

# Admissions

## Admission Policy

The University of Arkansas Community College at Batesville is an open admissions institution. UACCB welcomes all individuals who meet one of the following criteria:

- 1.) All persons who have a high school diploma from an accredited high school or home school,
- 2.) All persons who have a General Equivalency Diploma (GED),
- 3.) All persons who are at least 18 years of age and who achieve acceptable scores on either the COMPASS or ASSET placement test. (Acceptable scores are outlined below in the *Ability to Benefit* section.)
- 4.) High school or home school students who meet the requirements for Concurrent or Dual Enrollment. See **Enrollment Information** for specific requirements

To aid students in completing their goals, all degree or certificate seeking applicants or applicants planning to take an English, math or other course requiring a minimum skill level, are required to provide ACT, SAT, ASSET or COMPASS examination scores for placement purposes.

## Ability to Benefit

An applicant who does not have a high school diploma from an accredited high school or accredited home school or a GED is eligible to enroll under the following conditions:

The applicant demonstrates the “ability to benefit” from postsecondary education by achieving minimal scores on an independently administered test approved by the U. S. Secretary of Education. Tests available at UACCB and required scores are below:

ASSET:	Writing 35	Reading 35	Numeric 33
COMPASS:	Writing 32	Reading 62	Pre-Algebra 25

Meeting the “ability to benefit” guidelines establishes the applicant’s eligibility to enroll at UACCB and apply for federal financial aid assistance provided under Title IV of the Higher Education Act. For ATB examinees tested with ASSET, the U.S. Department of Education requires that all three required ATB tests be administered during a retest, and prohibits a “mix and match” strategy of considering test scores from more than one administration (all scores considered for meeting ATB requirements must come from a single administration.)

## Admission Requirements and Procedures

Students entering college for the first time must submit the following information to the Enrollment Center prior to registration:

- A completed Application for Admission.
- An official transcript of high school grades, credits, and date of graduation; General Equivalency Diploma (GED) transcript; or a proven ability-to-benefit from college courses.
- Proof of immunization against measles and rubella. Two measles shots, one rubella and one mumps are required with the first immunization dated at least one year after date of birth.
- ACT, ASSET, COMPASS, or SAT scores that are less than 5 years old.

*Home school students must submit an accredited home school transcript, GED transcript, or meet the minimum requirements for ability-to-benefit admission, along with other documents listed above.*

## Transfer Student Admission

Students transferring with fewer than 24 credit hours must meet the same admission requirements as first-time college students. In addition, students should submit a copy of their official college transcripts.

Students with 24 or more transferable credit hours must submit the following information to the Enrollment Center:

- A completed Application for Admission.
- Official completed transcripts from all accredited colleges attended.
- Proof of immunization against measles, mumps and rubella. Two measles shots are required with the first immunization dated at least one year after date of birth. **Students who do not submit adequate immunization records within the first 30 days of the semester are subject to administrative withdrawal for noncompliance with state laws.**
- ACT, COMPASS, ASSET, SAT or transcribed math and English coursework from an accredited institution of higher learning.

## Student Readmission

Students who wish to return to UACCB after an absence of one regular semester (excluding summer terms) must meet the following guidelines:

- Re-apply by completing a new Application for Admission.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from schools attended during the absence from UACCB.
- Fulfill updated immunization requirements.
- Meet terms and conditions (graduation, attendance, deadlines, etc.) of the catalog under which they re-enroll.

## Immunization Record Waiver

Act 141 of 1987 requires that all entering part-time and full-time students must provide the college proof of two measles, one mumps and one rubella immunization according to the guidelines specified under the admissions requirements unless approved for a waiver based on the following criteria:

- Religious or philosophical reasons
- Medical conditions

To obtain an immunization record waiver, the student may call the Arkansas Department of Human Services at 800-462-0599 and ask for the waiver application. Immunization records are generally available from the student's family physician, the student's public school records, or county health departments. Specific programs may require additional immunizations and must be submitted to the program director. Check the program area listings for more details.

## Submission of Documents

All documents must be received and be OFFICIAL copies before a student will be considered unconditionally enrolled or admitted. A student may be accepted as a conditional student until the necessary documents are received. (Necessary documents include the application, official high school transcript, official transcripts from all accredited colleges attended, immunization record, and placement test scores.) *A transcript is deemed official only when it bears the school seal and/or the signature of a school official in ink and is received in a sealed envelope directly from the institution.*

Any student who has not submitted all of the above documents by the end of the second week of the semester may be administratively dropped from all courses. Additionally, such student will be placed on Admissions Hold and will not be allowed to register for subsequent semesters until all required documents are received. **Placement scores are required for all associate degree seeking and certificate seeking students prior to registration.** Additionally, such student will be placed on Admissions Hold. ***Financial aid applications will not be processed if a student is on Admissions Hold.***

## Facsimile (FAX) Transmissions of Admissions Documents

Because the original source of documents received through a facsimile transmission cannot always be accurately determined, the Enrollment Center will accept academic transcripts by FAX transmission **ONLY** as working documents, pending the receipt of an official transcript from the sending institutions.

## Basic Skills Requirements

Arkansas State Law requires that all students enrolling in state supported colleges and universities must demonstrate mastery of basic skills in reading, English, and mathematics. All basic skills courses must be completed with a grade of "C" or better before a student can complete an associate degree or technical certificate program. Students who are admitted to the College but who score below established levels on the placement tests, as described in the Placement Policy, will be required to successfully complete basic skills courses.

## Placement Policy

The purpose of this procedure is to identify the process by which students are placed in the appropriate level English, reading, and mathematics courses. Arkansas State Law requires that all first-time entering degree or technical certificate seeking students demonstrate proficiency in these areas or be placed in courses/programs that will help students prepare for college-level coursework. The minimum test scores used for placement were established by the Arkansas Department of Higher Education. Upon recommendation of UACCB faculty, scores may be adjusted. Placement score requirements are charted below:

English Course Placement				
Course	ACT English	ASSET Writing Skills	COMPASS Writing Skills	SAT English
College Level (English Comp I)	Minimum of 19	Minimum of 45	Minimum of 75	Minimum of 470
Basic Writing	13-18	33-44	32-74	469 or below
Fundamentals of Writing	9-12	27-32	13-31	NA
Referral to Adult Education Program	8 or less	26 or less	12 or less	NA

Reading Course Placement				
Course	ACT Reading	ASSET Reading Skills	COMPASS Reading Skills	SAT Verbal
College Level Courses	Minimum of 19	Minimum of 43	Minimum of 82	Minimum of 470
Reading Improvement	13 to 18	35 to 42	59 to 81	469 or below
Referral to Adult Education Program	12 or less	34 or less	58 or less	NA
<p>Students placing into Reading Improvement must enroll in Reading Improvement during their first or second semester in college and each subsequent semester, if necessary, until the course is completed with at least a grade of "C."</p> <p>Freshman-level English may be taken concurrently with or subsequent to Reading Improvement for students scoring 45 or above on the ASSET Writing Skills test, 75 or above on the COMPASS Writing Skills, or 19 or above on the English section of the ACT. Students scoring below 45 on the ASSET Writing Skills test, below 75 on the COMPASS Writing Skills test, or below 19 on the English section of the ACT may not enroll in college-level English until Reading Improvement has been successfully completed.</p>				

Math Course Placement				
Course	ACT Math	ASSET Intermediate Algebra	COMPASS Algebra	SAT Quantitative
College Level Mathematics	Minimum of 19	Minimum of 43	Minimum of 66	Minimum of 460
Intermediate Algebra	17-18	37-42	46-65	459 or below
Introduction to Algebra	15-16	36 or below	45 or below	NA
Pre-Algebra	14 or below	<b>Numeric Score</b> —36 or below	<b>Numeric Score</b> —30 or below	NA
<p>Students scoring 36 or below on the Numeric section of the ASSET or 1-30 on the COMPASS must take Pre-algebra regardless of their score on the Intermediate Algebra section. A zero on the COMPASS numeric score means no Pre-Algebra score was given on the COMPASS because the student scored high enough to test out of Pre-Algebra. No mathematics course less sophisticated than College Algebra may be applied toward a baccalaureate degree from an Arkansas public university.</p>				

## Enrollment Limitations

Students who are seeking enrollment in a certificate or degree plan and who meet at least one of the following criterion will be enrolled in COL 1003 Strategies for College Success during their first semester.

- Delayed entry students (students who have not attended high school in seven months)
- Students who score below a 13 composite on the ACT
- Students who score into three or more basic skills courses on the Asset, ACT, or Compass

Note: Transfer students who have successfully completed at least 12 credit hours from an accredited institution will be exempt from COL 1003 Strategies for College Success.

All first-time students (full and half-time) seeking a technical certificate or associate degree will be assigned to the First Year Experience advisors during the admission process. The students will receive academic advising from the FYE advisors for their first semester of college. Students can transfer to a program advisor during the first year only after completing their first semester and committing to a specific program (EX: nursing). The program advisor will be a faculty member in the program area most closely related to the student's primary field of study. Academic advisors will assist the student in choosing appropriate courses each semester and will direct students requiring support services.

## Satisfactory Completion of Basic Skills Courses

Satisfactory completion of basic skills courses requires the student to earn a grade of "C" or better. Students who do not successfully complete basic skills courses will be required to re-enroll in those courses. Students must be on track to complete basic skills requirements within the first 30 hours of coursework. If, at the end of that time period, the student has not completed all basic skills course requirements, he/she will not be allowed to enroll in any other course until the requirements have been met.

## Acceptance of Transfer Credits

Transfer of credit may be accepted from students who provide official transcripts with current post date from institutions fully accredited by an approved regional accrediting agency, if these credits fit the program of studies selected at UACCB and the student received a grade of "C" or higher. Official transcripts should be submitted to the Enrollment Center. Final approval of transfer credits rests with the Vice Chancellor for Academics. Transfer credit will be indicated on the student's UACCB transcript; transfer credit is not calculated as a part of the student's cumulative GPA. Documents received from other institutions are the property of UACCB and cannot be copied.

Transfer students from other institutions must meet the general admissions requirements of UACCB. Transfer students seeking a UACCB degree must adhere to the following requirements:

- **Associate of Applied Science Degree**—A student must complete a minimum of 24 credit hours towards the degree at UACCB.
- **Associate of Arts Degree**—A student must complete a minimum of 24 credit hours towards the degree at UACCB.
- **Associate of Science Degree**—A student must complete a minimum of 24 credit hours towards the degree at UACCB.
- **Technical Certificate**—A student must complete the last 15 semester credit hours of certificate requirements at UACCB. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
- **Certificate of Proficiency**—A student must complete all semester credit hours of the certificate as a regular student at UACCB.

The student may submit course descriptions and/or syllabi of transfer courses if there is any question concerning the acceptance of credits. The College reserves the right to revise any credit awards upon the receipt of additional information.

## Arkansas Course Transfer System

The Arkansas Course Transfer System contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer (<http://adhe.edu>).

## High School Core Curriculum: Conditional and Unconditional Admission

Act 1290 of 1997, as amended by Act 520 of 1999, requires that any public school student who graduated after May 1, 2002, and has successfully completed the core curriculum as recommended by the State Board of Education to be **unconditionally** admitted to public colleges and universities in Arkansas. Core curriculum requirements for unconditional admission are as follows:

- **English**—Four units with emphasis on writing skills, not to include courses in oral communications, journalism, drama, or debate.
- **Natural Science**—Three units, with laboratories, chosen from physical science, biology, chemistry, or physics. Only one unit may come from a life science.
- **Mathematics**—Four units, including Algebra I and II, geometry, and an advanced math course. It is strongly recommended that students take a math course during their senior year. (Three units of math were required for graduating seniors in 2002 and 2003. Four units were starting with the graduating class of 2004.)
- **Social Studies**—Three units, including one of American history (does not include contemporary American history), one of world history (not to include world cultures, world geography, or global studies) and at least one-half unit of civics or American government (not to include courses in practical arts).

Public school graduates who are enrolling at UACCB seeking an Associate of Arts degree and have not completed the core curriculum will be **conditionally** admitted to UACCB until such time as they have completed 12 hours of core academic courses and any necessary basic skills courses with a 2.0 GPA. These requirements must be met within the first 30 semester hours completed.

Public school graduates enrolling at UACCB seeking an Associate of Applied Science degree, Technical Certificate, or Certificate of Proficiency who have not completed the core curriculum will be enrolled **conditionally** until they have completed 6 hours of core academic courses and 6 hours of applicable technical courses required for the diploma, Technical Certificate, Associate of Applied Science degree, and any necessary remedial courses with a cumulative 2.0 GPA. These requirements must be met within the first 30 semester hours completed.

Conditional admissions standards for students graduating prior to May 1, 2002, will be based on the student’s score on the ACT composite or its equivalent as defined by the State Department of Education.

## Selective Service Registration

The Arkansas 81<sup>st</sup> General Assembly enacted Act 228 of 1997 requiring all persons to register with the Selective Service System in accordance with the provisions of the Military Service Act, as a condition for enrollment in a public institution of higher education. As part of the admissions process, applicants are required to sign a statement that certifies one of the following:

- The applicant is registered with the Selective Service System.
- The applicant is not required to register with the Selective Service System because of one of the following:
  - Under 18 years of age;
  - On active duty in the armed forces of the United States, other than a reserve or National Guard unit;
  - A legal alien;
  - A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands; or
  - Excused for another reason provided by federal law.