

# DATA SHEET

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**Appalachian**  
STATE UNIVERSITY

## Application Instructions

- ♦ Complete applicable sections (B and C) of the application.
- ♦ Responses should be typed or legibly printed in ink.
- ♦ Please remember to sign and date the application.
- ♦ Web forms & instructions can be found at [www.registrar.appstate.edu](http://www.registrar.appstate.edu) or contact the Registrar's Office at (828) 262-2051.

## New Applicants

Defined as a student who has never attended Appalachian State University and plans to apply in one of the following categories:

- Initial Teacher Licensure (Certification)
- Renewal Teacher Licensure (Certification)
- Non-Degree
- Visiting

## Returning Students

Defined as a student who has attended Appalachian State University and plans to initially apply to one of the following categories or has applied, enrolled and has missed a regular academic term (fall or spring).

- Initial Teacher Licensure (Certification)
- Renewal Teacher Licensure (Certification)
- Non-Degree
- Visiting

## Degree Seeking Students

Graduate and undergraduate students continuing in their current academic program who have missed a regular academic term (fall or spring) may use this application for readmission.

A student initially applying as a Freshman or Transfer must request and file an application through the Office of Admissions, Thomas Hall, Appalachian State University, Boone, NC 28608.

A student initially applying to a Graduate Program must request

and file an application through the Cratis D. Williams Graduate School, Appalachian State University, Boone, NC 28608.

## Initial Teacher Licensure

**Undergraduate level:** Defined as a student seeking INITIAL TEACHER LICENSURE IN NORTH CAROLINA at the "A" (undergraduate) level. A student in this category must hold a baccalaureate degree and must contact Appalachian's Reich College of Education, Room 220, Edwin Duncan Hall (828-262-2696) to obtain a licensure statement and discuss submission of college transcripts for eligibility and evaluation purposes.

**Graduate level:** Defined as a student seeking INITIAL TEACHER LICENSURE IN NORTH CAROLINA at the "G" (graduate) level. A student in this category must hold a master's degree and must contact Appalachian's Reich College of Education, Room 220, Edwin Duncan Hall (828-262-2696) to obtain a licensure statement and discuss submission of college transcripts for eligibility and evaluation purposes.

## Renewal Teacher Licensure

**Undergraduate level:** Defined as a licensure student seeking RENEWAL of a teaching license either within or outside of North Carolina. A student in this category must hold a baccalaureate degree, teaching license and submit college transcripts for eligibility and evaluation purposes. Work will be applied to an undergraduate transcript.

**Graduate level:** Defined as a student seeking RENEWAL of a teaching license either within or outside of North Carolina. A student in this category must hold a baccalaureate degree, teaching license and submit college transcripts for eligibility and

evaluation purposes. Enrollment in graduate courses, up to 12 semester hours, may count towards a graduate degree with advisory committee approval.

## Non-Degree

During the fall and spring semesters, a non-degree student may register on a space-available basis during the specified hour(s) of the registration period for a maximum of 18 hours each semester. Because this classification is designed for students taking courses purely for their edification, academic advisors are not assigned. Non-degree students are encouraged to obtain the *Student Handbook of Rights and Responsibilities* from the Center for Student Involvement and Leadership.

Applicants who are not accepted as degree-seeking freshmen, transfer, or graduate students are not eligible for non-degree status.

**Undergraduate:** Defined as a student who is not seeking either a degree or teacher licensure. It is recommended that official transcripts from colleges previously attended are available for advisement purposes. Work will appear on an undergraduate transcript.

**Graduate:** Defined as a student who is not seeking either a degree or teacher licensure. A student in this category who wishes to enroll in GRADUATE courses - i.e., courses numbered 5000 and above - must hold a baccalaureate degree and must apply and be admitted through the Office of Graduate Studies and Research prior to registration. If a student is later accepted into a graduate degree program, a maximum of 6 semester hours of graduate coursework may count toward the degree upon petition by the student's advisory committee and upon receiving permission from the department and the Graduate School.

## Visiting

**Undergraduate:** Defined as a student taking coursework for the purpose of completing an undergraduate degree program at an institution OTHER THAN APPALACHIAN. A student in this category must submit, with this application, a letter from his or her parent institution providing approval to attend Appalachian. It is recommended that official transcripts from colleges previously attended are available for advisement purposes.

**Graduate:** A student in this category must contact Appalachian's Office of Graduate Studies and Research to apply for admission. Visiting graduates will be enrolled as non-degree students.

## Submission of Social Security Number

Submission of your Social Security number is not mandatory; however, if you do not report your Social Security number, you will not be eligible to participate in or benefit from certain activities of the University. Some of those activities are listed below with the corresponding law which authorizes the University to collect and use the Social Security number:

- ♦ Federal financial aid—Section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091)
- ♦ Employment—26 U.S.C. 3402 and 6109, and implementing regulations
- ♦ Reporting of qualified tuition and related expenses for tax purposes—26 U.S.C. 6050S.

If you submit your Social Security number on this application, it will be used as a personal identifier for record-keeping purposes and for other purposes specifically related to the activities listed above. A description of other uses is available in the office administering each activity listed above.

## Codes for Data Sheet

### 1. SEX

Male.....M  
Female.....F

### 2. RACE/ETHNIC GROUP

Completing the section of this application is not required. The information requested here will only be used for statistical and federal reporting purposes.

White (not of Hispanic origin) .....W  
African-American (not of Hispanic origin).....B  
Hispanic ..... H  
Asian or Pacific Islander .....O  
American Indian/Alaskan .....I  
Other..... X

### 3. RELIGIOUS PREFERENCE

If you choose to register a religious preference, it will be provided to the appropriate campus minister.

Baptist .....BT  
Catholic .....RC  
Episcopal.....EP  
Jewish .....JE  
Lutheran .....LU  
Methodist.....ME  
Presbyterian.....PR  
Other .....OT

### 4. CITIZENSHIP

United States.....US  
Other country.....XX

### 5. VETERAN STATUS

Nonveteran..... NV  
Veteran not eligible for benefits..... VN  
Veteran eligible for benefits.....VE  
Dependent of deceased war veteran..... DP  
Vocational rehabilitation..... VR

### 6. LIST STATE ABBREVIATION

7. NEXT OF KIN RELATIONSHIP

Mother and Father.....MF  
Father only.....FA  
Mother only.....MO  
Aunt/uncle.....AU  
Legal guardian .....GU  
Grandparent .....GR  
Brother/sister.....BS  
Child/children.....CH  
Other.....OT

### NORTH CAROLINA COUNTY CODES (see Residence Statement)

001 Alamance	026 Cumberland	051 Johnston	076 Randolph
002 Alexander	027 Currituck	052 Jones	077 Richmond
003 Alleghany	028 Dare	053 Lee	078 Robeson
004 Anson	029 Davidson	054 Lenoir	079 Rockingham
005 Ashe	030 Davie	055 Lincoln	080 Rowan
006 Avery	031 Duplin	056 Macon	081 Rutherford
007 Beaufort	032 Durham	057 Madison	082 Sampson
008 Bertie	033 Edgecombe	058 Martin	083 Scotland
009 Bladen	034 Forsyth	059 McDowell	084 Stanly
010 Brunswick	035 Franklin	060 Mecklenburg	085 Stokes
011 Buncombe	036 Gaston	061 Mitchell	086 Surry
012 Burke	037 Gates	062 Montgomery	087 Swain
013 Cabarrus	038 Graham	063 Moore	088 Transylvania
014 Caldwell	039 Granville	064 Nash	089 Tyrrell
015 Camden	040 Greene	065 New Hanover	090 Union
016 Carteret	041 Guilford	066 Northhampton	091 Vance
017 Caswell	042 Halifax	067 Onslow	092 Wake
018 Catawba	043 Harnett	068 Orange	093 Warren
019 Chatham	044 Haywood	069 Pamlico	094 Washington
020 Cherokee	045 Henderson	070 Pasquotank	095 Watauga
021 Chowan	046 Hertford	071 Pender	096 Wayne
022 Clay	047 Hoke	072 Perquimans	097 Wilkes
023 Cleveland	048 Hyde	073 Person	098 Wilson
024 Columbus	049 Iredell	074 Pitt	099 Yadkin
025 Craven	050 Jackson	075 Polk	

Have you ever applied to or attended Appalachian? Yes  No   
 If no, this application must be accompanied by a \$45.00 application fee

Expected Entrance Term  
 Year Term

1 = Spring  
 2 = 1<sup>st</sup> Summer Session  
 3 = 2<sup>nd</sup> Summer Session  
 4 = Fall

Please check the level of credit and appropriate application type. Refer to Instructions in section A.

Level of Credit:  Undergraduate  Graduate

**New Applicant**

- Initial Teacher Licensure (Certification)
- Renewal Teacher Licensure (Certification)
- Non-Degree Student
- Visiting Student

**Returning Students**

- Degree Seeking – Graduate
- Degree Seeking – Undergraduate
- Renewal Teacher Licensure (Certification)
- Initial Teacher Licensure (Certification)
- Non-Degree Student
- Visiting Student

Student Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First Middle Preferred \*optional – see page "A"

Student PERMANENT mailing address \_\_\_\_\_  
Street/Route/PO Box City State Zip

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_ Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Student LOCAL address \_\_\_\_\_  
Street/Route/PO Box City State Zip

Telephone \_\_\_\_\_ 1  Sex 2  Race optional 3  Religious Preference  
\*optional

4   Citizenship 5   Veteran Status 6   State of Legal Residence

Please specify country if other than U.S. citizen \_\_\_\_\_ Do you claim to be a legal resident of North Carolina?  Yes  No  
 If yes, you must complete the North Carolina Residence Statement on reverse side.

Next of kin/parent/guardian(s) name \_\_\_\_\_  
First Middle Last

Next of kin address \_\_\_\_\_  
Street/Route/PO Box City State Zip

Next of kin telephone \_\_\_\_\_ 7   Next of kin relationship \_\_\_\_\_

High school graduation date \_\_\_\_\_ If you did not graduate from high school, please indicate when you received your GED or equivalent \_\_\_\_\_

High school attended \_\_\_\_\_  
City State Country

**Beginning with the most recent and including Appalachian, list all colleges attended. Use the back of the application to list additional colleges.**

OFFICE USE College Code	College attended	Address (city, state)	Entrance date month/year	Actual/Intended exit date month/year	Degree earned	Date earned month/year	Major	Tchg cert? Y/N

**REQUIRED INFORMATION FOR ALL APPLICANTS (Please answer each of the following questions.)**

Your "yes" answer to one or more of the following questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

For the purpose of the following six questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related.

1. Have you ever been convicted of a crime?  Yes  No
2. Have you ever entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alford plea, or have you received a deferred prosecution or prayer for judgement continued, to a criminal charge?  Yes  No
3. Have you otherwise accepted responsibility for the commission of a crime?  Yes  No
4. Do you have any criminal charges pending against you?  Yes  No
5. Have you ever been expelled, dismissed, suspended, or placed on probation, or otherwise subject to any disciplinary sanction by any school, college, or university?  Yes  No
6. If you have ever served in the military, did you receive any type of discharge other than an honorable discharge?  Yes  No

If you answered "yes" to any of the six questions, explain the circumstances on a separate sheet of paper and submit with application form. You must promptly notify the Registrar's Office in writing of any criminal charges, any disposition of a criminal charge, or any school, college, or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

**Complete applicable sections, sign, and date**

**NORTH CAROLINA RESIDENCE STATEMENT**

**(Complete only if you claim to be eligible for the in-state tuition rate)**

North Carolina law (GS 116-143.1) states that to determine eligibility for in-state tuition rate every applicant for admission or re-admission shall be required to make a statement as to his or her length of residence in the State. The following information, in most cases, will allow for an accurate determination of residence status. If further information is required, you will be contacted. Please answer the following as completely and precisely as possible:

Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

8.    Indicate the North Carolina county in which you permanently reside (see table of county codes) United States=US  
Other country, (please specify)

Please list address(es) at which you have maintained a permanent (legal) residence during the preceding **18 months** (show month, day, & year):

Street, Route, or P.O. Box	City	State	ZIP	From ___/___/___ To ___/___/___
				Dates of Residence
Street, Route, or P.O. Box	City	State	ZIP	From ___/___/___ To ___/___/___
				Dates of Residence

Please submit ALL information requested in each of the following sections:

Father's name _____	Mother's name _____
Mailing address _____	Mailing address _____
State of legal residence _____	State of legal residence _____
Initial date of residence in North Carolina: (month) _____ (year) _____	Initial date of residence in North Carolina: (month) _____ (year) _____
Occupation/employer _____	Occupation/employer _____

**LEGAL GUARDIAN:** (If student has court-appointed guardian other than father or mother)

Name \_\_\_\_\_

Mailing address \_\_\_\_\_

State of legal residence \_\_\_\_\_

Initial date of residence in North Carolina: (month) \_\_\_\_\_ (year) \_\_\_\_\_

Occupation/employer \_\_\_\_\_

**TUITION BENEFIT NOTICE**

North Carolina provides certain tuition benefits for spouses, family members, and military dependents. Persons who qualify for these benefits include spouses of North Carolina residents, spouses, and dependents of active duty military personnel stationed in North Carolina, and family members of deceased or disabled emergency workers. If you believe you qualify for these benefits, you should contact the Registrar's Office for a supplemental form. When you have completed the supplemental form, please submit that form and a copy of your residency application to the Registrar's Office.

**PLEASE READ CAREFULLY – IMMUNIZATION:** The State of North Carolina requires, by statute, a record of immunization for every student enrolled at Appalachian State University. New students will receive the appropriate medical form with their acceptance letters. Returning students, if uncertain about whether a record of immunization is on file, should contact the University's Student Health Services (828-262-3100). **Failure to provide an acceptable record of immunizations will result in being administratively withdrawn.**

**I certify that the information submitted on this application is complete and correct to the best of my knowledge. I understand my failure to provide complete, accurate, and truthful information on this application will be grounds to deny or withdraw my admission, or dismiss me after enrollment. If enrolled, I pledge to abide by the Academic Integrity Code of Appalachian State University and to uphold its principles by refraining from all forms of academic dishonesty.**

\_\_\_\_\_  
Applicant's signature Date

**PLEASE RETURN THIS FORM TO THE OFFICE FROM WHICH IT WAS OBTAINED**

OFFICE USE ONLY

Career: _____	Math Comp _____
College: _____	
Degree: _____	
Major: _____	PROFICIENCIES
Concentration: _____	English: _____
Minor: _____	Speech: _____
Class: _____	Reading: _____
Certificate: _____	
AC Con 1 & 2: _____	ADVISING
Catalog: _____	Complete: _____
Special Program: _____	Not Required: _____
Registration Type: _____	Initials: _____
For Returning Graduate Students Only:	Date: _____
Candidacy Code/Date: _____ / _____	

**Registrar's Office Use Only**

Last Term: \_\_\_\_\_

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

Holds: \_\_\_\_\_

Screen 206: \_\_\_\_\_

ND Eligibility: \_\_\_\_\_

GRN Perm: \_\_\_\_\_

Clear Holds/Flags: \_\_\_\_\_

VR1 Set: \_\_\_\_\_

Time Date: \_\_\_\_\_

Term Residency: \_\_\_\_\_

Initials: \_\_\_\_\_

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