Application for Admission
Non Degree College Credit (NDCC)
**HOW TO APPLY FOR ADMISSION**

**Step 1** Complete the enclosed application and return with a non-refundable $60 ($75.00 for any PT courses) processing fee. The **Application Fee Payment Form** is located on page 7. Credit/debit card, check or money order made payable to “A.T. Still University” must accompany the application. Only U.S. currency will be accepted. The application, all supporting documents, and fee must be received by the application deadline. You are allowed to take a maximum of 12 credit hours as an NDCC student with ATSU. Please work with your Enrollment Counselor to register for any single course.

Return the completed application and applicable forms by mail or facsimile to:

A.T. Still University  
c/o Online Admissions  
5850 East Still Circle  
Mesa, Arizona 85206-3618  
United States  
**Fax Number: 480-219-6122**

**Step 2** For the purpose of admission into a non-degree college credit course, you may submit an unofficial copy of your transcript from your degree issuing institution. The unofficial transcript you submit must indicate when your bachelor’s degree was completed. If you decide to transition into an ATSU degree program, an official transcript from the college or university that granted your Bachelor’s degree must be provided to ATSU. Your Enrollment Counselor will assist you in this process if you decide to enroll as an ATSU degree seeking student.

**Step 3** Payment for your course must be submitted to the Controller’s office at 866-626-2878 ext. 2325 at least two weeks prior to the start of your course. We accept check, money order, credit/debit card, and cashier's check as payment. Financial aid is not available for non-degree courses.

**Step 4** In some cases, A.T. Still University may request letters of recommendation or personal interviews in support of your application for admission. You will be notified if such letters or interviews are required. If you have any questions, please contact an Online Enrollment Counselor for ATSU Online at (U.S./toll-free) 877-469-2878 or by email at onlineinquiry@atsu.edu
APPLICATION FOR NON DEGREE COLLEGE CREDIT

1. NDCC Program

   **Area of Non Degree College Credit:**
   - Family and Emergency Medicine
   - Physical Therapy
   - Education and Leadership
   - Occupational Therapy
   - Forensic Medicine
   - Death Investigation (one course only)

   **B. Please indicate which quarter and year you would like to begin:**

   Year 20___
   - Fall
   - Winter
   - Spring (Forensic Medicine not offered)
   - Summer (Forensic Medicine and Death Investigation not offered)

2. **Legal Name**

   ________________________________________________________________________________________________

   Do you have educational materials under another name? If yes, please list name/names.
   o Yes ____________________________________________________________________________________________
   o No

3. **Current Address**

   ________________________________________________________________________________________________

   Street

   City       State                Zip

4. **Home Telephone** (_______) ______________________________

   **Work Telephone** (_______) __________________________

5. **Social Security Number**

   ________________________________________________________________________________________________

6. **E-Mail Address**

   ________________________________________________________________________________________________

   **Birth Date** _____ / _____ / _____

8. **Gender:**  o Male  o Female

9. **Current Occupation**

10. **Current Employer**

   __________________________________________________________

   __________________________________________________________
11. **How do you describe yourself? (Optional)**

- Hispanic (of any race)
- American Indian or Alaskan Native
- Asian
- White (non-Hispanic)
- Black/African American
- Native Hawaiian/Other Pacific Islander
- Two or more races

*A. T. Still University does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or handicap. Such information on the application form is requested solely for the purpose of gathering and reporting applicant flow data or to confirm information used to process the application.

11. Please briefly explain why you are interested in an NDCC course and specifically your course(s) of interest:

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________

____________________________________________________________________________________________________________
STATEMENT OF PAST OR PENDING DISCIPLINARY ACTIONS

1. Have you ever been subject to revocation or suspension of a professional license or been censured, reprimanded, or placed on probation for reasons relating to professional competence or conduct by a state licensing authority? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No

2. Have you ever had disciplinary action taken against you by any professional society or professional association? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No

3. Have you ever been subject to disciplinary action for academic or other reason(s) in any colleges, universities, or graduate or professional schools you have attended? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No

4. Are there any disciplinary charges pending or expected to be brought against you? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No

5. Is there any information that is relevant to your ability to complete the A.T. Still University course(s) and be eligible for licensure or employment that ATSU should consider? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No

6. Were you ever the recipient of any action for unacceptable academic performance or conduct violations (e.g. dismissal, suspension, or disqualification) by any college or school? o Yes o No
   6a. If yes, were you ever denied readmission? o Yes o No

7. Have you ever been convicted of a misdemeanor or felony (exclude parking violations)? If yes, please explain.
   o Yes ______________________________________________________________________________________________________
   o No
### Schools/Colleges Attended

A. List the undergraduate Institution that issued your bachelors degree only. The degree must be issued from a regionally accredited U.S. institution.

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<th>GPA</th>
<th>Institution</th>
<th>Campus/Location/State</th>
<th>Dates of Attendance</th>
<th>Degree and Date Granted or Expected</th>
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B. List all Graduate or Professional Schools attended. List these institutions in order of your attendance.

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Note: Failure to list all institutions previously attended or degrees pursued may result in loss of credit and dismissal from the program.

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I know and understand that any or all items contained herein may be subject to verification, and I consent to the full release of all information concerning my capacity and fitness for the educational program by employers, educational institutions, and other agencies. Furthermore, by submitting this application, I agree to abide by the policies and procedures as established in the College catalog, a copy of which is available on the web.

Signature of Applicant          Date

NOTICE OF NONDISCRIMINATION: A. T. Still University does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual preference, age or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning ATSU’s compliance with the regulations implementing Title VI, Title IX, Section 504, or Section 503 is directed to contact the Director of Human Resources, Donna Brown, 800 West Jefferson Street, Kirksville, MO 63501 (telephone: 660-626-2790). The Director of Human Resources has been designated by A. T. Still University to coordinate the institution’s efforts to comply with the regulations implementing Title V I , Title IX, Section 504, or Section 503. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution’s compliance with the regulations implementing Title VI, Title IX, Section 504 or Section 503.
Non Degree College Credit
Application Fee Payment Form

$60 ($75 for PT courses) Application Fee

The application fee is non-refundable. Please do not use staples or special binding to secure any part of your payment to this application. For payments by check or money order, please forward payment under separate cover to:

A.T. Still University, Online Admissions
5850 East Still Circle
Mesa, Arizona, USA 85206-3618

PLEASE PRINT THIS FORM AND EMAIL OR FAX BACK ATTENTION TO ATSU ONLINE AT 480-219-6122

Applicant’s Name_____________________________________________________________________________________________

Credit Card Type:  . Visa  MasterCard  . Discover  American Express

Credit Card Number: ____________________________  Credit Card Expiration: ____________________________

CID number ________________________________ (Three digit number on the back of the card last three digits near magnetic strip).

Card Holder’s Name as it Appears on Credit Card:___________________________________________________________________

Card Holder’s Address: ________________________________________________________________________________________
___________________________________________________________________________________________________________
City       S tate     Z ip Code

Card Holder’s Telephone: __________________________________________________________

Amount: $60/$75 (circle correct application fee)

I, as the credit card holder referenced above, agree to pay an application fee in the amount of $60/$75 to A.T. Still University. I further agree to have my credit/debit card charged in the stated amount for consideration of the application by said institution and to abide by the credit contract with my credit card issuer.

I understand that this fee is non-refundable in the event that the applicant cancels their application to the A.T. Still University.

Card Holder’s Signature: ____________________________  Date ____________________

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Rev 2 1006
Windows-based computer:
- Pentium IV or better
- Ethernet/Modem adapter
- 512 MB of RAM
- 40GB hard disk
- CD-R/DVD combo drive
- Windows2000 or XP
- Office 2000 or higher (Word, PowerPoint, Excel) or OpenOffice 2.0 or higher (word processor, spreadsheet application, presentation tool. www.openoffice.org)
- Microsoft Internet Explorer 6 or higher, or Mozilla Firefox 1.5 or higher.
- Internet access via personal Internet Service Provider (ISP) Broadband highly recommended
- Personal printer

Macintosh-based computer:
- G4 microprocessor (900MHz or better)
- Ethernet/Modem adapter
- 512 MB of RAM
- 40GB hard disk
- CD-R/DVD combo drive
- OSX
- Office 2004 or OfficeX (Word, PowerPoint, Excel)
- Microsoft Internet Explorer 5 (Note: After 12/31/05, IE5 is no longer being supported by Microsoft) or Mozilla Firefox 1.5 or higher. (Note: the Safari web browser that ships with OSX is not compatible with WebCT.)
- Internet access via personal Internet Service Provider (ISP) Broadband highly recommended
- Personal printer

I understand I am responsible for providing a computer, which meets the specifications above, prior to enrollment.

Program NDCC

Printed Name ________________________________

Signed Name ________________________________

Date ________________________________