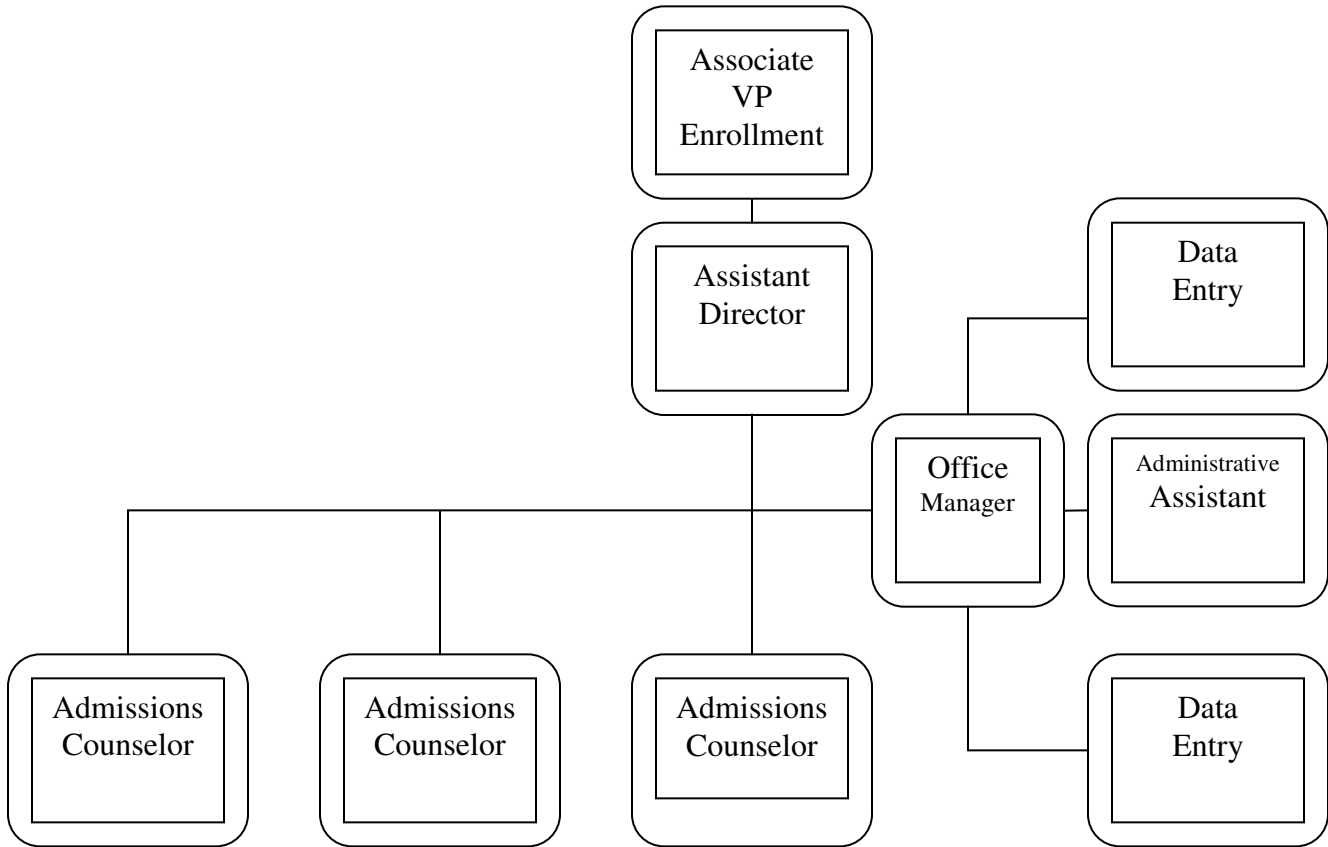
### **The College accomplishes its mission by pursuing the following goals:**

- I.** To provide academic excellence in all programs by diverse courses of study appropriate to undergraduate education.
- II.** To provide effective teaching by faculty, with strong academic preparation, who nurture students in and out of the classroom.
- III.** To create academic options that prepare students to pursue careers, graduate and professional studies, and life-long learning as needed for a changing social and technological world.
- IV.** To assist students and faculty in their pursuit of scholarly and creative endeavors.
- V.** To create opportunities for practical application of knowledge through internships, cooperative education, experiential learning and community service.
- VI.** To create opportunities for students to develop a fuller knowledge and appreciation of African-American heritage, to increase their awareness and appreciation of other cultures, and prepare them to become well-adjusted individuals in a global society.

## **OFFICE OF ADMISSIONS MISSION STATEMENT**

To admit students who have the intellectual ability, motivation, and determination to succeed in a college community, and who can avail themselves of the learning experiences that can provide academic and personal enrichment.

**Office of Admissions and Enrollment Management  
Organization Chart**



## Calendar of Events and Communication

### June

Request for Final Documents-Mass mailing  
1<sup>st</sup> New Student Orientation Session  
NCICU Counselor Tour

### July

Fall Travel Planning & Scheduling  
2<sup>nd</sup> New Student Orientation Session  
Summer Bridge Program Begins

### August

All New Students Check In  
3<sup>rd</sup> New Student Orientation Session

### September

Fall Travel Begins  
Senior postcard Mailing

### October

Fall Travel Continues  
Mass Senior Packet Mailing

### November

Newsletter Mailing to All Prospects and Applicants  
Document Request for Spring Accepts

### December

Final Document Request for Spring Accepts

### January

Spring New Student Intake  
Spring Travel Begins

### February

Open House Invitations  
Follow-up Recruitment

### March

Open House

### April

Publications Photo Shoot

**May** Request For Housing Deposit-Mass Mailing

## **POLICIES**

### **Filing of Credentials**

Applicants should take proper steps to ensure that their credentials are sent to the Office of Admissions as early as possible, preferably not less than thirty (30) days before the beginning of the semester in which they plan to enroll. Applicants may apply to enter the College at the beginning of the fall or spring semester. Admissions personnel must carefully review the academic qualifications of each applicant to admit students who have the potential for further academic achievement and growth.

### **Orientation, Registration, and the Opening of the Semester**

- 1) All newly admitted students are expected to attend Orientation. Placement testing in English and Mathematics is required for all students. These tests are designed as aids for academic advising and scheduling. Students who fail to show proficiency in these academic areas will be assigned to tutorial labs for enhancement of skills.
- 2) Students are required to adhere to the Livingstone College Student Contract that will be issued by the Office of Admissions.
- 3) The College gives credit for satisfactory completion of the College Level Examination Program (CLEP), Advance Placement (AP) courses, and International Baccalaureate (IB) exam. Students should consult their high school counselor for further testing information.
- 4) The College does honor the College Board Application Fee Waiver Form if properly signed. The College will accept military service credit (Form DD-214, DD-295 or Army/ACE Registry transcript). These forms are to be submitted to the Office of the Registrar where credit will be awarded in accordance with recommendations from the American Council of Education (ACE). The credits recommended for acceptance should be at the basic level and applicable to the student's declared major or applicable to the elective hours prescribed within the student's designated program of study.
- 5) An immunization record for each admitted student is required by the law to be on file at Livingstone College prior to registration. The College reserves the right to cancel admission offers to students whose enrollment fee or immunization records are not received at Livingstone College by the enrollment fee deadline date.
- 6) Students who do not enroll in the semester for which they were admitted will have their offer of admission cancelled. A written request for consideration for a different semester must be sent to the Office of Admissions and dated for that semester. The Vice President for Academic Affairs must approve any exception to college admission requirements.
- 7) Any student who supplies false or misleading information or who conceals pertinent facts in order to enroll in Livingstone College will be subject to immediate dismissal from the College.  
**Note:** Space limitation or budgetary constraints may restrict admission in a given year. This may require the adjustment of minimum requirements or the establishment of earlier application deadlines.
- 8) The College reserves the right to adjust application deadlines according to enrollment needs.

### **APPLICATION DATES**

#### **All Freshmen for Fall Semester**

- Applications are processed on a rolling basis. Early applications are encouraged.

#### **Transfer Students for Fall Semester**

- Applications are processed on a rolling basis. Early applications are encouraged.

**Re-enrolling Students for Fall Semester**

- Apply by May 1. The Office of Admissions. Applications will be processed on a rolling basis.

**All Applicants for Spring Semester**

- Apply by November 1. Applications will be processed on a rolling basis.

## ADMISSIONS PROCEDURES

### 2009-2010 Admissions Stages (EX 2.9)

The following stages are subject to change, but this table is the current operating standard.

Stage Code	Stage Title	Stage Description
002	<b>11<sup>th</sup> grade Inquiry</b>	Students who will graduate high school at the end of the 2010-2011 school year and provide us an ACT/SAT test score, official high school transcript, or contact card will move to this stage upon receipt of this information
003	<b>12<sup>th</sup> grade Inquiry</b>	Students who will graduate high school at the end of the 2009-2010 Academic year and provide us with an ACT/SAT test score, official high school transcript, or contact card will move to this stage upon receipt of this information.
2010	<b>Freshman Incomplete</b>	Prospective freshman students who have submitted an application but have not submitted all required items necessary for consideration.
2011	<b>Freshman Incomplete</b>	Prospective transfer students who have submitted an application but have not submitted all required items necessary for consideration.
2012	<b>Re-admit Incomplete</b>	Prospective re-admit students who have not completed the readmission process. (i.e. incomplete Clearance Form or Police Record Form not received

		for student who has not been enrolled for more than one year.)
<b>2020</b>	<b>Counselor Review</b>	Students who submit ALL necessary documents per candidacy type will move to this stage. (Please refer to the Required Documents page for an extensive description)
<b>2030</b>	<b>Freshman Admit</b>	<p>Students who have successfully completed the necessary coursework to be admitted into the college will move to this stage per their Admissions Counselor. Those courses include a minimum of:</p> <ul style="list-style-type: none"> <li>* Four (4) English units</li> <li>* Three (3) Math units including Algebra 1, Algebra 2, and Geometry or higher</li> <li>* Two (2) Science units including one (1) unit in life or biological science and one (1) unit in a physical science (i.e. Physical Science, Chemistry, or Physics)</li> <li>* Two (2) Social studies units including one (1) US History</li> <li>* Two (2) course units Foreign Language credits (i.e. Spanish 1 &amp; 2, French 1 &amp; 2, etc.)</li> </ul>

### **Attribute Codes**

The following attribute codes are essential in the processing of applications and transcripts.

**COLLP**—College Prep—This information is used to distribute ACG grants to deserving students. GED students do NOT qualify for this grant. To be considered College Prep, a student must have ALL of the following:

\*four (4) years of English;

\*three (3) years of Math, including Algebra 1 and a higher level class such as Algebra 2, Geometry, or data analysis and statistics;

\*three (3) years of Science, including one year each of at least two of the following courses: Biology, Chemistry, and Physics;

\*three (3) years of Social Studies; and

\*one (1) year of a language other than English.

**BRDGE**—Bridge Student—All students who are recommended for the Bridge Program

**FSTG**—First Generation Student—All students who have checked YES they are a first generation college student on their Livingstone College Application for Admission.

**READM**—Re-admit Student—This code is for the students who have turned in their completed Readmit Clearance Form.

## **Required Documents for Admissions Consideration**

In order for a student to be considered for admissions (i.e. Move to 2020-Counselor Review). A student must submit the following documents as required per candidacy type.

### **Freshman Applicants**

- \*\$25 Application fee (non-refundable)
- \*Completed Livingstone College Application for Admission
- \*ACT/SAT score report (unless high school completion was more than 5 years ago)
- \*Official high school transcript

### **International Freshman Applicants**

- \*\$50 Application fee
- \*Completed Livingstone College Application
- \*Secondary School Evaluation from WES or Josef Silney & Associates, Inc.
- \*Authentic Financial Statement from applicant's bank or sponsor's bank
- \*ACT/SAT score report (unless high school completion was more than 5 years ago)
- \*TOEFL score (if applicants native language is NOT English)

### **Transfer Applicants**

- \*\$25 Application fee
- \*Completed Livingstone College Application for Admission
- \*Official Final High School Transcript
- \*Official college transcripts from all institutions previously attended

### **International Transfer Applicants**

- \*\$50 Application fee
- \*Completed Livingstone College Application
- \*Secondary & Postsecondary School Evaluations from WES or J. Silney & Assoc., Inc.
- \*Authentic Financial Statement from applicant's bank or sponsor's bank
- \*ACT/SAT score report (unless high school completion was more than 5 years ago)
- \*TOEFL score (if applicants native language is NOT English)

### **Readmit Applications**

- \*Complete Readmit Clearance Form (with all appropriate signatures) with unofficial transcript attached

# ADMISSIONS LETTERS

## Freshman Deny Letter

<<date>>

<<address block>>

Dear <<first name>>:

Thank you for your interest in Livingstone College. We appreciate you taking the time to apply for admission to the College. Based on your application credentials, we strongly recommend that you attend a local community/ junior college to meet our general admissions requirements, particularly in English, Writing, and Mathematics skills classes.

Please keep in touch with us regarding your progress in school; we value your interest in Livingstone College and we want to be kept informed of your improvement. Successful completion of college level courses with a 2.0 or higher grade point average would then provide us an opportunity to reconsider your application for admission. We ask that you submit supporting official transcripts verifying college enrollment. We look forward to working with you in the future.

Should you have any questions regarding the aforementioned, please contact the Office of Admissions toll free at 800-835-3435, ext 1 or via email at [admissions@livingstone.edu](mailto:admissions@livingstone.edu).

Sincerely,

The Office of Admissions and Enrollment Management

## Transfer Deny Letter

<<date>>

<<address block>>

Dear <<first name>>:

Thank you for your interest in Livingstone College. We appreciate you taking the time to apply for admission to the College. Based on your application credentials, we strongly recommend that you continue attendance at your current institution to meet our general admissions requirements, particularly in English, Writing and Mathematics skills classes.

Please keep in touch with us regarding your progress in school; we value your interest in Livingstone College and we want to be kept informed of your improvement. Successful completion of further courses with a 2.0 or higher grade point average would then provide us an opportunity to reconsider your application for admission. We ask that you submit supporting official transcripts verifying college enrollment. We look forward to working with you in the future.

Should you have any questions regarding the aforementioned, please contact the Office of Admissions toll free at 800-835-3435, ext 1 or via email at [admissions@livingstone.edu](mailto:admissions@livingstone.edu).

Sincerely,

The Office of Admissions and Enrollment Management

## Bridge Program Referral Letter

<<date>>

<<name>>

<<address>>

Dear <<name>>:

Thank you for your recent application to Livingstone College. We have completed our evaluation of your credentials.

We believe that you will benefit from a special preparatory program to enhance your readiness for the academic challenges at Livingstone College. For that reason, your application has been referred to the Livingstone College Bridge Program. Once you successfully complete the Bridge Program Summer Experience, you will then be officially admitted to Livingstone College. To confirm your agreement to attend the Livingstone College Bridge Program Summer Experience, please sign and return the Summer Experience Confirmation page to the Office of Admissions no later than May 1, 2010.

Please contact us if you have any questions.

Sincerely,

Office of Admissions and Enrollment Management

## Summer Experience Confirmation

<<name>>

<<Student ID>>

( ) I will attend the Livingstone College Bridge Program Summer Experience

( ) I will NOT attend the Livingstone College Bridge Program Summer Experience

\_\_\_ I will be attending another school \_\_\_\_\_  
Name of Institution

\_\_\_ I have other personal circumstances

\_\_\_ I do not wish to disclose my reason

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Transfer Accept Letter

<<date>>

<<name>>

<<address>>

<<city, st, zip>>

<<Greeting>>

Congratulations! You have been selected for admission to Livingstone College for the <<term, semester, year>>! Your academic profile confirms your commitment to personal and educational growth. We are confident you will make a valuable contribution to Livingstone's tradition of scholarship and service. Your journey to achievement and success begins here, begins now, and begins with you.

This offer of admission is contingent upon your successful completion of all current course work. The Office of Admissions requires that your official final transcript be forwarded upon completion of your high school course work. Please review carefully the enclosed materials that pertain to required deposits, deadlines, and other critical information.

Enclosed you will find your Admissions Accept offer, along with instructions for completing your admissions process. **To confirm your attendance, please submit the Accept Offer on or before <<date>>.**

If you are seeking an on-campus residence, the enclosed housing application and the \$200 non-refundable deposit must be returned to the Office of Residence Life immediately. Priority for room assignments is based on the date your housing application and deposit are received by the Office of Residence Life.

<<name>>, there has never been a better time or place for you than here at Livingstone College. On behalf of our president, the faculty, and students, congratulations and welcome to the Livingstone community.

Sincerely,

Associate VP for Enrollment Management and Student Affairs

Enclosures

## Admissions Accept Offer

<<address>>

<<id>>

- Yes, I accept the offer of admission to Livingstone College
  
- No, I decline the offer of admission to Livingstone College  
(Please check all that apply)
  - I will be attending \_\_\_\_\_ this year
  - I have personal circumstances
  - I do not wish to disclose my reason
  - Other: \_\_\_\_\_

**Print name:**

**Signature:**

**Date:**

Checklist for <<name>>

Your student id# is <<id>> Please be sure to include your student id# on all documents that are submitted on your behalf. In order to ensure that your admission process is completed prior to your arrival, we have included this step by step checklist to ensure that all bases are covered.

Please return all required documents in the pre-addressed envelopes provided.

**OFFICE OF ADMISSIONS** Required documents for enrollment

\*Final Official High School transcript with graduation date

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Official Police Record Check completed by local police department

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Livingstone College Student Contract (Return

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*\$100 Orientation fee

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Admissions questions, please contact us.**

Office of Admissions

(704) 216-6001

[admissions@livingstone.edu](mailto:admissions@livingstone.edu)

**STUDENT HEALTH SERVICES** Required documents for enrollment

\*Medical History (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Physical Exam (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Immunization Record (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Health Services questions, please contact Nurse Ware.**

Nurse Ann Ware

(704) 216-6111

[aware@livingstone.edu](mailto:aware@livingstone.edu)

**OFFICE OF RESIDENCE LIFE** Required Documents for On-Campus Residency

\*Housing Application (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Residence Life Agreement (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*\$200 Housing Deposit (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Residence Life questions, please contact Mr. Roper or Ms. Hartwell.**

Mr. Maurice Roper

(704) 216-6821

[mroper@livingstone.edu](mailto:mroper@livingstone.edu)

Ms. Jetta Hartwell

(704) 216-6185

[jhartwell@livingstone.edu](mailto:jhartwell@livingstone.edu)

**\*\*\*PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS\*\*\***

## Freshman Accept Letter

<<date>>

<<name>>

<<address>>

<<city, st, zip>>

<<Greeting>>

Congratulations! You have been selected for admission for the << term, semester, year >> Livingstone College! Your academic profile confirms your commitment to personal and educational growth. We are confident you will make a valuable contribution to Livingstone's tradition of scholarship and service. "Your journey to achievement and success begins here, begins now, and begins with you."

This offer of admission is contingent upon your successful completion of all current course work. The Office of Admissions requires that your official final transcript be forwarded upon completion of your high school course work. Please review carefully the enclosed materials that pertain to required deposits, deadlines, and other critical information.

Enclosed you will find your Admissions Accept offer, along with instructions for completing your admissions process. **To confirm your attendance, please submit the Accept Offer on or before << date>>.**

If you are seeking an on-campus residence, the enclosed housing application and the \$200 non-refundable deposit must be returned to the Office of Residence Life immediately. Priority for room assignments is based on the date your housing application and deposit are received by the Office of Residence Life.

<<name>>, there has never been a better time or place for you than here at Livingstone College. On behalf of our president, the faculty, and students, congratulations and welcome to the Livingstone community.

Sincerely,

Associate VP for Enrollment Management and Student Affairs

Enclosures

## Admissions Accept Offer

<<address>>

<<id>>

- Yes, I accept the offer of admission to Livingstone College
- No, I decline the offer of admission to Livingstone College  
(Please check all that apply)
- I will be attending \_\_\_\_\_ this year
- I have personal circumstances
- I do not wish to disclose my reason
- Other: \_\_\_\_\_

Printed Name:

Signature:

Date:

Checklist for <<name>>

Your student id# is <<id>> Please be sure to include your student id# on all documents that are submitted on your behalf. In order to ensure that your admission process is completed prior to your arrival, we have included this step by step checklist to ensure that all bases are covered.

Please return all required documents in the pre-addressed envelopes provided.

**OFFICE OF ADMISSIONS** Required documents for enrollment

\*Final Official High School transcript with graduation date

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Official Police Record Check completed by local police department

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Livingstone College Student Contract (Return

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*\$100 Orientation fee

Date sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Admissions questions, please contact us.**

Office of Admissions

(704) 216-6001

[admissions@livingstone.edu](mailto:admissions@livingstone.edu)

**STUDENT HEALTH SERVICES** Required documents for enrollment

\*Medical History (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Physical Exam (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Immunization Record (Completed and returned in Student Health envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Health Services questions, please contact Nurse Ware.**

Nurse Ann Ware

(704) 216-6111  
[aware@livingstone.edu](mailto:aware@livingstone.edu)

**OFFICE OF RESIDENCE LIFE** Required Documents for On-Campus Residency

\*Housing Application (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*Residence Life Agreement (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

\*\$200 Housing Deposit (Return in “Attention: Residence Life” envelope provided)

Date Sent: \_\_\_\_\_ Date

Confirmed: \_\_\_\_\_

**If you have Residence Life questions, please contact Mr. Roper or Ms. Hartwell.**

Mr. Maurice Roper

(704) 216-6821

[mroper@livingstone.edu](mailto:mroper@livingstone.edu)

Ms. Jetta Hartwell

(704) 216-6185

[jhartwell@livingstone.edu](mailto:jhartwell@livingstone.edu)

**\*\*\*PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS\*\*\***

## **First Incomplete Letter, Freshman and Transfer**

<<date>>

<<name>>

<<Greeting>>:

We have received your application for admission. Thank you. Your student ID# is <<id>>. Please include your student ID# on all documents that are sent in on your behalf.

At Livingstone College, we pride ourselves on taking the time to review every student's file prior to making an admissions decision. In order to do this, all of the following items must be received by the Office of Admissions:

- \$25.00 non-refundable application fee
- Official high school transcript
- SAT or ACT scores

Without ALL of the aforementioned items, we are unable to process your application at this time. Please make the necessary arrangements to have the needed information sent to us immediately. All requested documents should be mailed to:

**Livingstone College  
Office of Admissions and Enrollment Management  
701 W. Monroe St.  
Salisbury, NC 28144**

When we receive these items, we will review your application and credentials for admission, and we will let you know our decision as soon as possible. Should you have any questions, please feel free to contact us via phone at 704-216-6001 or (800) 835-3435.

Sincerely,

Office of Admissions and Enrollment Management

## Second Incomplete Letter, Freshman

<< date >>

<< address block >>

Dear << first name >>

Several weeks ago we notified you that your application for admission to Livingstone College was missing supporting information. We are now contacting you to let you know that we still require the following credentials:

- \$25.00 non-refundable application fee

Please make the necessary arrangements to have this information sent to us immediately. Do not forget to include your student id# on all of your documents.

Your id# is

<< number >>. All requested documents should be mailed to:

**Livingstone College  
Office of Admissions and  
701 W. Monroe St.  
Salisbury, NC 28144**

As soon as your file is complete, the admissions committee will review your application and let you know the next step for Spring Orientation. If you are unable to send these credentials in the immediate future, please call the Office of Admissions at (704) 216-6001 or (800) 835-3435.

Of course, if you are no longer interested in becoming a part of the Livingstone College Blue Bear Family, please let us know.

Sincerely yours,

Office of Admissions and Enrollment Management

## **Second Incomplete Letter, Transfer**

<<date>>

<<name>>

Dear <<name>>:

Several weeks ago we notified you that your application for admission to Livingstone College was missing supporting information. We are now contacting you to let you know that we still require the following credentials:

- \$25.00 non-refundable application fee
- Official final high school transcript
- Official college/university transcripts

Please make the necessary arrangements to have this information sent to us immediately. All requested documents should be mailed to:

**Livingstone College  
Office of Admissions  
701 W. Monroe St.  
Salisbury, NC 28144**

As soon as your file is complete, the admissions committee will review your application and let you know our decision as soon as possible. If you are unable to send these credentials in the immediate future, please call the Office of Admissions at (704) 216-6001 or (800) 835-3435.

Of course, if you are no longer interested in becoming a part of the Livingstone College Blue Bear Family, please let us know.

Sincerely yours,

Office of Admissions and Enrollment Management

## Application reactivation letter

<< date >>

<<address block>>

Dear <<first name >>

We were pleased to have admitted you to Livingstone College for the << term, semester, date >>. Although you did not enroll, we appreciate your interest in Livingstone College, and would like to keep you informed if your current plans have changed regarding the upcoming semester beginning in << date >>.

Often students wish to begin their enrollment in the << term >> semester because of financial issues or changes in academic plans. If you are interested in enrolling at Livingstone College for the << term, semester, date >>, please complete the enclosed Application Reactivation form.

Since the << term, semester, date >> is within one year of your original application term, you do not need to reapply – if you choose to enroll then. The enclosed Application, Reactivation form will provide us with the necessary information to reopen your application file and reconsider it for the << term, semester, date >>. Please complete the form and return it along with updated official transcripts from any schools attended since your original application. Upon receipt of the necessary documents, we will notify you of an admissions decision. Also, if you paid a \$200 housing deposit, it can still be used to reserve housing for << date >>.

If you delay your enrollment more than one year, you will need to reapply for admission. When that time comes, you may apply on-line at [www.livingstone.edu](http://www.livingstone.edu), or contact us for an application. All updated transcripts will need to be resubmitted.

I look forward to talking with you about the possibility of enrolling this spring. Please call us at (800) 835-3435 or locally at (704) 216-6001 if you have questions. Best wishes for your academic future.

Sincerely,

Office of Admissions and Enrollment Management

Enclosures

## Application Reactivation Form

<<Name>>

<<Address>>

<<Student ID>>

Have you attended any other institutions since your original application date?  YES   
NO

If yes, please have all official transcripts forwarded to the Office of Admissions

Have you been charged or convicted for any criminal activities other than a minor traffic violation since your original application date? YES NO

If yes, please have an official Police Record Check from your local police department forwarded to the Office of Admissions

Have you applied for Financial Aid?  YES  NO

If No, please visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete your financial aid application.

This document serves as a reactivation form and confirms your attendance in the Spring semester 2010, if reactivation is accepted by the Office of Admissions. By signing below, you agree that all statements submitted by you are true to the best of your knowledge, and you hereby reactive your application to Livingstone College.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **SCHOLARSHIP LETTERS**

## **Freshman Incentive Grant Letter**

<< date >>

<<address>>

<<Greeting>>

I am pleased to inform you that you have been recommended for a **Freshman Incentive Grant** at Livingstone College. This is a **non-renewable grant for up to \$3,000 towards the cost of tuition, fees, room and board**. To receive this grant, you must register for the << term, semester, year >> and fulfill the criteria for academic performance, public service, and student behavior. As a prospective residential scholar, should you decline campus residency your award will be adjusted to “non-residential.”

**Please note: This scholarship is contingent upon completion of your Free Application for Federal Student Aid (FAFSA) for this upcoming << year >> academic year. Even though you may have received this scholarship letter, it does not guarantee this award. It will only be secured once the Livingstone College Financial Aid Office receives your complete filing status.**

To accept this award please sign the attached “Acceptance Copy” and return to **Livingstone College Office of Admissions, 701 West Monroe Street, Salisbury, NC 28144, no later than << date >>**. **If your response is not received, this award will be given to another deserving student.**

Congratulations on being selected for this academic distinction. We will be proud to have you as a member of our Blue Bear Family, and we look forward to your arrival this fall.



# Livingstone College

## Acceptance Agreement for the Freshman Incentive Grant

- Recipient:** <<Name>>
- Initial Gift:** Up to \$3,000 (non-renewable)
- Date Established:** << date >>
- Purpose:** To provide scholarship assistance to an incoming freshman student at Livingstone College who demonstrates financial need and academic promise, and extra-curricular participation.
- Criteria:** Recipients must be a high school senior with at least a minimum 2.5 GPA
- Requirements:** Maintain and renewal requirements are as follows:
- Must maintain GPA of 2.5
  - No convicted infractions of disciplinary actions, on/off campus
  - Must enroll each semester and successfully complete minimum of 15 credit hours
  - *Must apply and qualify for Financial Aid*
- Policy:** Guiding principles associated with this scholarship award include:
- This grant cannot generate any refund to the student
  - Cannot apply for any guaranteed student loan unless otherwise
  - approved by the Vice President for Business and Finance
  - Student must participate in an approved non revenue (ex. Volleyball, Band, Choir or any other extracurricular activity).

## Holistic College Scholarship Letter

<< date >>

<<address>>

<<Greeting>>

I am pleased to inform you that you have been recommended for a **Holistic College Scholarship** at Livingstone College. This is a **four (4) year scholarship for \$7,000.00 per year**. To receive this scholarship, you must register for the << term, date >> Semester and fulfill the criteria for academic performance, public service, and student behavior. As a perspective residential scholar, should you decline campus residency your award will be permanently adjusted to “non-residential.”

**Please note: This scholarship is contingent upon completion of your Free Application for Federal Student Aid (FAFSA) for this upcoming << date >> academic year. Even though you may have received this scholarship letter, it does not guarantee this award. It will only be secured once the Livingstone College Financial Aid Office receives your complete filing status.**

To accept this award please sign the attached “Acceptance Copy” and return to **Livingstone College Office of Admissions, 701 West Monroe Street, Salisbury, NC 28144, no later than << date >>**. **If you have met all of the completed requirements by designated deadline, we will add an additional \$500 to your scholarship for the << year >> school year. Failure to respond promptly will result in this award being given to another deserving student.**

Congratulations on being selected for this academic distinction. We will be proud to have as a member or our Blue Bear Family, and we look forward to your arrival this fall.



# Livingstone College

## Acceptance Agreement for the Holistic College Scholarship

**Recipient:** <<Name>>

**Initial Gift:** Up to \$7,000.00 per year (4)

**Date Established:** << date >>

**Purpose:** To provide scholarship assistance to an incoming freshman student at Livingstone College who demonstrates financial need, academic promise, and extra-curricular participation.

**Criteria:** Recipients must be a high school senior with a 3.2 GPA and have a minimum SAT score of 900 (math & verbal only) or ACT 19 and above.

**Requirements:** Maintain and renewal requirements are as follows:

- Must maintain GPA of 3.2
- No convicted infractions of disciplinary actions, on/off campus
- Must enroll each semester and successfully complete minimum of 15 credit hours
- *Must apply and qualify for Financial Aid*

**Policy:** Guiding principles associated with this scholarship award include:

- This scholarship cannot generate any refund to the student
- Cannot apply for any guaranteed student loan unless otherwise approved by the Vice President for Business and Finances and the student must participate in an approved non-revenue generating activity to maintain and renew the scholarship (ex. Volleyball, Band, Choir, or any other extracurricular activity).
- **Maximum years allowed is four (4)**

## Presidential Scholarship Letter

<< date >>

<<Address>>

<<Greeting>>

I am pleased to inform you that you have been recommended for a **Presidential Scholarship** at Livingstone College. This is a **four (4) year scholarship that covers the full cost of tuitions, fees, room and board. This scholarship is worth a minimum of \$80,000 for the next four years.** To receive this scholarship, you must register for the << term, year >> Semester and fulfill the criteria for academic performance, public service, and student behavior. As a prospective residential scholar, should you decline campus residency your award will be permanently adjusted to “non-residential.”

**Please note: This scholarship is contingent upon completion of your Free Application for Federal Student Aid (FAFSA) for this upcoming << date >> academic year. Even though you may have received this scholarship letter, it does not guarantee this award. It will only be secured once the Livingstone College Financial Aid Office receives your complete filing status.**

To accept this award please sign the attached “Acceptance Copy” and return to **Livingstone College Office of Admissions, 701 West Monroe Street, Salisbury, NC 28144, no later than << date >>. If your response is not received, this award will be given to another deserving student.**

Congratulations on being selected for this academic distinction. We will be proud to have you as a member of our Blue Bear Family, and we look forward to your arrival this fall.



# Livingstone College

## Acceptance Agreement for the Presidential Scholarship

**Recipient:** <<Name>>

**Initial Gift:** Full cost of tuition, fees, room and board. (4)

**Date Established:** << date >>

**Purpose:** To provide scholarship assistance to an incoming freshman student at Livingstone College who demonstrates financial need and academic promise, and extra curricular participation.

**Criteria:** Recipients must be a high school senior with a 3.7 GPA and have a minimum SAT score of 1,200 (math & verbal only) or ACT 26 and above.

**Requirements:** Maintain and renewal requirements are as follows:

- Must maintain GPA of 3.7
- No convicted infractions of disciplinary actions, on/off campus
- Must enroll each semester and successfully complete minimum of 15 credit hours
- *Must apply and qualify for Financial Aid*

**Policy:** Guiding principles associated with this scholarship award include:

- This scholarship cannot generate any refund to the student
- Cannot apply for any guaranteed student loan unless otherwise approved by the Vice President for Business and Finance
- Student must participate in an approved non revenue generating activity to maintain and renew the scholarship (ex. Volleyball, Band,Choir or any other extra-curricular activity).

**Maximum years allowed is four (4)**

## Honors Scholarship Letter

<< date >>

<<address>>

<<Greeting>>

I am pleased to inform you that you have been recommended for a **LC Honors Scholarship** at Livingstone College. This is a **four (4) year scholarship for \$5,000.00 per year**. To receive this scholarship, you must register for the << term, year >> Semester and fulfill the criteria for academic performance, public service, and student behavior. As a perspective residential scholar, should you decline campus residency your award will be permanently adjusted to “non-residential.”

**Please note: This scholarship is contingent upon completion of your Free Application for Federal Student Aid (FAFSA) for this upcoming << date >> academic year. Even though you may have received this scholarship letter, it does not guarantee this award. It will only be secured once the Livingstone College Financial Aid Office receives your complete filing status.**

To accept this award please sign the attached “Acceptance Copy” and return to **Livingstone College Office of Admissions, 701 West Monroe Street, Salisbury, NC 28144, no later than << date >>**. **If you have met all of the completed requirements by designated deadline, we will add an additional \$500 to your scholarship for the << date >> school year. Failure to respond promptly will result in this award being given to another deserving student.**

Congratulations on being selected for this academic distinction. We will be proud to have you as a member of our Blue Bear Family, and we look forward to your arrival this fall.



# Livingstone College

## Acceptance Agreement for the LC Honors Scholarship

**Recipient:** <<Name>>

**Initial Gift:** Up to \$5,000.00 per year (4)

**Date Established:** << date >>

**Purpose:** To provide scholarship assistance to an incoming freshman student at Livingstone College who demonstrates financial need, academic promise, and extra- curricular participation.

**Criteria:** Recipients must be a high school senior with a 3.0 GPA and have a minimum SAT score of 810 (math & verbal only) or ACT 17 and above.

**Requirements:** Maintain and renewal requirements are as follows:

- Must maintain GPA of 3.0 or above
- No convicted infractions of disciplinary actions, on/off campus
- Must enroll each semester and successfully complete minimum of 15 credit hours
- *Must apply and qualify for Financial Aid*

**Policy:** Guiding principles associated with this scholarship award include:

- This scholarship cannot generate any refund to the student
- The student cannot apply for any guaranteed student loan unless otherwise approved by the Vice President for Business and Finance
- The student must participate in an approved non revenue generating activity to maintain and renew the scholarship (ex. Volleyball, Band, Choir, or any other extracurricular activity).
- **Maximum years allowed is four (4)**

# Livingstone College

New Student Check-In

<<date >>



OFFICIAL ADMISSIONS CHECK-IN DATE

<< date >>

9:00am-12:00pm

New Student Check-In will begin in  
DODGE HALL (1<sup>st</sup> Floor)

**\*\*You MUST check in at the scheduled date and time—NO EXCEPTIONS\*\***

ORIENTATION CONFIRMATION INSTRUCTIONS  
Call 1 (800) 835-3435 ext 1 OR Email your confirmation to  
[admissions@livingstone.edu](mailto:admissions@livingstone.edu).  
Please provide your full name and student ID number

# **FAMILY ACCOMODATIONS**

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Family members are asked to make housing arrangements at one of the host hotels, or the hotel of their choice. When making your reservations, please ask for the *Livingstone College rate*. All parents and family are encouraged to stay in hotel lodging. If you plan to eat on campus meals are \$5.00 per person in the Dining Hall.

## **HOST HOTELS**

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### **Super 8 Motel—Salisbury (\$69)**

925 Bendix Drive  
Salisbury, NC 28146  
(704) 738-8888

### **Days Inn (\$59)**

321 Bendix Drive  
Salisbury, NC 28146  
(704) 633-5961

### **Holiday Inn—Salisbury (\$89/\$119)**

530 Jake Alexander Blvd South  
Salisbury, NC 28147  
(704) 637-3100

### **Hampton Inn (\$99)**

1001 Klumac Road  
Salisbury, NC 28144  
(704) 630-8000

### **Comfort Suites (\$119)**

1040 E Innes Street  
Salisbury, NC 28144  
(704) 630-0065

### **Quality Inn (\$99)**

825 Klumac Road  
Salisbury, NC 28144  
(704) 633-5777

## ⇒ Directions to Livingstone College ⇐

### From EAST and NORTHEAST

- \*Take **Exit 76** towards **Salisbury**
- \*Turn **RIGHT** onto **E. INNES ST**
- \*Turn **LEFT** onto **FULTON ST**
- \*Turn **RIGHT** onto **W. MONROE ST**
- \*Livingstone College will be on your **LEFT** and continue to the main gate
- \*\*\*Please stop at security and ask for directions to **DODGE HALL**

### From the WEST and NORTHWEST

- \*Take **I-40 East** to **I-77 South**
- \*Take **US-70** Exit 49A toward **G BAGNAL BOULEVARD**
- \*Take the **US-70 E** ramp toward **SALISBURY**
- \*Turn **SLIGHT RIGHT** onto **E GARNER BAGNAL BLVD/US-70/INDUSTRIAL BLVD**. Continue to follow US-70 for approximately 25 miles.
- \*Turn **RIGHT** onto **JAKE ALEXANDER BLVD W/US-70/US-601**
- \*Turn **LEFT** onto **BRENNER AVE**
- \*Turn **RIGHT** onto **W MONROE ST**
- \*Livingstone College will be on your **RIGHT**.
- \*\*\*Please stop at security and ask for directions to **DODGE HALL**

### From the SOUTH

- \*Take **I-85 North** toward **Greensboro**
- \*Take **Exit 76** toward **SALISBURY**
- \*Turn **LEFT** onto **E. INNES ST**
- \*Turn **LEFT** onto **FULTON ST**
- \*Turn **RIGHT** onto **W MONROE ST**
- \*Livingstone College will be on your **LEFT** and continue to the main gate
- \*\*\*Please stop at security and ask for directions to **DODGE HALL**

ORIENTATION CONFIRMATION INSTRUCTIONS  
Call 1 (800) 835-3435 ext 1 OR Email your confirmation to  
[admissions@livingstone.edu](mailto:admissions@livingstone.edu).  
Please provide your full name and ID number

# LIVINGSTONE COLLEGE

## ESSENTIAL NUMBERS

If you have any questions prior to your arrival to campus, feel free to contact the appropriate office listed below:

Academic Affairs	(704) 216-6195
Admission	(704) 216-6001
Athletics	(704) 216-6012
Bookstore	(704) 216-6248
Business & Finance	(704) 216-6025
Campus Police	(704) 216-6164
Cashier	(704) 216-6075
Counseling Services	(704) 216-6100
Empowering Scholars	(704) 216-6065
Financial Aid	(704) 216-6069
Health Services	(704) 216-6111
IT Department	(704) 216-6241
President's Office	(704) 216-6151
Registrar	(704) 216-6157
Residence Life	(704) 216-6821
Student Accounts	(704) 216-6083
Student Affairs	(704) 216-6185

LIVINGSTONE COLLEGE 701 W. Monroe Street, Salisbury, NC 28144

**\*\*\*URGENT REMINDER\*\*\***

You **MUST** submit the following documents  
before  
New Student Check-In << date >>

<b>**\$100 Orientation Fee</b>
<b>**Official Final High School Transcript</b>
<b>**Official Final College Transcript from all previous institutions (Transfers Only)</b>
<b>**Police Record Check from your local police department</b>
<b>**Health Forms</b>
<b>**Livingstone College Student Contract</b>

Final Enrollment is contingent upon receipt of the documents listed above. If the above documents are not received prior to your arrival, you will **NOT** be allowed to register.

Please call the Office of Admissions if you have any questions **1.800.835.3435**