

# Enrollment Information

## High School/UACCB Concurrent Enrollment

Qualified students are encouraged to enroll in UACCB's Concurrent Enrollment program, which allows high school students to enroll in college classes offered at their respective high school campuses. When a high school student successfully completes a course, UACCB awards and records college credit on an official transcript. Such credit will count towards graduation from UACCB if the course(s) taken is (are) a requirement of the degree program the student seeks. The student also receives high school credit awarded by his or her high school and applied toward requirements for high school graduation.

**Qualifications:** A qualified high school student is one who

- Has successfully completed the eighth grade;
- Completes an Application for Admission;
- Submits test scores from the ACT, SAT, ASSET, or COMPASS tests;
- Possesses a high school grade point average no lower than a cumulative 3.0 on 4.0 scale;
- Meets all placement test score and pre-requisite requirements for the course as outlined in the UACCB catalog;
- Submits an official high school transcript (must submit updated transcript each semester of enrollment);
- Submits a letter of recommendation from the student's high school principal, superintendent, or counselor (must submit updated letter each semester of enrollment) and;
- Submits proof of immunization against measles and rubella (2 measles, 1 mumps, and 1 rubella required)

The Director of Information/Registrar is responsible for verification that a high school student is eligible for concurrent enrollment. The Vice Chancellor for Learning and Student Services and the Chancellor are the only institutional officials authorized to make exceptions to the above requirements.

## High School/UACCB Dual Enrollment

Dually enrolled students are high school students who are enrolled in UACCB classes offered on the UACCB campus. Dual Enrollment students must meet the same qualifications as the Concurrent Enrollment student. Awarding of high school credit for classes successfully completed as a Dual Enrollment student is at the discretion of the student's high school administration. Students and their parents are responsible for paying for these courses. ***These courses do not qualify for Federal Financial Aid.***

**Academic Standards:** Concurrently and dually enrolled students are expected to meet the same standards of achievement as the traditional student body of the institution.

## Lyon College/UACCB Collaborative Agreement

UACCB and Lyon College have entered into a cooperative agreement formally known as the College Opportunity Program (COP). This program allows students to begin their higher education at UACCB with the intent to transfer to Lyon to complete their bachelor's degree. Students will ordinarily be assured of receiving a transfer scholarship if they complete 45 semester hours of transferable coursework at UACCB with at least a cumulative 3.0 GPA. The amount of the award will be based on academic performance. Students who do not meet the above criteria will not automatically receive the scholarship but are still encouraged to apply. These applications will be considered on a case-by-case basis.

In addition, the program offers an opportunity for course exchange. UACCB students can petition to take a class at Lyon College while a student at UACCB. Students approved to take a class will pay tuition at UACCB. Lyon College tuition will be waived under this exchange program. It is anticipated that approvals will be made for students who plan on transferring to Lyon to complete their studies or who need to take a specific class at UACCB, and who have at least a 3.0 cumulative GPA. Students must be enrolled full time at their home campus in order to participate in the COP agreement.

For more details regarding opportunities, please contact the Office of Admissions at either UACCB or Lyon College.

## Enrollment Categories

As an “open admission” institution, UACCB admits students with various levels of academic preparation and diverse goals. In order to make the instructional process as effective as possible, the College has established enrollment categories designed to optimize the educational experience of each student. The enrollment category of each student will be established initially on available information and will be re-evaluated during each registration period based upon the student’s goals, test scores, past performances, and academic progress.

### Unconditional Enrollment

Students seeking a degree or certificate will be enrolled unconditionally provided they have submitted the following documentation:

- Official transcripts from previously attended accredited educational institutions, including a high school transcript or its equivalent (GED) and college or university transcripts;
- Immunization records showing proof of 2 measles, 1 mumps, and 1 rubella, if born after January 1, 1957;
- Placement scores (ACT, SAT, ASSET, or COMPASS) that are less than five years old.

Additionally, students graduating after May 1, 1997, from a public or private high school in- or out- of state, and those who are home-schooled must have completed the high school core curriculum defined by Act 1290 of 1997.

Enrollment standards for non-traditional students – defined as individuals who are home schooled or who attended private or parochial schools—shall be based on the students’ composite scores on the ACT or SAT or ASSET/COMPASS scores that reflect no deficiencies.

### Conditional Enrollment

The following students will be admitted to UACCB on a conditional basis:

Degree or certificate seeking students who

- Have not furnished documentation of previous academic work;
- Have a cumulative college GPA below 2.0;
- Are on academic probation;
- Seek admission as a transfer from another institution where they are on academic probation;
- Graduated after May 1, 1999, from public or private high school in-state or out-of-state; or who are home-school and have not completed the high school core curriculum defined by Act 1290 of 1997;
- Graduated after May 1, 1999, with a composite ACT score below 19 (or an equivalent score on the SAT or ASSET/COMPASS scores that reflect deficiencies).

Conditionally admitted students must adhere to the following requirements:

- If seeking an AA or AS degree: complete 12 hours of core academic courses including ENG 1103 English Composition I and any necessary remedial courses with a cumulative GPA of 2.0 within the first 30 semester hours completed, excluding any remedial courses.
- If seeking a diploma, certificate or AAS degree: complete 6 hours of core academic courses and 6 hours of applicable technical courses required in the academic program and any necessary remedial courses with a cumulative GPA of 2.0 within the first 30 semester hours completed, excluding any remedial courses.

Students who are conditionally admitted and fail to meet the above standards must enroll in the courses necessary for them to be able to meet the requirements for unconditional admission until the requirements have been met.

### **Enrollment Classifications**

**International Student**—All international students must meet the same admissions criteria as that required of U. S. citizens, complete all paperwork required by the U. S. Citizenship and Immigration Services, and provide evidence of adequate financial support prior to being allowed to enroll in classes at the College. Students must also submit a negative tuberculosis test result from a testing performed within the last six months. Students from non-English speaking countries may be required to submit TOEFL scores, COMPASS-ESL scores, or attend English as a Second Language (ESL) courses offered at UACCB before being unconditionally admitted to the College. International students interested in attending the College should contact the Office of Student Information/Registrar for more information.

**Transient Student**—Students who are pursuing degrees at another college or university may take courses at UACCB under this designation. This includes students enrolled for summer terms who during the fall and spring semesters attend other institutions of higher learning. Standard admissions procedures apply to these students, and these students must meet the prerequisites for all courses they wish to complete at UACCB.

**Career Development**—This category is for students who are taking credit classes but are not seeking a degree or certificate. Under normal circumstances, a student will not remain in this category if he or she has accumulated more than 15 credit hours. No testing is required unless the student is planning to take English, math, or a course requiring certain identified skill levels. The same immunization requirements pertain to career development students.

**Online Student**—Students enrolling exclusively in online courses are considered online students and must meet all admission requirements.

**Non-credit**—This category will include those students who enroll only in non-credit courses offered by UACCB.

## **Student Appeal Process for College Enrollment Decisions**

As an open-access institution, UACCB values the ability to meet the higher education needs of all members of its service area. Accordingly, a complete denial of enrollment in the institution will occur only in those instances when a student cannot benefit from any courses at the College.

Upon completion of the admission packet, the Admissions Coordinator will consider the student's educational goals, admissions test scores, past academic performance and other pertinent information upon which to base the admissions decision. If the potential of the student to succeed is unclear, it is the philosophy of the institution to provide the student the opportunity to enroll in a prescribed schedule of courses for one semester and be re-evaluated based upon his/her performance during the semester. Such course work will be prescribed according to placement scores.

Any student denied admission has the right to appeal that decision. The appeal will be made in writing to the Dean of Student Services. The Dean of Student Services will review the student's appeal and respond in writing to the student within five working days. Student appeals must be submitted prior to the first day of classes.

## **Student Appeal Process for Selective Admissions Program Decisions**

Students denied admission to selective admissions program, such as nursing, must first appeal in writing to the Division Chair of the program for which admission was denied. This written statement will become the basis for the appeal. Students dissatisfied with appeal result may appeal to the Student Affairs Subcommittee of the Faculty Senate. This appeal must be made through the Vice Chancellor for Learning and Student Services.