

# Undergraduate Admissions

General Info and Application Request:  
(254) 519-5438  
519-5730  
Transfer Credit Questions: 519-5451  
Admissions Coordinator: 519-5435  
Fax: 519-5486



## Admissions Quick Checklist:

- Completed online application and submitted **non-refundable** application fee \$30.00. Check application status online (see #13).
- I have completed 45 semester hours of transferable credit with a minimum of 2.0 GPA (if unsure, see # 3).
- Requested transcripts from **each** college and university previously attended, even if you **did not earn credit, receive a grade, or the course work is non-transferable.**
- Met TSI requirements (if unsure, see question #11).
- If active duty or family member, submitted military certification form for in-state tuition.
- Met Texas residency requirements (if you have resided in Texas for 12 months, see question #4).

Tarleton State University-Central Texas  
Undergraduate Admissions  
1901 S. Clear Creek Road  
Killeen, TX 76549

Killeen: [www.tarleton.edu/centraltexas](http://www.tarleton.edu/centraltexas)  
Stephenville: [www.tarleton.edu](http://www.tarleton.edu)  
Catalog: [www.tarleton.edu/~catalog](http://www.tarleton.edu/~catalog)  
Schedule: [www.tarleton.edu/~registrar](http://www.tarleton.edu/~registrar)  
Apply Online: [www.applytexas.org](http://www.applytexas.org)

## Welcome to Tarleton State University- Central Texas

The Undergraduate Admissions staff at **Tarleton State University-Central Texas in Killeen** welcomes you and would like to provide you with information to help you during your admissions process. We have compiled a FAQ's sheet for you. Please contact us with any additional questions.

1. **What do I need to do to start my degree, and when can I sign up for courses?** (2)
2. **What courses will transfer into Tarleton from my other college or university?** (2)
3. **What if I am not sure if I have 45 transferable hours?** (2)
4. **I have resided in Texas for 12 months and I am not in the military. What information do I need to provide to prove residency and receive in-state tuition?** (2)
5. **What courses can I take by CLEP?**(2)
6. **When will I be notified as to whether I have been admitted or not?** (3)
7. **What courses can I take at another institution?** (3)
8. **Who is my advisor and when should I see him/her?** (3)
9. **Will Tarleton give credit by Military Evaluation?** (3)
10. **I do not have 45 semester hours, but I plan on attending Tarleton in the near future. How can I be sure that the courses I take will transfer?** (3)
11. **Am I exempt from taking the THEA test? Where can I take the THEA or an equivalent test?** (3)
12. **What if I am a Transient or Non-degree seeking student with Tarleton?** (4)
13. **How do I check my application status online?** (4)

## 1. What do I need to do to start my degree, and when can I sign up for courses?

- 1) You must be admitted as a student at Tarleton. Follow the instructions on the online application--you may find it useful to use the quick checklist on this page (see also [admissions process flow diagram on our website under admissions](#)). Please make sure **all documentation required** is submitted to Undergraduate Admissions, Killeen, to be processed and admitted in a timely manner. Missing documentation will delay the admissions process. **It is recommended to have all documentation turned in to Admissions a month prior to registration.** (Please contact Admissions for more details.)
- 2) Once you have been admitted, you can see an advisor (254) 519-5492 to find out what courses you need for Tarleton's degree requirements. After you have been admitted and advised, you must register for classes online. *If you **do not take any courses during the semester you have been admitted, you must reapply and pay your application fee again.***
- 3) Go to the Business Office (room 106) for payment deadline, parking permit, student ID, and tuition and fee information.

## 2. What courses will transfer into Tarleton from my other college or university?

A student may transfer a maximum of 68 semester hours of approved lower level course work from a two-year institution. ***Not all credit will transfer to Tarleton.*** Remedial or developmental courses will not be articulated. Vocational or technical courses must have departmental approval to be articulated. Once all your transcript transfer credit is posted and you are admitted, you will receive a printout showing what courses transferred and the Tarleton equivalent.

## 3. What if I am not sure if I have 45 transferable hours?

To be admitted to Tarleton State University-Central Texas, you must have completed 45 hours of college level credit and have a minimum 2.0 GPA. Please contact the Undergraduate Admissions office if you have questions on meeting the requirements for admissions.

## 4. I have resided in Texas for 12 months and I am not in the military. What information do I need to provide to prove residency and receive in-state tuition?

Please refer to our web site, "Determination of residence for tuition purpose" or to our catalog "Residence (for tuition purpose) to find out what residency information is required by the Admissions office. If you are **retiring from the military**, please contact the Admissions office to find out about reclassification requirements.

## 5. What courses can I take by CLEP?

Tarleton accepts the following:

Name of CLEP Test	Score Required		
Introductory Accounting	50	Principles of Microeconomics	50
General Biology	50	English Literature w/ Essay	50
General Chemistry	50	American Literature w/ Essay	50
Inform. Sys. &	50	College French	57
Comp. App		College French	62
Principles of	50	Introductory Business Law	50
Macroeconomics		College Level German	57
		College Level German	63
		Western Civilization I	50

Western Civilization II	50
American History I of the US	50
American History II of the US	50
College Algebra- Trigonometry	50
College Algebra Trigonometry	50
Calculus	50

Principles of Management	50
Principles of Marketing	50
American Government	50
Introductory Psychology	50
Introductory Sociology	50
College Spanish	57
College Spanish	66

**6. When will I be notified as to whether I have been admitted or not?**

Once you have met all of the requirements for admissions, you will receive a letter stating your admissions status. If 3-4 weeks lapse and you have not been notified, we may still need information, such as transcripts from your other schools or TSI exemption. It is in your best interest to contact us to find out what documentation is missing and to follow up on your transcript request.

**7. What courses can I take at another institution?**

It is important to see your advisor if you plan to take courses at another institution to transfer to Tarleton. Your advisor can provide a concurrent enrollment form and you will know these courses have been approved for transfer. Remember to request transcripts to be sent to Tarleton, so your degree plan is up to date.

**8. Who is my advisor and when should I see him/her?**

You should see your advisor after you have completed the admissions process and have been accepted as a student at Tarleton. Please contact advising (254) 519-5492 for additional information.

**9. Will Tarleton give credit by Military Evaluation?**

Students must have completed **one long semester** (16 weeks [2x8 week courses]) before evaluation of military credit can be initiated. Only the courses that can be used toward a degree plan at Tarleton State University will be posted to the student's academic record. Please make sure you request your AARTS, SMART, or CCAF transcript prior requesting a military evaluation. Please contact the Undergraduate Admissions office for further information.

**10. I do not have 45 semester hours, but I plan on attending Tarleton in the near future, how can I be sure that the courses I take will transfer?**

Request a copy of the degree plan that you are seeking as well as the Core Curriculum Transfer Guide from advising. You may also find the Texas Common Course Numbering System List in our catalog to be helpful. Please see the "Transfer Students-Central Texas" and "Transfer of Credits" section in the Tarleton State University catalog.

**11. Am I exempt from taking the THEA test? Where can I take the THEA or an equivalent test?**

*If you are an education major, you must take the THEA test.* Each student is subject to the provisions of the Tarleton Texas Success Initiative (TSI) Plan. A copy of the TSI Plan is available from the Division of General Studies or on the Tarleton web site at [www.tarleton.edu/~genstudies](http://www.tarleton.edu/~genstudies). Please also see "TSI" section in the Tarleton State University catalog. For additional questions concerning TSI exemption, please contact the Admissions office. You may take the ASSET test at Central Texas College, (254) 526-1254 or THEA test at Temple College 1(800) 460-4636 ext. 8586.

## **12. What if I am a Transient or Non-degree seeking student with Tarleton?**

The requirements are the same for admissions (see Quick Check List). In addition, you need to provide the Transient or Non-degree seeking form. It is important to work closely with the advisor *at your degree-granting institution* to make sure the courses you take will fit your degree plan.

## **13. How do I check my application status online?**

Go to [www.tarleton.edu/centraltexas](http://www.tarleton.edu/centraltexas). Click on **Services and Offices**, and then **Banner Student System**. Click on **Admission Application Status**. Enter your social security number for login ID. Enter your birthday MMDDYY for your PIN. Review your information displayed.