SAINT MARY’S COLLEGE does not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, or disability in the recruitment and admission of students. This nondiscriminatory policy also applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the College, and to the administration of educational policies, scholarships and loan programs, student employment and other College-administered programs.

ADMISSION REQUIREMENTS
Saint Mary’s College seeks students who demonstrate academic achievement and want to contribute to the life of the College community. Admission is competitive and based primarily on the student’s academic transcript, standardized test scores, essay, and recommendations. An informational meeting with an admission counselor is strongly recommended and may be arranged by contacting the Office of Admission.

Students should apply by February 15 of the year of entrance. Late applications are welcome if space is available. The following items are needed for completion of an application to Saint Mary’s:

- An application for admission (Common Application), which is available at commonapp.org.
- An official high school transcript. The high school transcript should be accompanied by an explanation of the grading system.
- Secondary school report completed by a guidance counselor or administrator.
- Scores earned on the ACT or SAT (Unless applying Test Optional, see Testing Requirements).
- An essay.

Saint Mary’s has a modified rolling admission policy. Students who did not apply for Early Decision and whose applications are complete on or before December 1 will be notified of their decisions by mid-January. Applications submitted in December or later will be evaluated two to four weeks from the date of completion.

Accepted students confirm their intention to enroll by submitting a $400 enrollment deposit. Students enrolling at Saint Mary’s College must have on file an official, final high school transcript as proof of high school graduation and a completed health form. These forms must be received before the start of the student’s first semester of attendance to comply with federal and state of Indiana regulations. Students who have not submitted both forms prior to their arrival to the College will not be allowed to move into the residence halls or start classes.

EARLY DECISION PROGRAM
Students who have selected Saint Mary’s as their first choice college may apply for admission under the Early Decision Program. In accordance with the National Association for College Admission Counseling guidelines, the application form requires the signatures of the student, parent, and high school guidance counselor. The Early Decision application deadline is November 15. Early Decision candidates will be notified by mid-December as long as applications are complete by the end of November.

Applications received after November 15 will be transferred into the regular admission program. The admission committee may transfer Early Decision applications into the regular admission program for further review. In such cases, the admission committee will ask the student to submit additional information, such as new test scores or updated grades.
These applications will be re-evaluated without prejudice, and the applicants will be notified of the committee’s decision as soon as possible after receipt of the required information.

Early Decision candidates accepted by Saint Mary’s must confirm their intention to enroll at the College by submitting a non-refundable $400 enrollment deposit by January 15. At the time of submission of the enrollment deposit to Saint Mary’s, they must withdraw any applications submitted to other institutions.

Early Decision applicants who wish to apply for financial aid must file the FAFSA no later than December 1 to receive a notification of financial aid offer before the January 15 deposit deadline. Regular decision students must also submit the FAFSA (Free Application for Federal Student Aid) to the Processing Center after October 1 but no later than March 1.

SCHOLASTIC RECORD

Applicants for admission must complete a college preparatory curriculum that consists of a minimum of 16 academic units. One unit is often referred to as a Carnegie Unit and represents one full year of study. The minimum requirements are:

- Four units of English literature and composition.
- Two units of the same foreign language.
- Three units of college preparatory mathematics.
- Two units of laboratory science.
- Two units of history or social science.

Three additional units from among the above listed subjects are required. The following subject areas are considered complementary to the college preparatory courses and do not meet the criteria to fulfill the minimum unit requirement: religion, business, home economics, physical education, health, art and music.

HOME-SCHOoled STUDENTS

Home-schooled students are required to present evidence of completion of the aforementioned 16 academic units and submit the requirements listed on page 19. Home-schooled students are encouraged to apply for admission and should contact the Office of Admission with questions.

TESTING REQUIREMENTS

Saint Mary’s SAT code is 1702 and ACT code is 1244.

Saint Mary’s has adopted a Test Optional alternative for first year applicants. Students can choose whether or not to submit test scores as part of their academic portfolio. To apply test optional, students must have a 3.2 minimum cumulative GPA (on a 4.0 scale). The Office of Admission reserves the right to request additional documents, such as an academic writing sample and/or a teacher recommendation, if we believe it will give us a clearer sense of your preparation for Saint Mary’s during the holistic review process. Homeschooled and international applicants are encouraged to apply for admission and should contact the Office of Admission with questions.

For students who choose to submit test scores, Saint Mary’s requires official scores from either SAT or ACT. The ACT writing test is not required. If a student submits both SAT and ACT scores, or scores from multiple dates, the highest subscores will be used for admission and scholarship consideration.

CREDIT BY EXAMINATION

Saint Mary’s College may award credit and/or exemption from college requirements based on official scores from College Board SAT Subject Tests, Advanced Placement Examinations, the College Level Examination Program (CLEP) or higher level International Baccalaureate courses. The College will accept up to 30 semester hours of credit by examination. Contact the Office of Academic Affairs and First Year Studies regarding advanced placement and the amount of credit granted or saintmarys.edu/first-year-placement.

EARLY ADMISSION

Mature, well-qualified students who wish to enroll full-time in college after graduating from high school in three years, may apply for early admission to Saint Mary’s College. Major factors in the evaluation of candidates for early admission include a strong academic record and supporting recommendations from teachers and counselors. An informational meeting with an admission counselor is strongly recommended. Admission decisions will not be made officially until final grades for the junior year are submitted and reviewed.

DEFERRED ADMISSION

Upon request, Saint Mary’s may grant a deferral for one semester or one year. Students who defer admission and complete college-level courses between the time of acceptance and enrollment must reapply for admission.

STUDENT SUCCESS PROGRAM

Students offered admission through the Student Success Program enroll in EDUC 100 (2 semester hours) which provides extensive, comprehensive, college-level study skills and strategies that apply to academic, career, and life skill success.

ADMISSION OF TRANSFER STUDENTS

Students who have earned 12 credits or more from a regionally accredited institution after graduating from high school are considered transfer students. Admission of transfer students is based primarily on the student’s academic performance in college, standardized test scores, essay, and recommendation. Of the information submitted, the admission committee attaches the greatest importance to the applicant’s academic record. Transfer applicants must be in good standing at the last college attended or the one at which they are currently attending. Applicants are expected to:

- have earned a minimum cumulative GPA of 2.7 (on a 4.0 scale) in transferable work while attending full time, or
- have completed their most recent two semesters carrying at least 12 semester hours of transferable work, and earned a minimum GPA of 2.7.

A personal meeting with a transfer admission counselor is strongly recommended but not required, and may be arranged by contacting the Office of Admission. Students wishing to transfer for the fall semester should apply by April 15 (or November 15 for the spring semester). Late applications are welcome if space is available. The following items are needed for completion of a transfer application to Saint Mary’s:

- An application for admission (Common Application), which is available at commonapp.org.
- A final, official high school transcript showing date of graduation.
- Official college transcripts from each college attended.
- Catalogs or course descriptions from each college attended.
- A recommendation from a college professor or academic advisor who can verify good standing.
- SAT or ACT scores only for students who will have completed fewer than the equivalent of 24 semester hours at the end of the current term.
- An essay.

Transfer students will receive academic credit for all courses taken at an accredited institution in which they have earned grades of “C” or better and which are comparable in content to courses offered at Saint Mary’s. Transferred courses are not calculated into the Saint Mary’s GPA. During the admission process, transcripts will be evaluated to determine
which completed courses will transfer to Saint Mary’s. At the time of admission, transfer students will receive an evaluation of completed courses which have been accepted. All transfer students must complete the College requirements for the degree outlined.

ADMISSION OF INTERNATIONAL STUDENTS
Saint Mary’s College encourages applications from international students. Admission is based on grades and curriculum in a secondary course of study, command of English as demonstrated through standardized testing, an essay and recommendation. Applications should be submitted as early as possible but are accepted on a rolling basis. A candidate’s file will be evaluated when all information has been submitted. To be considered for admission, international students must submit the following items:

- An application for admission (Common Application), which is available at commonapp.org.
- A complete, official, and detailed copy of the secondary school record translated to English, including an explanation of the grading scale. Notarized copies are considered official.
- One recommendation from an administrator or counselor.
- The scores from the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the SAT. Students whose native language is not English may take the TOEFL, IELTS, or Duolingo instead of the SAT. Information on TOEFL test dates and centers may be obtained at toefl.org. SAT information is available at collegeboard.com. Saint Mary’s TOEFL and SAT code is 1702. Information on IELTS test dates and centers is available at ielts.org.
- An essay.
- The completed Certification of Finances Form.
- International applicants will be considered for need-based financial assistance through an evaluation of the certification of finances form.

As soon as possible after receiving her acceptance, the applicant should indicate her desire to reserve a place on campus by submitting a non-refundable USD $400 enrollment deposit. Upon submission of the deposit and verification of financial responsibility, an I-20 Certification of Eligibility form will be sent to the student. The American Embassy, Consulate or Immigration Office nearest the student’s home (if residing outside the U.S.) should be contacted for passport and visa information. If currently residing in the U.S., please contact the Coordinator of International Admission for specific instructions regarding a legal transfer to Saint Mary’s College.

DEGREE COMPLETION AND CONTINUING EDUCATION
Saint Mary’s College welcomes women who wish to pursue an undergraduate degree after time away from the academic environment. Courses may be taken for credit that may apply toward a degree or license, or without credit for enjoyment and enrichment.

NON-DEGREE SEEKING STUDENT
A student not seeking an undergraduate degree from Saint Mary’s may enroll as a special student in classes which are not over-enrolled. Both men and women are welcome to take a part-time or a full-time load as special students. By special arrangements, non-degree seeking female students may apply for campus housing.

READMISSION
A student who has officially withdrawn from Saint Mary’s, has earned college credit from an accredited institution since leaving the College, and wishes to return, should complete an application for transfer admission. A student who has officially withdrawn from Saint Mary’s, has not earned college credit from any other institution, and would like to return, should send a written request to the Office of Academic Advising stating her reason for wishing to be readmitted. In either case, the student will be notified of her readmission status after her application or request has been evaluated.

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aint Mary’s College offers students outstanding programs and services. As a women’s college and as a Christian community, Saint Mary’s offers women unique opportunities for leadership and individual growth and development. As a part of the Saint Mary’s–Notre Dame community, the College also offers women the advantages of a coeducational environment.

DIVISION OF STUDENT AFFAIRS
The staff in the Division of Student Affairs provides opportunities for growth and development in a wide range of areas. The departments in Student Affairs include: Belles Against Violence (BAVO), Residence Life, Health & Counseling, Student Involvement, Multicultural Services, College Safety and Intercollegiate Athletics and Recreation.

A key objective of the Division of Student Affairs is to provide a variety of programs and services that help students clarify personal goals, crystallize career and life-style needs, and develop the tools for effective and independent decision making.

INTERCOLLEGIATE ATHLETICS AND RECREATION PROGRAM
Saint Mary’s student-athletes are powerful in the classroom and on the playing fields. As a member of the Michigan Intercollegiate Athletic Association Saint Mary’s competes in eight NCAA Division III sports. These sports are volleyball, soccer, golf, tennis, basketball, cross country, softball and lacrosse.

In addition to our varsity athletic programs, students can also join the cheerleading squad and club sports teams. The Angela Athletic and Wellness Center provides fitness, recreational, and lounge space.

HEALTH AND COUNSELING
Health and Counseling supports the educational mission of the college by providing high quality care in an accessible, safe, secure, and confidential environment. The staff is committed to assisting students in their acquisition of knowledge, skill, and behaviors necessary to become self-directed health advocates. Students are encouraged to participate actively in their own health maintenance and to make informed choices regarding their care.

BELLES AGAINST VIOLENCE
The Belles Against Violence Office (BAVO) incorporates and reflects the Catholic Church’s faith and social teaching to increase the capacity of Saint Mary’s College to appropriately and effectively respond to violence against women in order to decrease the incidence and impact of violence against women as it impacts the College community. This office incorporates these issues through advocacy, education, training, and collaboration.

RESIDENCE LIFE
The Department of Residence Life strives to create a cooperative residential community and a comfortable living environment based on mutual respect and involvement. Saint Mary’s College believes that living on campus gives students the opportunity to be fully engaged in academic and student life and to exercise adult freedoms responsibly with professional and peer support. A diverse community of various viewpoints, goals, and styles prepares students for future relationships, diverse careers, and living in a dynamic global society.