

Section III

Registration Matters

Admissions

Provisional Admittance

If you have not received a letter that states you have been fully admitted to the BA Program, you need to check with admissions and make sure all your transcripts and other paperwork have been received.

Holds

It is very important that you make sure you have all of your documents sent to the admissions office by the end of your first quarter. If you do not complete everything you will be placed on an admissions hold and will not be able to register for the next quarter. This can affect your status with the university, your financial aid, and can lead to administrative withdrawal from the program.

Degree Audit Process

The Degree Audit process is the means by which the University and the student determine what degree requirements are remaining in the student's program and how the student will fulfill those requirements. Degree Audit forms are used to inform students of all units which are transferable from other schools, what requirements have been fulfilled and what requirements are remaining.

There are three forms for each student: Transfer Worksheet and a Degree Audit General Studies & Breadth form, and the Degree Audit Concentration form. The Degree Audit form also includes a summary of the degree requirements with space for data entry and calculations to determine if all the requirements have been met.

The Degree Audit forms are started for you. The process begins when your transcripts are reviewed and all transferable courses and the number of units (in quarter credits) are recorded on the Transfer Worksheet. If you have more than 120 units of lower division credit (the maximum number transferable,) the classes which are most useful in fulfilling graduation requirements will be selected and put on the transfer worksheet. All transferable upper division units will also be recorded and totals will be computed.

The Degree Audit form lists any transferable classes that can be used to fulfill requirements.

At the bottom of the Degree Audit Concentration form, the transcript evaluator will record the total number of credits transferable to Antioch and will indicate how many of those will apply to the requirements for General Studies, the area of concentration, and the requirement for upper division units. This portion of the page also shows the number of units necessary to fulfill each graduation requirement, including residency, and provides space for you to calculate how many units are remaining in each category.

These three forms are the tools you use to make decisions regarding which courses to take each quarter. You are given a copy of all forms and a copy is given to your advisor. A copy of the transfer worksheet is sent to the registrar's office for verification against your official transcripts.

These forms, if used properly and consistently, provide the information necessary for you to know exactly where you are in the program at any given time. With this information you can determine both the number of units and the specific courses you need to graduate.

It is your responsibility to consistently update your Degree Audit form and bring the updated form with you to each advising session.

At the beginning of your last quarter, your advisor will confirm that you have met all graduation requirements. Your advisor will indicate "Candidacy for Graduation approved" and send a copy of your Degree Audit form to the Registrar's office for final official approval for graduation.

Undergraduate Credit Information

- Antioch University is on the quarter system and operates year-round.
- Your B.A. degree must have 180-200 quarter credits.
- The student must carry at least 12 units to be considered a full-time student. A student must carry at least 6 units to be considered a half-time student. Students carrying less than 6 units are classified as less than half-time students. **Units for priors are not counted toward full or part time status.**
- Less than part-time status is not eligible for financial aid.
- The student must fulfill a residency requirement of the equivalent of 4 full-time or 8 half-time quarters. **Any quarter in which the student is registered for less than 6 units does not count toward residency.**
- Transcribed credits are transferred at face value if quarter credits. Semester credits are converted to quarter credits by multiplying by 1.5. Grades must be a "C" or better.
- All credits must be rounded off to the nearest (and lower) .5.
- A minimum of 60 upper-division quarter credits must be included in your program.
- The General Studies component of your program must have at least 120 credits.
- An area of Concentration must have a minimum of 30 and a maximum of 60 quarter credits of required courses of which 24 must be completed at Antioch University Santa Barbara.
- No more than 24 credits may be evaluated by any single evaluator.
- A maximum of 20 credits may be earned at any single outside setting such as an internship site.
- No more than 44 quarter credits may be acquired by documenting prior experiential.
- No more than 3 credits may be obtained from experiential learning in any one prior.