Undergraduate Late Admissions Processes for Fall 2017

This document addresses late admissions and "last minute" returning students.

Note: These deadlines apply for regular classes enrollments. Exceptions will be made for classses that begin "mid-semester" or exceptional circumstances as determined by a campus Students who enroll in classes after the end of the add period, **even for classes that begin later than the official first class day,** will have to be handled manually due to the manual backdating required.

Applicable to all undergraduate applicants: Penn State will introduce and enforce an undergraduate application deadline for each semester. **Campuses can make exceptions; individual student academic prepardeness and student aid eligiblity should be considered and student should be appropriately advised.**

Career	Non-degree Seeking		Degree-Seeking	
	New	Returning	New	Re-enroll
Undergrad Career				
Deadline:	**5 pm Friday August 18th**	**5 pm Friday August 18th**	**5 pm Tuesday, August 1st – public application deadline** **5 pm Friday, August 4th – complete application deadline** **5 pm Friday, August 11th – offer deadline** **5 pm. Friday, August 18th – student acceptance deadline**	**5 pm Friday, August 18th**
What student must do:	Process non-degree enrollment through the Registrar's Office.	Process non-degree enrollment through the Registrar's Office.	Submit application by August 1st and submit **complete** application by August 4th. This means ALL materials need to be in the Admissions Office by then – transcripts, test scores from the testing service.	Process re-enrollment through the Registrar's Office.
Functional Office Action:	1) Complete non-degree enrollment processing in LionPATH. 2) NEW students (no current record in LionPATH) will receive the account activation email immediately upon SAVE of the Quick Admit.	1) Complete non-degree enrollment processing in LionPATH. 2) Students should look for account activation message within 2 business days.	1) Admissions will review and make a decision on the application, display the decision to the student, start the Access Account activation process, give the student time to accept an offer, and initiate all the other processes. 2) Access accounts will be generated when students accept their offers.	1) Complete re-enrollment processing in LionPATH 2) For requests that do not need college review, tell student to look for account activation within 2 business days 3) *Communicate to Students: Requests that need to be reviewed by the college will take longer to process and may not be approved in time for fall 2017.* 4) For requests that need college review, tell students to look for notification after two weeks. Account activation

				will be within 2-3 days of an approved request
What Student Can Expect:	Account activation email should arrive immediately after the Quick Admit process is completed in the Registrar's Office.	Account activation email should arrive within 2 business days.	Account activation email should arrive within 2 business days.	Account activation email *should* arrive within 2 business days, but no later than Wednesday August 23rd.
Next Steps for Student:	1) Activate account after receiving email 2) Complete Activity Guide 3) Enroll in class before **5 pm, August 27th** to avoid late fees.	1) Activate account after receiving email 2) Complete Activity Guide 3) Enroll in class before **5 pm, August 27th** to avoid late fees.	1) Activate account after receiving email 2) Complete Activity Guide 3) Enroll in class before **5 pm, August 27th** to avoid late fees.	1) Activate account after receiving email 2) Complete Activity Guide 3) Enroll in class before **5 pm, August 27th** to avoid late fees.

Graduate Late Admissions Processes for Fall 2017

Applicable to all graduate applicants: Those wishing to enter Penn State as **graduate** degree-seeking, non-degree, postbaccalaureate and graduate certificate, or certification students must do so using Graduate Admissions processes. All relevant deadlines will be enforced by all units. (Continued next page)

Preface: Graduate Degree and Postbaccalaureate/Graduate Certificate Plans should have an application date significantly earlier than the official start date of classes for the given term. However, for those plans that do not, please be aware of the following deadlines that must be adhered to in order to prevent the student from accruing the $250 late fee and to help promote academic success by ensuring the student's record is in the appropriate status to enroll in classes before the first week of class ends.

<u>**Graduate Admissions note for Late Admissions of international graduate applicants applying for study at a resident campus**</u>: These admissions take considerably longer to process than others. It is highly recommended that this population of applicants fully complete their Graduate School Application for admission **no later than May 1st**, for admission to the fall term. It is further recommended that all plans offer admission to this population no later than June 1st. Applicants should accept the offer of admission no later than June 15th, and will need to cooperate to the fullest with DISSA to ensure the necessary documentation is received in a timely manner.

<u>**All other Late Admissions for the graduate career**</u>, including those for U.S. citizens, permanent residents, or international applicants applying to World Campus **are to be processed by the deadlines noted below, in order to avoid the $250 late enrollment fee and help ensure academic success**.

Applicant Type:	New Non-degree Applicants AND Students wishing to Resume Study as a Non-degree student or Change Degree to Non-degree	New Degree-Seeking, Certificate, or Certification Applicants AND Students wishing to Resume Study or Change Degree/Major to Degree, Certificate, or Certification plans of study after Missing a Semester of Enrollment (not including summer)
Graduate Career		
Deadline:	**5 pm EST, Friday, August 18th**	**5 pm EST, Monday, August 14th**
What student must do:	1) Submit a **complete** Graduate School Online Application, including the Application Fee	1) Submit a **complete** application **no later than 5 pm EST, Monday, August 14th**. This means ALL application materials must be submitted and available to the graduate program and GES, along with the application by this date and time, including transcripts, test scores from the testing service, program specific documents, answers to required program-specific questions, the application fee, etc. 2) Admitted students should receive an offer of admission **no later than Wednesday, August 16th at 5 pm EST.** 3) Admitted students must accept the offer of admission on the Graduate Application Status page **no later than 12 pm on Friday, August 18th EST**
Functional Office Action:	**Graduate Application Centers Only**: 1) Review application for eligibility 2) Admit eligible Non-degree applicants in GRADS 3) Advise admitted Non-degree students to look for Account Activation email within 2-3 business days	1) Graduate Application Centers- Review application for eligibility 2) Programs/Plans- Review and enter a decision in GRADS **no later than Wednesday, August 16th at 4 pm EST.** Notify the student immediately of the 12 pm EST deadline on Friday, August 18th EST deadline to accept the offer. This action initiates all the subsequent processes 3) Graduate Application Centers-Admit applicants in GRADS **no later than 5 pm EST on Friday, August 18th.** Notify student to expect account activation email no later than Wednesday, August 23rd
What Student Can Expect:	Account activation email should arrive by Wednesday, August 23th.	Account activation email should arrive by Wednesday, August 23rd.
Next Steps for Student:	1) Activate account after receiving email 2) Complete Activity Guide 3) Enroll in class **before 5 pm, August 27th to avoid late fees**	1) Activate account after receiving email 2) Complete Activity Guide 3) **Enroll in class before 5 pm, August 27th to avoid late fees**