

# Admissions and Enrollment

## 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 Educational Development® diploma (GED)
3. All persons who are at least 18 years of age and who achieve acceptable scores on 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 requirement for Concurrent or Dual Enrollment.

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 home school program or a GED is eligible to enroll if 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 as follows:

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

Meeting the “ability to benefit” (ATB) 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, 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 requirement must come from a single administration of the test). Applicants who fail to meet ATB requirements may retest once within a six month period of the original test.

## Admission Requirement 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 Educational Development ® (GED) transcript; or scores that meet requirements for ATB admission.
- Proof of two (2) immunizations against measles, mumps, and rubella (MMR). *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 a home school transcript, GED transcript, or meet the minimum requirements for ability-to-benefit admission, along with other documents listed above.*

## Admission Status Types

### First Time Freshman

A student who is still completing a high school or secondary school education, (may or may not have taken concurrent college courses) or has completed high school or secondary school and not taken a college or university course (excluding concurrent high school/college courses) is considered a freshman for purposes of admission and must meet regular admission requirements.

### **Readmission Student**

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 of the catalog under which they re-enroll.

### **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. **Concurrent credit courses do not qualify for Federal Financial Aid.**

**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. If the student does not have at least a 3.0 GPA, he or she must have written permission from the high school counselor or principal.
- 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 two (2) immunizations against measles, mumps, and rubella (MMR).
- High school students may not enroll in developmental courses.

The coordinator of concurrent enrollment is responsible for verification that a high school student is eligible for concurrent enrollment. The Vice Chancellor for Enrollment Management and Student Services and the Chancellor are the only institutional officials authorized to make exceptions to the above requirements.

### **Medical Professional Education**

The Med Pro Ed program is open to high school juniors and seniors interested in all facets of the medical profession. The program is taught on the UACCB campus over 4 semesters (junior and senior years) and includes one college credit course and one high school credit course per semester. Students in the Med Pro Ed program are eligible to attend competitions during the spring semester. Students applying for the program must have a 3.0 GPA at their high school, have transportation to the college, and assume the cost of the 3 credit hour college course each semester. The college credit classes require the student to submit a college application including a current official high school transcript, placement test scores, and proof of required immunizations.

### **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 (COP)**

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 an Associate Degree 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 this 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 Enrollment Center at UACCB or the Office of Admissions at Lyon College.

### **Transfer Student**

A student that has attended another institution of higher learning and plans to enroll full time at UACCB is considered a transfer student. The transfer student is required to submit the following for admission at UACCB:

- UACCB application for admission
- Official High School transcript (*Students with twelve (12) or more credit hours earned are waived from this requirement*)
- Proof of two (2) measles, mumps, and rubella (MMR) immunizations. The first shot must be dated at least one year after the first birthday. **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 statute.**
- ACT, COMPASS, ASSET, SAT, or awarded math and English coursework from an accredited institution of higher learning.

### **Visiting Student**

A visiting student is a student seeking a degree at another college or university and is also taking classes at UACCB. The student with this status may take classes at UACCB during a regular semester, May intersession, or summer term(s). The intent of taking courses at UACCB is to transfer the UACCB academic work back to their home institution. It is the responsibility of the students to verify with the receiving institution in which they are seeking a degree the approval of such course work to be applied toward graduation requirements.

#### **Qualifications:**

- Submit a UACCB application for admission
- Submit a letter of good standing from the institution in which they are enrolled full time **or** submit an immunization record showing two immunizations for measles, mumps, and rubella (MMR).
- If the visiting student plans to take a math, English, or a course that requires a prerequisite course, the student will need to provide a current official transcript of prerequisite classes or appropriate placement test scores. (See course descriptions for more information.)

### **Personal Enrichment/Special**

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a personal enrichment/special student. He/she may be admitted upon submission of an application for admission and immunization records without a transcript(s) of previous work and shall be classified as a personal enrichment/special student. Students attending under this designation may not register as full-time students. If a special student should later desire to have credit validated toward a degree or certificate program, he/she must meet unconditional admission requirements or petition the Director of Enrollment Management for validation of credit and official admission and petition the Office of the Registrar for validation and application of credit toward such degree.

### **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.

- Submit a UACCB application for admission
- Submit an immunization record showing two (2) immunizations for measles, mumps, and rubella (MMR).

### **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. Foreign born 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 (a minimum score of 500 for paper based exam and a minimum score of 173 for computer based exam), 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 Enrollment Center for more information.

### **Non-credit**

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

### **Online Student**

Students enrolling exclusively in online courses are considered online students and must meet all admission requirements. *Such students must choose the appropriate student status listed in the section above.*

### **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, current 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 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 or will be placed on a Missing Documents 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.

**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.

### **Immunization Record Waiver**

Act 141 of 1987 requires that all entering part-time and full-time students must provide the college proof of two (2) measles, mumps and rubella (MMR) immunizations 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 Health 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.

## Acceptance of Transfer Credits

Transfer of credit may be accepted from students who provide official transcripts with a 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. 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 toward the degree at UACCB.
- **Associate of Science Degree**—A student must complete a minimum of 24 credit hours toward the degree at UACCB.
- **Technical Certificate**—A student must complete a minimum of 15 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. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

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 (ACTS)

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 by going to the ADHE website Course Transfer page ([http://www.adhe.edu/divisions/academicaaffairs/Pages/aa\\_acts.aspx](http://www.adhe.edu/divisions/academicaaffairs/Pages/aa_acts.aspx)).

## 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.

## 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.

## Placement Policy

The purpose of this policy 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 as follows:

English Course Placement				
Course	ACT English	ASSET Writing Skills	COMPASS Writing Skills	SAT English
College Level (English Comp I)	Minimum of 19 and Minimum of 19 in Reading	Minimum of 45 and Minimum of 43 in Reading	Minimum of 75 and Minimum of 82 in Reading	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

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."

Reading Improvement is a prerequisite for English Composition I for students who score below 19 on the ACT Reading, below 43 on the ASSET Reading Skills, below 82 on the COMPASS Reading Skills, or below 470 on the SAT Verbal. Students must successfully complete Reading Improvement with a C or better to enroll in English Composition I when test scores require.

Math Course Placement				
Course	ACT Math	ASSET Intermediate Algebra	COMPASS Algebra	SAT Quantitative
College Level Mathematics	Minimum of 19	Minimum of 43 in Algebra and 37 or higher in Numerical Skills	Minimum of 66 in Algebra and 37 or higher in Numerical Skills	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

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.

## Enrollment Categories

As an open admissions 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 two (2) measles, mumps, and rubella (MMR) vaccinations;
- Placement scores (ACT, SAT, ASSET, or COMPASS) that are less than five years old.

### Conditional Enrollment

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

- 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 with a composite ACT score below 19 (or equivalent SAT or ASSET/COMPASS scores that reflect deficiencies)

*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.*

### 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 and four units were required beginning 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.

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.

### **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.

### **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;
- Female;
- 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.

## Orientation and Registration

Once students complete enrollment and receive confirmation of acceptance, they are eligible for orientation and registration. Each semester there will be several opportunities to attend an orientation to learn more about UACCB and register for classes. In some cases, students may be eligible to attend an early orientation and registration session. Early orientation and registration allow students to select classes in advance of the open registration days that proceed each semester. Registration includes meeting with an advisor to review the student's career goals and determining the appropriate class schedule to meet degree requirements.

Each session will have an orientation with the following topics:

- **Student Resources / Money for College** – explanation of services designed to help students succeed and information about loans, grants, and scholarships
- **Everything You Want to Know About UACCB Tour** – campus tour

Following orientation students will:

- **Receive a personalized student ID card and parking tag**
- **REGISTER FOR CLASSES**

The Enrollment Center will notify the First Year Experience Coordinator when the admissions process is completed. Students will then receive a pre-advising call to schedule upcoming New Student Orientation/Registration sessions. The First Year Experience coordinator may be reached at (870)612-2104.

## Payment

When a student registers for classes, a bill will be generated. The student is responsible for payment of this bill within the time schedule set in the academic calendar. In some cases the payment will be due at the same time students register for classes. Any financial aid for which a student may qualify will be deducted from this bill, and in some cases the student may receive a refund later in the semester. Other payment options include cash, check, money order, credit card and installment plan. Questions regarding payment should be directed to the UACCB Business Office at (870)612-2005.