

Admissions

William Paterson University invites applications from all qualified students. Students seeking undergraduate admission, whether full- or part-time, degree or non-degree, must submit a completed application form, all of the required transcripts and documents, and a \$50 nonrefundable, nontransferable application fee. In order to be considered for any semester, the application and all supporting transcripts and information must be received on or before the established deadlines.

All Applicants

Admission to William Paterson University is on a rolling basis. For scholarship consideration, students must submit their application by February 15. For financial aid consideration, students must submit the FAFSA by April 1. Admitted students are required to provide a deposit no later than May 1. Students will be serviced on a first-come, first-serve basis. Therefore, students are encouraged to apply before the deadlines listed above.

Application Deadlines

Although we operate on a rolling basis, it is important to submit your supporting transcripts and information by the dates shown below. This will allow ample time for testing, advisement, and orientation.

Freshmen, Transfer, Second Degree, Readmit:

Fall: June 1

Spring: December 1

Applicants who do not submit required records of all prior college coursework, high school records, standardized test results, or other required documents by the deadline may not have their application reviewed in time for enrollment in that semester.

Enrollment Deposit

Prior to enrolling, a \$125 non-refundable, non-transferable deposit fee is required of freshmen, transfers, readmits, and second-degree students to secure a place in the entering class. Included in this deposit is a \$75 orientation fee and a \$50 admissions deposit fee.

Proof of High School Graduation or Associate's Degree

In order to comply with state and federal regulations regarding financial aid, all freshmen must submit proof of high school graduation (copy of high school diploma or high school record with date of graduation posted). Transfer, readmit, and second-degree students must forward all final, official college/university transcripts to the Office of Undergraduate Admissions. Students will not be allowed to register without compliance with these laws.

Immunization

Prior to registration, all accepted students must submit proof of immunization against measles, mumps, and rubella. You may download a health form at ww2.wpunj.edu/healthcentercounseling.

Art and Music Majors

All freshmen, transfer, and second baccalaureate degree students selecting a bachelor of fine arts degree must submit a portfolio for review by the art department as part of the admissions criteria. Information regarding the review will be sent to you upon receipt of your application. Portfolio review days are conducted each Wednesday throughout the semester. Appointments are required; please contact the art department at 973.720.2404.

All freshmen, transfer, and second baccalaureate degree students selecting music as their major must audition as part of the admissions process. Information regarding the audition will be sent to you upon receipt of your application. Contact the music department at 973.720.2315. See the Admissions Web page for the schedule for classical audition and music placement tests. Jazz auditions are by tape only with a submission deadline of March 1. In addition to passing the portfolio review or audition, students must meet regular admission criteria as well: passing the departmental requirements does not automatically admit you to the University.

Freshmen

Admissions Requirements

Freshman candidates are required to have an official high school transcript or GED and SAT or ACT scores sent to the Admissions Office.

High School Record

Admission to William Paterson University is selective. Students must complete a minimum of 16 Carnegie Units or a GED and have demonstrated strong academic ability. It is strongly recommended that you take more than the minimum courses. Your record must show the following courses:

Subject Area	Minimum	
	Units	Requirements
English	4	Composition, Literature
Mathematics	3	Algebra I, II; Geometry
Laboratory Earth Sciences Anatomy/Physiology	2	Biology, Chemistry, Physics,
Social Science	2-3	American History, World History, Political Science
Additional College Preparatory Subjects	4-5	Advanced Math, Literature, Foreign Language, Social Sciences

Certain departments have specific requirements beyond those listed above.

- Students who plan to major in mathematics or science are expected to have taken more than the minimum courses in those areas.
- Nursing students need a full year of both biology and chemistry.
- GED: A high school equivalency diploma recognized by the state of New Jersey may be presented in place of the above requirements.

SAT/ACT Requirements

Entering freshmen must have taken the Scholastic Assessment Test (SAT) or the American College Test (ACT) and have had their scores sent to the Admissions Office at William Paterson University. To submit your scores to William Paterson, indicate code 2518 for the SAT and code 2584 for the ACT.

Advanced Standing Students

The following section is for transfer, readmit, and second baccalaureate degree students.

Priority Service

Priority service through individualized appointments and course registration is provided for advanced standing students accepted by April 1 for the fall semester and October 1 for the spring semester.

Transfer Students

William Paterson University accepts students for the fall and spring semesters (September and January) for full- or part-time study. When applying, students must present at least 12 college-level credits with a minimum 2.0 grade point average (GPA); nursing majors must have a minimum 2.5 GPA. Special education majors and students in teacher certification programs must have a minimum 2.75 GPA. Note: some majors such as business or nursing have specific course requirements that are examined by committee.

There are some limitations on the number of credits accepted, e.g., a maximum of 70 credits from a two-year college or 90 credits from a four-year college; the last 30 credits required for graduation must be earned at William Paterson University; no more than 15 transfer credits required for a major will be accepted; credits earned 10 years prior to the date of admissions are accepted only at the discretion of the University, regardless of achievement. More details on transferring credits may be obtained from our admissions staff.

Please follow these steps when applying for admission:

1. You must request that all colleges previously attended forward a transcript of all college work completed to the Admissions Office. The application form must show all courses in progress, which will not appear on a transcript as submitted. To ensure accurate evaluations, applicants from out-of-state colleges should have appropriate catalogs sent to the Admissions Office.
2. Please include a copy of credit by examination, either CLEP or USAFI.
3. Credit will most likely be transferred in most cases if:
 - a. the college or university from which credits are to be transferred is accredited by a regional accrediting association;
 - b. the courses match the requirements or curriculum selected;
 - c. all post-secondary work carries at least a C average, 2.0 cumulative grade point average on a four-point scale;
 - d. a minimum grade of C is achieved for the course.

4. Admission decisions are made on a rolling basis. Early application and early submission of all required records are advised, as first-choice courses and housing space may be limited or not available before the application deadline.
5. Applicants admitted with 60 credits must declare a major and be accepted by a major department.
6. Applicants who have completed fewer than 12 transferable credits must submit SAT scores and an official high school transcript.
7. Transcripts received from students after admission to William Paterson University and not listed on the application will not be accepted or reviewed for transfer credit.

Note: Applicants who do not submit required records of all prior college coursework, high school records, standardized test results, or other required documents by the deadline will not have their applications reviewed for that semester.

Transfer Credit Acceptance from New Jersey Community Colleges

William Paterson University welcomes applications from transfer students. The University has articulation agreements with many New Jersey community colleges to facilitate transfer from those institutions to this University.

Transfer students who completed (after January 1, 2005), or are in their final semester of completing, the requirements for an A.A. or A.S. degree from a New Jersey community college will be considered to have completed all lower division general education requirements and have junior status at William Paterson University (with exception of courses that may be required for the major).

William Paterson adheres to the "Transfer Articulation Principles for New Jersey Colleges and Universities" approved by the New Jersey Presidents' Council in May of 1997 and the "General Education Foundation for Associate in Arts and Associate in Science Transfer Programs in New Jersey's Community Colleges." These principles address transfer admission for students earning associate degrees from New Jersey community colleges, and policies governing acceptance of general education credits and admission to specific academic programs. Copies of both of the above referenced documents can be obtained from the Office of Admissions. For further information, please call 973.720.2125 or visit the Admissions Web page at www.wpunj.edu.

Readmit Students

Students who have enrolled in undergraduate courses at William Paterson University as matriculated (degree) students and who withdrew or took an unofficial leave of absence must file an application for readmission. All credits previously taken by a student seeking readmission are subject to review in accordance with the academic credit life policy. If college courses have been completed at another college or university, an official copy of the transcript(s) must be forwarded to the William Paterson University Admissions Office.

Application files will remain incomplete until transcripts are received. Certain university policies may require applicants to complete additional forms and/or supply further information resulting in a delay of the admissions process. Applicants are encouraged to submit an application and all required documents as early as possible.

William Paterson students who exited the University in poor academic standing may be required to file an appeal with the dean of the college to which they are applying. If you are uncertain of your prior academic history, please contact the Admissions Office or request a student copy of your transcript from the Registrar's Office.

Readmission of students who withdrew from the University in good standing will be expedited. Students who have been dismissed from the University for academic reasons should not have been enrolled in the University for a minimum of one academic year. The application for readmission of a student who was dismissed from, or withdrew from, the University with a GPA of less than 2.0 requires an appeal to the appropriate academic dean (declared students) or the director of academic development (undeclared students). On readmission, the student will be in probation status under the terms of an agreement with the readmitting dean/director for a course of student and academic support to attain status of good standing within an appropriate time period.

Students should also give evidence of ability to do college-level work subsequent to their dismissal, including evidence showing that the student had taken steps to improve his or her academic performance with potential for success at William Paterson University.

Second Baccalaureate Degree

Students who already hold a baccalaureate degree and a minimum 2.0 grade point average (a 2.5 average for nursing) may apply for admission to obtain a second baccalaureate degree. Such students pay undergraduate fees, all credits earned through this program appear as undergraduate credits on the student's transcript, and students are subject to all requirements affecting undergraduates, including the completion of all major requirements and collateral courses. Nursing students must complete the freshman requirements in order to be eligible for sophomore status in nursing. Students who hold a bachelor's degree and wish to apply to the teacher certification programs must have completed their degree with a 2.75 GPA and apply to the graduate certification program.

Special Admissions

Educational Opportunity Fund Program (EOF)

The Educational Opportunity Fund offers special admissions consideration to entering first-year students who show academic promise, yet lack the educational and economic means to gain admission through traditional procedures. EOF transfer students from other colleges are also admitted.

The program provides educational support services as well as counseling. EOF also offers students the opportunity to begin their university experience in mandatory summer enrichment program designed to familiarize them with the academic demands of higher education, strengthen their basic skills, and assist them in adjusting to university life.

To apply for admission to William Paterson University through the Educational Opportunity Fund Program, you must meet specific academic and income requirements, be a U.S. citizen or permanent resident, and be a New Jersey resident for the last twelve months. Specific income requirements are based on the two calendar years preceding application. Applicants may also qualify if they are:

- a ward of the court;
- under legal guardianship;
- a welfare recipient; or,
- on disability.

To receive more information, please answer questions 17 and 20 on the admissions application. If you wish to receive an EOF application to be considered for admission through the EOF program, or if you have any questions, please call 973.720.2181.

Sponsored Students

The Sponsored Student Program is a support program for students who are marginally under-prepared and do not fully meet the academic criteria for admission. The academic credentials of these students may not reflect the full range of talents that the student brings to the intended program of study. As a condition of acceptance, the students participate in a program that provides advisement, counseling, tutorial assistance, and other support, as needed, to assist them in their educational and social adjustment to the University.

Early Admission

This program is available for highly motivated and academically exceptional students who have completed their junior year of high school and seek university admission. They may submit an application for early admission provided they meet the following criteria:

(1) minimum combined SAT scores of 1100 (or equivalent PSAT score), rank in the top 10 percent of their class, and exhibit exceptional talent in a special area; (2) receive the endorsement of a teacher or counselor; (3) submit a written essay describing their reasons for seeking early admission.

Adult Students

A large number of adult or nontraditional students attend William Paterson University. Some are returning to school after a lapse, some are taking courses to directly support their careers, and others come for personal enrichment. Many attend on a part-time basis with classes in the day, evening, or on Saturday or Sunday.

Students who have not completed any college coursework and are twenty-one-years old or older or have been out of high school for two years or more are considered nontraditional students. They must submit a high school transcript indicating graduation or copies of GED scores and a diploma for evaluation. An interview may be necessary before a decision is made.

International Students

Those individuals who wish to attend the University on a non-immigrant visa are welcome to apply for admission in the fall and spring semesters. Applicants for admission to a bachelor's degree program must have completed course work equivalent to a high school diploma in the United States and must meet any additional admissions criteria established for each academic program. All non-native English speakers must score a minimum of 213 on the computer-based test of English as a Foreign Language (TOEFL) or 550 on the paper and pencil version. The TOEFL requirement will be waived for those individuals who completed studies in a country where the official language of instruction is English. Transfer students will be exempt from TOEFL if:

1. More than 24 credits have been completed at a U.S. university or college.
2. Completion of English Composition I and Composition II or Literature (Not English as a Second Language courses) at an U.S. college or university with a C grade or better.

An evaluation of all foreign educational credentials must be forwarded from one of the following professional evaluation service agencies (please note that high school credentials require a document-by-document evaluation while post-secondary credentials require a course-by-course review):

World Education Services
PO Box 745, Old Chelsea Station
New York, NY 10113-0745
212.219.7300
www.wes.org

Educational Credentials Evaluators
PO Box 92970
Milwaukee, WI 53202-0970
414.289.3400
www.ece.org

International Consultants of Delaware
914 Picket Lane
Newark, DE 19711
302.737.8715
www.icdel.com

Globe Language Services
319 Broadway, 2nd Floor
New York, NY 10007
212-227-1994
www.globelanguage.com

Josef Silny & Associates
PO Box 248233
Coral Gables, FL 33124
305-666-0233
www.jsilney.com

Educated Choices
127 Inwood Avenue
Upper Montclair, NJ 07043
973-746-6512
www.educatedchoices.com

Individuals in non-immigrant status who are required by the U.S. Immigration and Naturalization Service to maintain a permanent residence in home countries as a condition of entering or remaining in the United States are not eligible to establish residence in the state of New Jersey and thus are charged out-of-state tuition rates. The Office of International Students and Scholars will review and approve the supporting documents that prove financial eligibility to receive a certificate for a student visa (Form I-20AB) or exchange visitor visa (Form IAP-66). Students on valid F-1 status will be charged as in-state residents after successful completion of two consecutive semesters of study at William Paterson University. Transfer students with an AA/AS degree from a New Jersey community college (F-1 visas only) will be granted an out-of-state tuition waiver beginning the first semester of attendance at the University. Only those individuals who have an associate's degree posted on their college transcript at the time of acceptance to the University and are in valid F-1 status are eligible for the waiver. Students must maintain good academic standing and legal status for continued eligibility. All applicants must submit:

1. A completed William Paterson University application and the corresponding processing fee;
2. Official copies of high school or college transcripts or an official evaluation of foreign credentials;
3. TOEFL results (if applicable);
4. Financial affidavit of support and corresponding documents.

Advanced Placement

An entering student who presents an outstanding score on an appropriate College Board Achievement Test, College Level Examination Program (CLEP), or who demonstrates advance standing qualifications by other acceptable evidence may, with proper approval, enroll in an advanced course.

William Paterson University participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). In this program, high schools offer students accelerated or honors courses on a college level in several fields. Examinations covering these courses are administered annually by the CEEB and are graded by the Board on a scale of 1 to 5. The University accepts scores of 3, 4 or 5 and awards credit and, if desired, placement in intermediate courses according to the achievement demonstrated.

Nondegree Students

Adults may attend William Paterson University on a non-degree basis. Such students may register for a maximum of 6 credits per semester and no more than 24. In order to qualify for registration, you must meet the following requirements:

1. Possess a high school or GED diploma.
2. Must not have been in attendance at a high school for a minimum of two years prior to the completion of the application. Any applicant who attended a previous college or university must have achieved a minimum cumulative grade point average of 2.0.

Students who have graduated from high school two years prior to the application or who have completed a GED must submit a copy of their diploma or transcript indicating date of graduation with the application.

Students with previous college studies must submit a transcript of all previous college work showing a minimum 2.0 GPA with the application. Please refer to the non-degree application for the deadlines for each semester.

Special Note: Nondegree students are not eligible for state or federal financial assistance of any kind. Students may be required to take the non-degree Basic Skills Test for placement.

The Program for High School Students

William Paterson University offers its facilities to enrich the academic development of gifted and talented high school students in the area. Outstanding high school juniors and seniors may apply to take regular college courses during the school year. Students attend regular college courses and earn credits that may be applied to their college records.

Students must submit a non-degree application with a \$50 application fee, the results of the SAT with a minimum score of 1000 (PSAT of 100), a high school transcript with a minimum rank in the 90th percentile, and recommendations from a teacher and/or guidance counselor. Successful applicants may also enroll for courses during the University's summer sessions.

Visiting Students

Students from other colleges or universities who wish to attend William Paterson as visiting students must provide a letter of permission from the appropriate official (registrar, dean, etc.) at their "home" institution. The letter must state the semester(s) of attendance requested and that the student is in good academic standing as well as the course(s) or a statement about the course(s) to be taken. This letter must be returned with the non-degree application to the admissions office for you to receive registration information. Visiting students are required to comply with William Paterson University policies.

William Paterson University students who wish to attend another college or university as visiting students must be in good academic standing and must secure an approved visiting student application form from the dean of the college of their major. The application must be completed by the student and approved by the dean.

Senior Citizens

Senior citizens, age sixty-five or over, who wish to take courses on a tuition-free, space-available basis must submit the non-degree application along with proof of age (driver's license photocopy). The \$50 application fee is waived.

Continuing and Professional Education

The Center for Continuing and Professional Education is regionally responsive, nationally recognized, and internationally engaged in a variety of contemporary lifelong learning initiatives. Located at the Valley Road campus, it offers the latest technologies, complete distance learning capabilities, and a wide range of career and professional development needs. Working closely with businesses, health care, education, and industry, our community benefits from executive training, certificate programs, and workforce development opportunities.

The University Center's articulations with regional community colleges enable students to transition from a two-year to a four-year degree by extending our resources to the region. Students can take classes at area community colleges through a strategic mix of in-person, interactive television, and online course instruction. Approximately fifty courses are offered electronically each semester.

High school students are encouraged to participate in the High School Scholars program. By enrolling in William Paterson University courses while still in high school, students can get advanced placement credit and a head start on their college degree.

The Center is a conduit to the community, and committed to offering state of the art learning for a lifetime. For more information, call 973.720.2436.

Tuition and Fees

Tuition, fees, and refund policies are subject to change at any time in accordance with policies established by the William Paterson University Board of Trustees. Current tuition and fee rates can be found on the Office of the Bursar's Web page at ww2.wpunj.edu/adminsrv/business/bursar/default.cfm. Please refer to the Web page for current rates. Some fees are included in the tuition total and others are listed separately on student bills. The rates below reflect the 2007-2008 academic year.

Part-time Undergraduate Tuition and Fees

New Jersey resident tuition (per credit)	\$204.44
Out-of-state resident tuition (per credit)	\$418.44
General Service fee (per credit)	\$37.28
Health fee (per credit).....	\$1.38
Student Activity fee (per credit).....	\$3.25
Student Athletic fee (per credit).....	\$6.94
Science Bldg Facility fee (per credit)	\$24.52
University Commons Fee	\$24.79
Information technology fee (per credit).....	\$10.24
Campus Facilities fee.....	\$24.16
Total for New Jersey residents (per credit).....	\$337.00
Total for Out of State residents (per credit)	\$551.00

Full-time Undergraduate Tuition and Fees

(flat rate per semester)	
New Jersey resident 12 credits or more	\$5,246
Out-of-state resident 12 credits or more	\$8,525
(Flat-rate charge for full-time undergraduate students includes charges for general service fee, student activity fee, student athletic fee, and University Commons fee. It does not include charges for student laboratory fees and other fees listed below.)	
Distance learning fee (per on-line course)	\$120
Laboratory course fee	\$40
(applicable courses only, maximum charge of \$120 per semester)	
Private lesson fee.....	\$125
Music practice room fee	
(music majors only)	\$40
Nursing Theory Lab	\$70
Student teaching fee.....	\$225
(applicable courses only)	
Freshman and Transfer Orientation fee	\$75
(each incoming full-time freshman or transfer student must pay the orientation fee)	
Late Payment fee (nonrefundable)	\$75
Returned check fee (nonrefundable)	\$25
Late Registration fee (nonrefundable)	\$150
Parking fee	
(each semester fall and spring)	\$50
Summer Partial payment fee (nonrefundable)	\$25
Summer Parking (visiting students)	\$10