Academic Advising Handbook

Advising and Career Services

MCLENNAN
COMMUNITY COLLEGE

In order to be best prepared to understand the information in this Academic Advising Handbook, review the steps to enroll at www.mclennan.edu/beahighlander, and participate in advisor training.

If you have any questions about advising issues, contact an Advising Specialist in Advising and Career Services at 299-8614. We are happy to assist you.

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Academic Advising Handbook

TABLE OF CONTENTS

Table of Contents 2
Academic Calendar 5
  Fall and Spring Semesters 5
  Summer Sessions 5
  Minimesters 5
Class Formats 5
  Eight-Week/Eight-Week 5
  Blended-Hybrid 6
  CAI (Computer Assisted Instruction) 6
  ESOL (English for Speakers of Other Languages) 6
  Evening 6
  Face-to-Face 6
  Hyflex 6
  Linked 7
  Off-campus 7
  Online 7
  Section Numbers 7
    Attributes 7
    Term Length 8
  Study Trip 8
  Two-Way 8
  Weekend 8
College Credit(s) Brought to MCC 8
  Advanced Placement Courses from High School 8
  Articulated Credit from High School 9
  Placement into MATH 2412 (Precalculus) and MATH 2413 (Calculus I) 9
    Math Placement Based on ACT/SAT Scores 10
    MCC Math Placement Tests 10
Enrollment Necessities 11
  Active Application 11
  Complete Orientation and Highlander Day 11
  Meningitis Shot Record 11
  Restrictions (aka “Holds”) Lifted 11
  Transcripts 12
  Texas Success Initiative Assessment 12
    Former Tests 12
    Placement Test Guide 12
    Exemptions 14
    Waivers 14
  How to Read the TSIA2 Chart 14
  Placement Considerations for TSIA2 Math Sequencing 15
TSIA2 Placement Guide 16
TSIA2 Standalone Retest Options for ELAR Tests 17
Exemplary Test Score Chart for TSI Waiver 19
Policies 21
  Adding and Dropping Classes 21
    Athletes and Dance Team Students 21
    International F-1 Visa StudentS 22
  Catalog Year 22

Course Substitutions ... 22
Credit Overage Adjustments ... 23
Deletion for Non-Payment (aka "The Purge") ... 23
FERPA ... 24
Graduation Requirements for a Degree from MCC ... 24
Incompletes ... 25
Level II Certificate Programs ... 25
Overloads ... 25
Overrides ... 26
Passing the TSIA2 While Enrolled in a Remedial Class ... 26
Repeating a Course ... 27
Six Drop Rule ... 27
Title IX Training Requirements ... 27
Selecting Courses ... 29
Developmental Education Course(s) ... 29
Linked Courses ... 29
Mathways (MATH 0308) ... 29
Includ-ED Sections ... 30
Learning Framework ... 30
Math Course Sequencing Chart for Science Prerequisites ... 31
Special Student Populations ... 32
High School Students ... 32
Dual Credit Students ... 32
Early Admission Students ... 32
Homeschooled Students (Dual Credit or Early Admission) ... 32
Enrollment Process for High School Students ... 33
Test Scores for High School Pathways ... 34
TSIA Waivers and Exemptions for HS Pathways Students ... 34
International Students ... 35
ROTC ... 35
Transient / Non-Degree Seeker Students ... 35
Veterans ... 36
Technology: Student Planning, Insight, and Colleague ... 37
WebAdvisor and Colleague ... 37
Changing a Program of Study ... 37
Colleague Screens ... 39
Course Approval ... 40
Prerequisite Waivers ... 40
Proposed Programs ... 40
Restriction Codes ... 41
Insight ... 42
Email ... 42
Record Contact ... 42
Attach File ... 42
Transferring after MCC ... 43
Transferring the Core ... 43
Standard Courses for Transfer ... 43
Courses for Students Who Know Their Major ... 43
Tuition for Excessive Undergraduate Hours Policy ... 43
Transferring Courses Back to MCC ... 44
Reverse Transfer ... 44
Send Transcript to MCC ... 44

Student Resources for Personal and/or Academic Assistance 45
Canva Presentation 47
Appendix: Former TSI Charts 48
TSI Placement Guide for Fall 2016 - April 2017 49
TSI Placement Guide (effective April 2017 - June 28, 2017) 50
TSI Placement Guide (effective June 29, 2017 - August 17, 2017) 51
TSI Placement Guide (effective August 18, 2017 - Nov. 29, 2017) 52
TSI Placement Guide (effective Nov. 30, 2017 - April 10, 2018) 53
TSI Placement Guide (Effective April 11, 2018 - August 13, 2018) 54
TSI Placement Guide (Effective August 14, 2018 - June 2, 2019) 55
TSI Placement Guide (Effective June 3, 2019 - August 23, 2020) 56
TSI Placement Guide (Effective August 24, 2020 – Jan. 10, 2021) 57
TSIA2 Placement Guide (Effective Jan. 11, 2021 - April 5, 2021) 58
TSI Placement Guide (Effective April 6, 2021) 59
TSI Placement Guide - Health Professions & Workforce 60
Health Professions Programs Math Requirements 60
TSIA2 Placement Guide (Effective April 6, 2021 - April 3, 2022) 61
TSIA2 Placement Guide (Effective April 4, 2022) 62
TSI Placement Guide Health Professions and Workforce Remediation Recommendations 63
Health Professions Programs Math Requirements 63
Workforce Programs Math Requirements 64
Workforce Certificate Programs Math Requirements 64
How to Read the TSI Chart 65
Placement Considerations for the TSI 65

ACADEMIC CALENDAR

FALL AND SPRING SEMESTERS

- These are considered "long semesters" and last 16 weeks each.
- The normal course load is currently 12-17 hours; the maximum course load is 17 hours unless an overload is approved. (Note: Full time for financial aid is 12 hours.)

  Starting in the 2024/fall semester, the normal course load will be 15-18 hours; the maximum course load will be 18 hours unless an overload is approved.
- Students can take courses in eight-week blocks during the semester, but can have no more than nine credit hours in each eight-week format.

SUMMER SESSIONS

- There are two summer sessions each year, each session approximately five weeks long.
- Classes move at a faster pace than in the fall and spring.
- The maximum course load each summer session is seven hours unless an overload is approved.
- There are some summer classes that last a full 11 weeks. They are registered as part of the Summer I course load.

MINIMESTERS

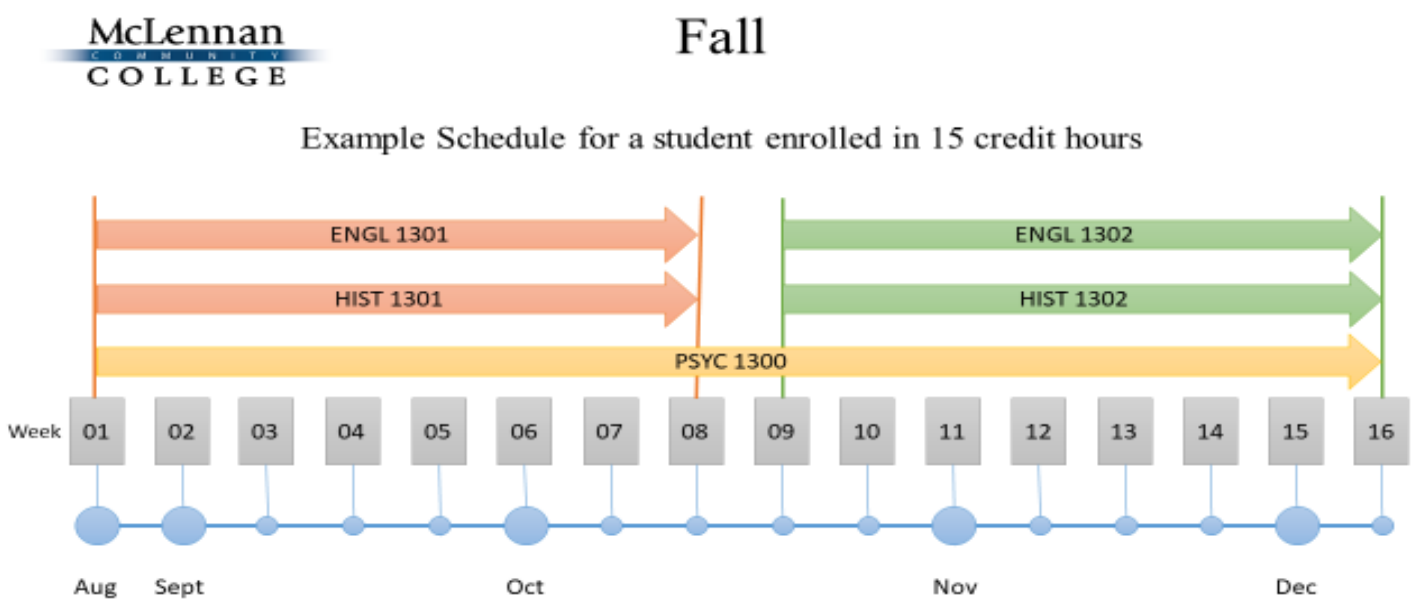
- There are two minimesters offered each year: one during the winter break and one between the end of the spring semester and the beginning of the first summer session.
- The course meets for approximately two weeks.
- The course moves at a much faster pace than in the fall, spring, or summer.
- Students can <u>only</u> take three credit hours during a minimester.
- Students with developmental needs ***cannot*** take a minimester course unless registering for the appropriate developmental class.

CLASS FORMATS

EIGHT-WEEK/EIGHT-WEEK

These classes last eight weeks during a long, 16-week semester, allowing students to take the same number of hours each semester, yet reducing the number of course preparations during each eight-week period.

- Students are currently only allowed to take eight hours in an eight-week block. Starting in 2024/fall, students will be allowed to take nine hours in an eight-week block.
- If a student chooses to take eight-week courses, it is recommended to take a course the first eight weeks followed by a course the second eight weeks to balance it.



BLENDED-HYBRID

Blended classes are 50-84% online (asynchronously) and 16-50% in person. Mandatory fact-to-face sessions may total no more than 50% of the instruction time; this includes proctored exams. In this method, online synchronous tools (i.e., Zoom) would not be used to deliver instruction; all synchronous instruction would occur face-to-face.

CAI (COMPUTER ASSISTED INSTRUCTION)

These math classes are taught primarily on the computer. Students must have passed the Texas Success Initiative (TSI) Assessment and are responsible for meeting all course deadlines outlined in the syllabus and/or posted on Brightspace.

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

These classes are recommended for students whose first or home language is not standard English or for whom placement scores indicate a need for further development of reading or writing skills. This is a developmental education course to fulfill TSI requirements.

EVENING

These classes start at 5 p.m. or later in the evening.

FACE-TO-FACE

Face-to-face classes are 85-100% in person (0-15% online). If Zoom is used outside of normal class meeting times, the instructor needs to allow for flexibility to meet diverse student schedules.

HYFLEX

Hyflex courses are 100% online, 100% in person, and 100% through Zoom. Students have the option to choose when and where they want to engage with the learning materials. Mandatory synchronous or asynchronous meetings cannot be required.

LINKED

Linked courses provide a way for students to take two courses in the same area concurrently.

OFF-CAMPUS

Classes taught at locations other than MCC's main campus.

ONLINE

Online classes are 85-100% online (asynchronously) and 0-15% in person or through Zoom. The online portion is managed through a system called Brightspace. Mandatory synchronous sessions may total no more than 15% of the instruction time; this includes proctored exams.

Listed below are the recommended qualifications for being successful in online courses:

- Computer literate
- Daily computer access
- Self-motivated
- Strong reading skills

SECTION NUMBERS

Section numbers that contain attributes should contain one letter attribute and three numbers.

ATTRIBUTES

B = Blended

C = Clinical

D = Dual Credit

E = English as a Second Language

H = Hyflex

N = Internship

L = Linked

M = Minimester

O = Online

P = Practicum

A = Presidential Scholars / Honors College

S = Specially created

T = Travel Course

U = TSI Non-Course Based Option (i.e., NCBM)

W = Weekend

TERM LENGTH

Term length is identified by the 1st of the 3 digit section number:

0 = 16 weeks

1 = first eight weeks

2 = second eight weeks

STUDY TRIP

These courses are offered throughout the country and even internationally, so students may learn outside the classroom.

TWO-WAY

These classes allow students located in several different locations to attend class together using two-way interactive video.

WEEKEND

These courses meet once a week on Saturdays.

COLLEGE CREDIT(S) BROUGHT TO MCC

ADVANCED PLACEMENT COURSES FROM HIGH SCHOOL

These are rigorous classes taught in the high schools that give students the opportunity for college credit should they make a certain score on an AP exam at the end of the course.

To have AP credit placed on MCC's transcript:

- Scores need to be sent to MCC's Admissions Office as soon as possible
- After the scores are evaluated, they will be forwarded to the Records Office.
- If credit for the course is earned (and there is an active MCC application) a "CR" will show on the MCC transcript right away.
- ***Scores from exams taken in May do not arrive at MCC until mid-July.***

Go to the Testing Center webpage at https://www.mclennan.edu/testing-center/exams/advanced.html for detailed information about AP credit.

ARTICULATED CREDIT FROM HIGH SCHOOL

These are courses taught in area high schools that contain the same course content as an equivalent MCC Workforce course.

To have articulated credit placed on MCC's transcript:

- Students must meet requirements outlined in the articulation agreement between MCC and the high school.
- Students must enroll at MCC within 15 months after high school graduation.
- Students must request the credit within 15 months after high school graduation through the High School Pathways Office.

Go to https://www.mclennan.edu/catalog-2022-23/policies.html for more detailed information about the process.

PLACEMENT INTO MATH 2412 (PRECALCULUS) AND MATH 2413 (CALCULUS I)

There are three basic options for students to be placed in MATH 2412 or 2413 without the proper prerequisites:

1. ACT Math Scores or SAT MATH Scores. See chart below for minimum acceptable scores.

2. Students who do not meet the ACT or SAT criteria or who have not taken the ACT or SAT can elect to take the ALEKS Placement Exam. (See the Math Placement Test section below for detailed information.) See the chart below for minimum acceptable scores.

	Placement into MATH 2412 (Precalculus)	**Placement into MATH 2413 (Calculus 1)**
ACT MATH Score *	26	29
SAT MATH Score *	610	660
ALEKS Placement Exam (Proctored)	61	80

* Scores must be within last 5 years

3. AP Exam scores can grant credit for MATH 2413 (Calculus I) or both MATH 2413 (Calculus I and MATH 2414 (Calculus II).

Scores:

- AP Calculus AB score of 3 or more will give credit for MATH 2413 and place them into MATH 2414.
- AP Calculus BC score of 3 or more will give credit for MATH 2413 & 2414 and place them into MATH 2415 (Calculus III).

Important Notes:

- Taking AP courses in high school itself is **not** sufficient. Student must have official AP test scores.
- High school coursework will not be used in consideration for placement into MATH 2412 or 2413, no exceptions.
- Prerequisite courses from other schools that are not found in the MCC Transfer Equivalency Tool will be evaluated on a case-by-case basis by Dr. Bradley Christian, Dean of Arts and Sciences.

Baylor-Only Criteria

Because many transient students are from Baylor, there are additional means of placement for Baylor students:

1. MTH 1320 (MCC's MATH 2412) with a grade of C- or better will place a student into MATH 2413.

2. MTH 1308 (MCC's MATH 1324) and MTH 1309 (MCC's MATH 1325) with grades of C- or better will place a student into MATH 2412.

3. MTH 1308 (MCC's MATH 1324) and MTH 1309 (MCC's MATH 1325) with grades of C- or better and SAT Math score of 610 or ACT Math score of 26 will place a student into MATH 2413.

MATH PLACEMENT BASED ON ACT/SAT SCORES

- If the scores are not already in the computer, students can download their SAT score report from College Board and their ACT score report from ACT. This is the preferred method as it is fast, reliable, and saves the student money. Note: the report must include the student's identifying information to be valid.
- Forward the score report to Student Admissions for entry into the computer and for their records. Once the scores are entered, the computer automatically posts a non-course equivalency to the required pre-requisite course, which will allow the student to register.
- The course still needs to be approved in Student Planning to enable registration.

MCC MATH PLACEMENT TESTS

McLennan Community College uses the ALEKS placement exam for placement into MATH 2412 (Pre-Calculus) and MATH 2413 (Calculus I).

- They do not offer course credit.
- They can allow a student to take a science or math course that has math as a prerequisite.
- The minimum cost is $20; an extra $5 fee is assessed if taking the exam online. (The fee includes 5 attempts).
- Interested students can register for a test by going to the Testing Center's webpage and scheduling an exam at https://www.registerblast.com/mclennan/Exam/List.
- Scores can be found in the "Test Score" section of Student Planning.

ENROLLMENT NECESSITIES

ACTIVE APPLICATION

- Students have to reapply if they have attended more than one year ago.
  - Students who do not list a social security number will not have an active application.
- If students have two records on file (i.e., a duplicate records), they may not pull up correctly in the computer. Please notify Admissions at studentadmissions@mclennan.edu for them to make corrections.
- For information about students who are temporarily at MCC or not seeking a degree, go to the "Transient Students" section of this training manual for further instructions.
- For information about students in high school, go to the "High School Students" section of this training manual for further instructions.

COMPLETE ORIENTATION AND HIGHLANDER DAY

MCC has a two-part orientation for new college students. The online component is called "New Student Orientation" (NSO), and the face to face component is called "Highlander Day." Go to "Become a Student" on MCC's website, then look at "Step 5: New Student Orientation." Registration for Highlander Day is on that same webpage.

MENINGITIS SHOT RECORD

Texas law requires that students show proof of having the bacterial meningitis vaccination before starting classes.

Students can forgo the immunization if they:

- Are over 22 years old.
- Have enrolled in Dual Credit courses taught off-campus.
- Are only taking online classes. (The MCC application has a place to indicate that intent, or they can notify Highlander Central.)
- Have completed the shot exemption form. Go to http://www.mclennan.edu/admissions/become-a-student/#!step-4 for more information.
- Have enrolled in Continuing Education courses or programs less than 360 hours or in Continuing Education corporate training.

RESTRICTIONS (AKA "HOLDS") LIFTED

Students must deal with "Level 50" holds first before they will be allowed to register. (Go to the "Holds" section for detailed information.)

- Check the PERC screen in Colleague to see if the hold is a "Level 10," which will not hinder registration, or a "Level 50" that will prohibit registration.
- When students report that the issues should be resolved, call the department(s) on behalf of the students to make sure that the holds get removed.

TRANSCRIPTS

Brand new college students must hand in their official high school transcripts or a copies of their GED.

If transferring from another college or university, they must also provide official college transcripts from every institution attended, even if courses were not passed or completed.

TEXAS SUCCESS INITIATIVE ASSESSMENT

The Texas Success Initiative is a state program that requires all new students in two-year degree or Level II certificate programs show readiness for college-level reading, writing, and math. As of January 11, 2021, the TSIA2 is the official test required by the state.

All students, unless otherwise exempt or enrolled in a waived certificate program, ***must*** have the following test score:

- TSIA2: in both areas of English Language Arts Reading (ELAR) and Math.
- TSI: in all three areas of Reading, Writing, and Math

FORMER TESTS

- All placement scores (TSIA, TSIA2 THEA, Accuplacer, TASP, Compass, and Asset) are valid for 5 years from the date of test. If the student has completed a college-level course in reading, writing, and math, the prescribed remediation sequence, ***and/or the transcript declares the student TSI complete***, the student will continue to be considered "TSI-complete."

  Remember: the prescribed remediation sequence may or may not involve a college-level course depending on when the student was declared "TSI-complete."

Important Things to Remember:

- Students ***cannot*** register without scores unless exempt or waived from testing.
- By law, students who need developmental coursework ***must*** be registered for at least one developmental course each semester until the sequence is completed. (For detailed information, see the placement chart sections of this handbook.)
- If students needing remediation are taking classes in ***both*** eight-week blocks, ***a remedial must be registered in the 1st 8 weeks.***
- Students ***must*** complete the "Pre-Assessment Activity" prior to testing. If they do not complete the Pre-Assessment activity, MCC cannot accept their scores.

PLACEMENT TEST GUIDE

- Use the "Placement Test Guide" provided by Records and Registration to determine if a retest is needed. It is found below.

Placement Test Guide – Effective February 2024

Placement Test	Length of Validity
ACT	5 Years
Accuplacer	
Asset	
Compass	
SAT	
TASP	
THEA	
TSI	
TSIA	
TSIA-2	

Student Situation		Retest
Student passed initial test but did not attend a Texas public institution. Attendance is defined as student having grades or W's for a semester.	→	Yes
Student did not pass initial test and has not completed remediation sequence* at a Texas public institution.	→	Yes
Student has not completed college level English or Math course at a private or out of state institution.	→	Yes
Passed Initial Test/exemption and attended a Texas public institution. Attendance is defined as student having grades or W's for a semester.	→	No
Tested and completed remediation sequence* at a Texas public institution.	→	No
Completed College level English or Math course.	→	No

Remediation Time frame	Reading/Writing	Math
2019-Present	INRW 0402 with ENGL 1301 INRW 0302 with ENGL 1301	MATH 0307/0308 with MATH 1332/1342 (Non-Stem) MATH 0311 with MATH 1314,1316, 1324 (STEM)
Prior 2019	INRW 0402 / ENGL 0301 & READ 0302	MATH 0307 (Non-Stem) MATH 0311 (Stem)

EXEMPTIONS

- Transfer in coursework in areas of reading, writing, and math with grade of D or higher

TSIA2:

- ELAR: ENGL 1301, ENGL 1302, or ENGL 2311 with grade of D or higher
- MATH: MATH 1332, 1314, 1316, 1324, 1325, 1342, 1350, 1351, 2412, 2413

TSI:

- MATH: MATH 1332, 1314, 1316, 1324, 1325, 1342, 1350, 1351, 2412, 2413
- READING: GOVT 2305, GOVT 2306, HIST 1301, HIST 1302, PSYC 2301, ENGL 1301, ENGL 2322, ENGL 2323, ENGL 2327, ENGL 2328, ENGL 2332, ENGL 2333
- WRITING: ENGL 1301, ENGL 1302, ENGL 2311

- Have already graduated with an Associate or Baccalaureate degree
- Previously attended a Texas institution and was determined to have met readiness standards by that institution
- Active Duty Military for 3 years
- Honorably Discharged from the military on or after August 1, 1990
  (The DD214 form must be submitted to Admissions.)
- Provides exemplary test scores in SAT, ACT, TAKS, STAAR, GED, and HiSET (Note: The TAKS test uses one score to determine readiness in Reading and Writing. The scores cannot be divided between the two areas.) See the "Exemplary Test Score Chart for TSI Waiver" in this handbook.

WAIVERS

- Transient students
- Students who are enrolled in a "Level I" certificate program of one year or less.
- Completed the Texas College Bridge Program through their high school, and submitted a certificate through Greenlight to Admissions. It is only valid for 12 months, so students should take a college math and ENGL 1301 within that 12 month period of time to avoid having to take the TSIA2 once the waiver expires.

HOW TO READ THE TSIA2 CHART

There are now only two sections to the test: English Language Arts Reading (ELAR) and Math**.** To pass, students must meet a certain College Readiness Classification (CRC).

- **English Language Arts Reading:** Passing is a CRC score of at least 945 and an essay of at least 5; or CRC Score below 945 and a diagnostic level of 5 or 6 and an essay of at least 5.

  Essays are only administered if a student scores into a diagnostic level of 4 or higher.

- **Math:** Passing is a CRC Score of at least 950; or CRC score below 950 and a diagnostic level of 6.

Note: there are no NCBM's on the Algebraic (STEM) side, which means no mainstreaming options.

PLACEMENT CONSIDERATIONS FOR TSIA2 MATH SEQUENCING

- Students can utilize a combination of old TSI and new TSIA2 scores. ***However, if a student is wanting to retest in Reading or Writing, then s/he will have to take the combined ELAR.***

Remedial sequence, by semester, from BASM 0100 through TSI Completion:

	First Semester	Second Semester	Third Semester
Non-Algebraic Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1332 or 1342 with NCBM 0100	TSI Math Complete
Algebraic (STEM) Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1314 or MATH 1324 with MATH 0311 (6 hrs.)	TSI Math Complete
Algebraic (STEM) Sequence	MATH 0307 with MATH 0311	TSI Math Complete	

- Students who successfully complete ***both*** MATH 0308 linked with either MATH 1332 or MATH 1342 can enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. They will not be required to take MATH 0307 first. However, if they don't finish MATH 1332 or MATH 1342, they will have to take MATH 0307 linked with MATH 0311.

TSIA2 PLACEMENT GUIDE

(Effective April 3, 2023, revised 7/2/2024. Scores are valid for 5 years from date of testing)

ELAR Test Score	Semester 1 Placement	Semester 2 Placement
CRC score ≥ 945 Essay ≥ 5 OR CRC score < 945 Diagnostic level ≥ 5 Essay ≥ 5	TSI Complete Eligible for ENGL 1301	TSI Complete
CRC score 945-990 Essay 1-4 OR CRC score 910-944 Diagnostic level 4-6 Essay 3-4	INRW 0302 + ENGL 1301 (or university equivalent)	TSI Complete
CRC score 910-944 Diagnostic level 1-3	INRW 0301	INRW 0302 + ENGL 1301 (or university equivalent)

Math Test Score College Readiness Classification (CRC)	Semester 1 Placement		Semester 2 Placement	
CRC score ≥ 950 OR CRC score ≤ 950 Diagnostic level 6	**Non-Algebraic** TSI Complete Eligible for Math 1332 **or** Math 1342	**Algebraic** TSI Complete Eligible for Math 1314 or Math 1324	**Non-Algebraic** TSI Complete	**Algebraic** TSI Complete
Diagnostic level 5 *See attached list for Health Professions/Workforce math recommendations	**Non-Algebraic** MATH 1332 or MATH 1342 linked with NCBM 0100	**Algebraic** MATH 0311 with MATH 1314 or MATH 1324	**Non-Algebraic** TSI Complete	**Algebraic** TSI Complete
Diagnostic level 3-4	**Non-Algebraic** MATH 0308 with MATH 1332 **or** MATH 1342	**Algebraic** MATH 0307 with MATH 0311	**Non-Algebraic** TSI Complete	**Algebraic** MATH 1314 **or** MATH 1324
Diagnostic level 1-2	**Non-Algebraic** Math 0307 with BASM 0100	**Algebraic** Math 0307 with BASM 0100	**Non-Algebraic** MATH 1332 or MATH 1342 with NCBM 0100	**Algebraic** MATH 0311 with MATH 1314 or MATH 1324

Beginning August 24, 2020: If a student successfully completes both MATH 0308 and either MATH 1332 or MATH 1342, then the student may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. The student will not be required to take MATH 0307.

NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

TSIA2 STANDALONE RETEST OPTIONS FOR ELAR TESTS

(CRC and Essay) utilizing TSIA2 and TSI (former Version) Scores, (Effective January 03, 2023)

Retest Scenarios: Essay Only	Solution
Scenario 1: TSIA2 Scores (All conditions must be met) Student received a score on TSIA2 ELAR CRC 945 - 990 and a score on TSIA2 Essay 1 - 4	Student may retake TSIA2 Essay ONLY, requires an Essay score of 5 – 8 to meet TSIA2 ELAR benchmark.
Scenario 2: TSIA2 Scores (All conditions must be met) Student received a score on TSIA2 ELAR CRC 910 - 944 and a TSIA2 *ELAR Diagnostic Level* 5 - 6 and a score on TSIA2 Essay 1 - 4	Student may retake TSIA2 Essay ONLY, requires an Essay score of 5 – 8 to meet TSIA2 ELAR benchmark.
Scenario 3: TSI Scores (former version) (All conditions must be met) Student received a score on TSI Reading 351 - 390 (TSI Met in Reading) and a TSI Writing 340-390 and a score on TSI Essay 1-3	Student may retake TSIA2 Essay ONLY, requires an Essay score of 4 – 8 to meet TSI Writing benchmark.
Scenario 4: TSI Scores (former version) (All conditions must be met) Student received a score on TSI Reading 351 – 390 (TSI Met in Reading) and a TSI Writing 310 - 339 and a TSI *Writing ABE Diagnostic* 4 - 6 and a score on TSI Essay 1 - 4	Student may retake TSIA2 Essay ONLY, requires an Essay score of 5 – 8 to meet TSI Writing benchmark.

Retest Scenarios: ELAR CRC Only	Solution
Scenario 1: TSIA2 Scores (All conditions must be met) Student received a score on TSIA2 ELAR CRC 910 - 944 and a TSIA2 *ELAR Diagnostic Level* 3 or 4 and a score on TSIA2 Essay 5 - 8	Student may retake TSIA2 ELAR CRC ONLY, requires a TSIA2 ELAR score of 945 - 990 or Diagnostic Level 5 - 6 to meet TSIA2 ELAR benchmark.
Scenario 2: TSI Scores TSI Scores (former version) (All conditions must be met) Student did not meet TSI Reading and met TSI Writing 310 – 390 and a score on TSI Essay 5 - 8	Student may retake TSIA2 ELAR CRC ONLY, requires a TSIA2 ELAR score of 945 - 990 or Diagnostic Level 5 - 6 to meet TSIA2 ELAR benchmark.

Both TSI Assessment (TSI and TSIA2) results are valid for the purposes of this title for five (5) years from date of testing.

EXEMPLARY TEST SCORE CHART FOR TSI WAIVER (Effective Feb. 15, 2023)				
Name of Test	**Composite Score** (i.e., Critical Reading and Math scores)	**Minimum Math**	**Minimum Critical Reading Score** (formerly "Verbal") Or **Evidenced-Based Reading and Writing**	**Expiration of Scores**
ACT	(No Composite) Beginning February 15, 2023	22	Combined score of 40 on the English and Reading (E+R) tests	5 years
ACT	23 Test taken prior to February 15, 2023	19	19	5 years
SAT	(No Composite) Test taken between March 5, 2016 to Present (can qualify in one category)	530	480	5 years
"	1070 Test taken between April 1995 to March 5, 2016 (all categories must be met to be considered exempt)	500	500	5 years
"	970 Test taken prior to April 1995 (all categories must be met to be considered exempt)	470	420	5 years

TAKS	N/A	2200	2200 with Writing Sub-Score of 3	5 years
STAAR	N/A N/A	4000 (**Level 2**) Algebra II 4000 Algebra I **and** passing grade for an Algebra 2 class in high school	2000 (**Level 2**) English III 4000 English II	5 years High School graduation
GED	N/A	165 Mathematical Reasoning	165 Language Arts (RLA)	5 years
HiSET	N/A	15 Mathematics subtest	15 Reading subtest and 15 Writing subtest, including a minimum essay of 4	5 years

Revised 2/7/2023

POLICIES

ADDING AND DROPPING CLASSES

A student may want to add or drop a class after a semester begins. Before the start of each semester, MCC's Office of Records and Registration sends out a chart that outlines the entire class change process.

Important Things to Remember:

- MCC's Census Date and Financial Aid's Census Date are the same.
- ***If a student wants to drop a class and add another in its place, it is important to do it in the same transaction to avoid financial penalties.*** Otherwise, the Business Office assesses a fee for drops based on their published refund policy. Click here for the Business Office refund policy: https://www.mclennan.edu/tuition/. Financial Aid money will absorb the fee if dropping before the Census Date as long as the student has funds available and has not completely withdrawn.
- If drops occur before the Census Date, the changes ***will not*** appear on the transcripts.
- If drops occur before the Census Date, the drops ***will not*** go against the Six Drop Rule. The effective date for withdrawing from a course is the date the withdrawal is processed.
- Dropping can have financial ramifications.
- For students with financial aid, dropping may affect their completion rate depending on when in the semester the drop occurs. Remember, ***students must complete 67% of coursework they attempt.*** (This is examined cumulatively every semester.)
- Students who drop ***all*** courses before 60% of the semester is over will have to pay back a portion of financial aid. ***If all courses are not dropped, no money is owed.***

It is crucial that students talk with the Financial Aid Office regarding their accounts before deciding to drop.

The Change in Schedule process:

- Remind the student to sign "Terms and Conditions" in WebAdvisor before completing the "Change in Schedule" form if adding classes.
- To add or drop classes, complete the "Change of Schedule" form that is located in Etrieve Softdocs. Click on the cube on the top left, then select "Central." There you will find "Forms" with a drop down to the "Change in Schedule" form.

  When the form is submitted, it is automatically emailed to the student. When the student completes the student section and clicks the approval button, it is automatically emailed to Records for processing.
- If a student requests to completely withdraw from all classes, go to the Records website and select "Student Resources." Click on "Student Records Request" forms to access the "Complete Withdrawal" form. (It is not online yet, but will be activated soon.)

ATHLETES AND DANCE TEAM STUDENTS

Due to eligibility concerns, a tracking hold is placed on all athletes and dance students that will keep a professor from electronically dropping them during the semester.

Professors wishing to drop athletes or dance team students must email Shawn Trochim, the Athletic Director, who will consult with the students about the ramifications of the drop, and then fill out and submit paper drop forms to the Records Office on behalf of the professors.

INTERNATIONAL F-1 VISA STUDENTS

Federal regulation requires students holding an F-1 Visa immigration status to maintain a minimum of 12 credit hours during long semesters.

- ***International F-1 Visa students who drop below 12 hours must be reported to the Department of Homeland Security*** and must petition and pay to be reinstated.

- Due to this requirement, each semester the International Student Advisor places an International Registration Rule on this group of students enrolled at McLennan to avoid unreported drops. The International Registration Rule is simply a tool used to ensure the International Office is notified when International students are dropped from a course. This rule will prevent F-1 Visa students from being eligible to be dropped via WebAdvisor.

- Instructors wishing to drop F-1 Visa students must complete and submit paper drop forms to the Records Office. ***For international students, a letter grade is always better because it allow MCC to consider them to have "completed" the course whereas a W is considered an incomplete grade and won't count towards the completion of their 12 hour minimum requirement.*** Ultimately, it's the instructor's decision to drop the students or give them a letter grade.

If you have questions or would like to further discuss the situation, please contact our International Student Advisors, Amanda Straten (254-299-8657) or Kirk Schlemmer (254-299-8396).

CATALOG YEAR

A catalog year is established upon enrollment at MCC. Students have five years to complete a degree plan under their original catalog before they would be bound to any changes made by MCC to the degree plans.

- ***Remember that the core curriculum may change slightly each catalog year.*** The biggest change came in the fall of 2013 when the core went from 47 hours to 42 hours.

- Students who have attended MCC in the past with only a gap of one or two semesters of non-attendance may be eligible to use the older catalog year, if it is advantageous. ***Contact Kacey Yevcak in Records at 299-8634 to find out if the older year is an option.***

- Students can always pick a newer catalog year, but cannot choose an older one unless enrolled at the time and still qualifies for it.

- Students can use the catalog year they entered with at McLennan for ANY program as long as it is within the five year period.

COURSE SUBSTITUTIONS

There are courses that do not automatically transfer to MCC. The Course Substitution Request form is a mechanism MCC uses to try to get student's credit for previous work. The request goes through the Division Chairs to the Dean's Office for approval.

The form is located in.Etrieve Softdocs. Click on the cube on the top left, then select "Central." There you will find "Forms" with a drop down to select the "Course Substitution Request" form.

Important information to remember:

- The official transcript has to be in the system for a course sub to be considered.
- If trying for quarter hours, keep in mind that five quarter hours are equivalent to three semester hours, and six quarter hours are equivalent to four semester hours.
- ***If a core course is from a Texas public institution and fulfills a core component there, but doesn't match our core, complete a course substitution request.***
- ***If a course should be a direct equivalency to a course at MCC but came through as an elective, fill out the "Transfer Equivalency Request" under the Admission section of Etrieve Softdocs.***
- If you believe that a course has been missed during the transcript evaluation process, contact Admissions to double check.
- It is important to initiate a course substitution as soon as you see the need.
- One form can be used for multiple requests as long as the requests involve the same division for approval.
- You can use one form to have the same course substitution apply to more than one degree plan.
- Tips when completing the form:
  - In Student Planning, the degree plan has numbered categories. Use the numbers to help determine the "Component Area" where the substitution needs to be made. If the course does not fall under a component area, do not select one.
  - The "Catalog Year" you select is for the MCC degree plan.
  - The "Term" is for when the substituted course was completed.
  - You will want to copy the course description into the "comments" section. Also, please indicate if the course sub is needed for graduation purposes.

Questions about how to complete the form can be directed David Contreraz in Records or to an Advising Specialist in Advising and Career Services.

CREDIT OVERAGE ADJUSTMENTS

The Associate of Arts, General Academics and Associate of Science, General Academics degrees have a core section called the "Component Area Option" (aka CAO). Only four credit hours are required for this section. If there are more hours displaying in the CAO, please complete a "Credit Overage Adjustment" form to have the extra hours moved to the "elective" section of the degree(s). This form is located in Etrieve Softdocs. Click on the cube on the top left, then select "Central." There you will find "Forms" with a drop down to the "Credit Overage Adjustment" form.

If credits are not pulling into the correct section of a degree, please email Records at studentrecords@mclennan.edu

DELETION FOR NON-PAYMENT (AKA "THE PURGE")

Students who do not pay by the semester's initial payment deadline will have their class schedules cancelled. Many class openings appear between 24-48 hours after a semester's payment deadline. After the first payment deadline, students are expected to pay for their classes on the day that they register or their schedule will be deleted the next day.

FERPA

The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student records and the obligations of the institution in how the records are released and who has access to the records.

- Students can assign FERPA consent in Insight through "View/Add Proxy Access" when they click on their user ID at the top of the page.
- It is important to note that parents do not have access to their child's educational record without the written consent of the student. ***This consent form can be found in the VPXP screen in Colleague under "Proxy Access.".***
- Even if consent is given, this does not give the parent(s) permission to make business decisions on behalf of the student(s).
- High School students taking classes at MCC are protected by FERPA, even if the students are minors.

GRADUATION REQUIREMENTS FOR A DEGREE FROM MCC

In order to earn a degree or certificate from MCC, students must have the following in place:

- A 2.0 Institutional GPA ***and*** a 2.0 Overall GPA
- Completion of all of the requirements of the certificate or degree program
- At least 25% of the coursework for the degree or certificate must have been taken through MCC

INCOMPLETES

This grade is given when a course is incomplete because of absences caused by illness or other reasons acceptable to the instructor.

To be eligible for this grade, students must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the "I" will be changed to an "F" and the course must be repeated if credit is to be given. (In other words, if a student receives an Incomplete in the spring semester or a summer term, the student has until the end of the fall semester to finish the work. If the student receives the Incomplete in the fall, the student has until the end of the spring semester to finish the work.)

Remedial courses are never to be given incomplete grades.

LEVEL II CERTIFICATE PROGRAMS

These certificate programs are not waived, and are bound by TSIA2 rules. Therefore, students must have TSIA2 scores to be in these programs.

- Forensic Science (CJ.FS.CERT)
- Paralegal (PL.CERT)
- Paramedicine Level II (PARAMED.CERT.LVL2)
- Six Sigma Certificate
- Veterinary Assistant (VET.ASSISTANT.CERT)
- Vocational Nursing (LVN)

OVERLOADS

Current students who want to register for 18 or more hours per long semester, or eight or more hours in a summer session must have approval. ***No overloads are allowed in eight-week terms or minimesters***.

Starting in the 2024/fall semester, students who want to register for 19 or more hours per long semester, or eight or more hours in a summer session must have approval. ***No overloads are allowed in eight-week terms or minimesters***.

According to MCC's General Catalog, "a student must have special approval of the Dean of Arts, Sciences, Dean of Workforce & Public Service; Dean of Health Professions; Dean of Students, or Director of Records and Registration. Factors to be considered in the decision to grant or deny students such approval are:

- Previous college course load(s) and grades earned.
- High school academic record.
- Standardized or special test scores.
- Anticipated workload and/or co-curricular activities.
- Nature of the courses or courses of study to be undertaken.

- Special circumstances such as the number of semester hours remaining to complete degree or certificate requirements."

The Dean will enter a waiver in the computer for the specific course and section; the student will register for the class.

Faculty and advisors must document their justification for the overload request in Insight. Include the name of the person who gave permission for the overload in Insight.

First semester freshmen are encouraged to limit themselves to a recommended schedule, per their course of study in the General Catalog.

OVERRIDES

There are certain situations where the registration system needs to be overridden in order to put students in an appropriate classes. The following situations are common for overrides:

- Pre-requisites for a course have already been met at another institution, but the transcript has not been officially evaluated.
- Students have met one of the qualifications to not be required to take Learning Framework (see Learning Framework).
- Students have met prerequisite requirements through high school preparation (e.g., foreign language courses).
- Division Chair(s) or Deans gave you permission to register students for closed classes.

To complete an override, here are the following steps:

- Send a "Change of Schedule" form to the Records Office. (The electronic version is recommended.)
- Once it is processed, open STNT
- Enter the Term
- Enter "SCO" in the Student Notes section.
- In the "Type" box, do the drop down arrow to the right of it and select your department.
- Press Enter.
- Document your reasoning for the override in Insight.

PASSING THE TSIA2 WHILE ENROLLED IN A REMEDIAL CLASS

For students who have retested and passed the TSIA2 in a remedial area that they are currently enrolled in, advisors need to do the following:

- Verify the passing TSIA2 scores.
- Let the students know that they no longer need to attend the remedial classes.
- Email the instructors and explain that the students retested. Be sure to give the passing grades, and ask the instructors to give the students a "CR" for the courses.

REPEATING A COURSE

If students fail a course and the grade negatively impacts their GPA, they can retake the course at MCC to replace the grade, even if the first attempt was at a different institution. (Exception: ENGL 2341 "Forms of Literature" and one-hour activity P.E. courses can be taken multiple times and each attempt counts. Please note that universities frown on taking the same PE class more than three times.) If students withdraw from the second attempt, the grade from the first attempt still stands.

Since financial aid has a cap on how many hours it will cover, the decision to retake a class must be made carefully.

Note: Financial Aid doesn't utilize replaced grades in their GPA calculation for eligibility. They average all attempts.

SIX DROP RULE

According to Texas law regarding higher education, students are only allowed to drop six classes during their entire college career, so a decision to drop must be made very carefully. After six drops, students cannot withdraw from any more classes and must take the grade earned in the course.

- If students have to completely withdraw from all classes during a semester, those drops will not count. Developmental courses do not count either.
- If students have already met the six drops, they will not be allowed to drop any classes, but will have to take the earned grades.
- The six course limit does not ***ever*** apply to students who were enrolled in college courses prior to the 2007/fall semester. If students are coming from another college and you want to quickly find out if they are exempt, a comment will be noted on their transcript that says "Exempt from TEC 51.907 undergraduate drop counts. Enrolled prior to Fall 2007 or completed baccalaureate degree."
- If Dual Credit or Early Admission students drop a course, it does not go against the Six Drop Rule.

TITLE IX TRAINING REQUIREMENTS

Based on state law (H.B. 1735), all new and transfer students will receive an online link from Get Inclusive to promote awareness, bystander intervention, and safe practices related to gender-based and other forms of sex discrimination, drug and alcohol awareness, and risk management.

- The training is mandated by the State of Texas and is free to the students.
- Claudette Jackson, Director of Accommodations/Title IX, sends the initial notification email to student's MCC email accounts letting them know about the need to complete the training.
- Get Inclusive is in charge of sending out subsequent reminders to student's MCC email accounts about the need for completion. They are masked to look like they are coming from Claudette Jackson so that students don't think they are spam.
- After the census date of the student's first semester at MCC, a registration hold will be issued until the training is completed. The hold is placed well in advance of the next semester's registration allowing ample time for students to complete the required training.
- The registration holds will be removed once a week by the Title IX Office until registration opens, and then they will remove them daily.

Contact titleix@mclennan.edu for more information or questions about the Title IX holds.

SELECTING COURSES

DEVELOPMENTAL EDUCATION COURSE(S)

Encourage students to work on their developmental courses ***before*** taking other classes. Keep in mind that they ***must*** take at least one developmental course each semester until the sequences have been completed or until they pass an approved assessment.

- ***Do not postpone remediation*** due to the insistence by the students that they will pass the section on an upcoming TSIA2 Assessment. Advising and Career Services runs a report for TSIA2 compliance and will chase students down to encourage them to correct their schedule(s). Otherwise, their schedule(s) will be dropped.

- ***Remember that INRW courses are given priority over math courses at MCC*** since the skill of reading and writing applies to all areas of the curriculum. It is best for students to take courses in all remedial areas, but if that is not possible, then the INRW should come first.

    - ***If at the INRW 0302 level for reading and writing, students must also take ENGL 1301.***

- ***Students must show college readiness in reading before enrolling in the following reading intensive courses:*** BIOL 1406, BIOL 2401, HIST 1301, 1302, GOVT 2305, 2306, PSYC 2301, ENGL 2322, 2323, 2327, 2328, 2332, and 2333. Students may be concurrently enrolled in other courses such as Speech (SPCH 1311, 1315, or 1321), Introduction to Mass Communication (COMM 1307), Business Computer Applications (BCIS 1305), a Creative Arts course (e.g., ARTS 1301, DRAM 1310), Introduction to Criminal Justice (CRIJ 1301), etc.

LINKED COURSES

Linked courses provide a way for students to take a developmental education course along with a college-level course in the same area concurrently.

Students who score in the INRW 0302 level must take ENGL 1301 in addition to INRW 0302 during the same semester. ***Such concurrently taken INRW and ENGL 1301 courses cannot be a mix of regular and flex enrollments.*** Both must be either regular classes or flex classes.

The following math courses are linked and are to be taken as a set. No exceptions:

- MATH 0307 and BASM 0100
- MATH 0308 and MATH 1332
- MATH 0308 and MATH 1342
- MATH 0307 and MATH 0311
- MATH 0311 and MATH 1324
- MATH 0311 and MATH 1314

MATHWAYS (MATH 0308)

MCC is participating in a Math program called Mathways. This program changes the way math education is addressed and provides students different pathways in meeting their math requirements depending on their specific educational needs. ***This class is linked with either Contemporary Mathematics I (MATH 1332) or Elementary Statistical Methods (MATH 1342).***

If students complete MATH 1332 or 1342, then later determine that they need to head toward MATH 1314 or MATH 1324, they may enroll in the linked MATH 0311 or MATH 1324.

Associate of Science students cannot take MATH 0308 since the AS degree is for STEM students. Associate of Arts students can take MATH 0307, however.

INCLUD-ED SECTIONS

These are sections where the course materials are included as a "book charge," and are at a reduced cost. Digital materials are delivered to the students' Brightspace accounts or MCC student email address no later than the first day of class.

IncludED information can be found in the section details on WebAdvisor.

Students should check with the Business Office to see if their financial aid package will cover the IncludED book charge(s). (For example, some VA funding packages will not cover a book charge.) Students have the right to opt out of IncludED. For more information on how to opt out, please contact the MCC Bookstore.

LEARNING FRAMEWORK

Learning Framework is a college-success course required by MCC for students in a two year program. It is advantageous for students to take it their ***first*** semester, if possible. ***Students are to take EDUC 1100 or EDUC 1300 during their time at MCC, but they are not allowed to take both.***

- EDUC 1100 (Learning Framework)
  All new college students who are TSI complete or have only one remedial area to finish are ***required*** to take EDUC 1100.

- EDUC 1300 (Learning Framework)
  This course is ***required*** of all new college students who have not tested out of TSIA2 math and ELAR.

Students ***do not*** have to take Learning Framework if they meet one of the following qualifications:

- Students are in a certificate program and it is not listed as a required course.

- Students are only at MCC for a summer before transferring to another institution.

- Students have attended college in the past (other than as a high school student) since it is likely that they took a similar course there.

- If students are absolutely unable to fit it into their schedules (e.g., can only take courses online and it is not offered), they can postpone taking it.

In these situations, careful documentation in Insight is needed.

Other Important Considerations When Selecting Courses for Approval

- ***Computer literacy is important for success.*** Encourage students to take computer courses through MCC's Continuing Education department if basic computer skills are lacking (e.g., using a keyboard, accessing the internet).

  If a student lacks computer software knowledge (e.g., Word, Excel, PowerPoint) then encourage students to take BCIS 1305 (Business Computer Application).

- Point out courses that have only a few sections. These courses should be scheduled first after the developmental courses (e.g., ARTS 1311, ARTS 1316, SOCI 2301).

- Note courses on the degree plan which are rarely offered in the summer or may only be scheduled for a particular semester (e.g., Physics courses, CHEM 2423, CHEM 2425).

- Also point out course sequences which should be started early to complete the sequence before transfer (e.g., SPAN 1411, 1412, 2311, 2312, or MATH 0311, 1314, 2412, 2413).

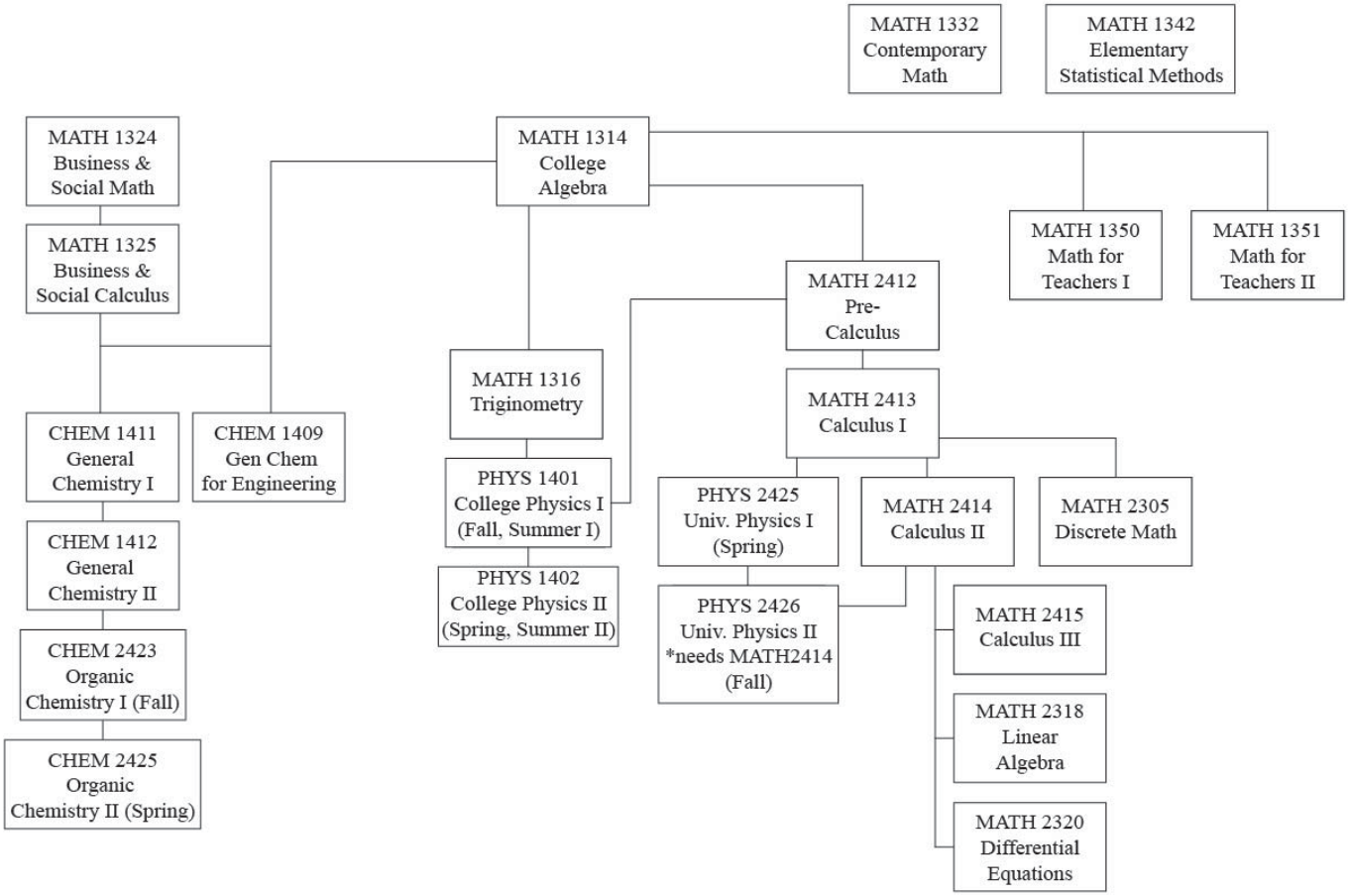
- Indicate pairs of courses where ideally both should be taken at MCC (e.g., many science pairs, MATH 1324/1325, and ACCT 2301/2302).

- Remind students with developmental needs that a developmental course and Learning Framework ***must be registered first*** when registering in Student Planning.

- ***If you enter a course and a registration block appears on the screen, do not automatically override it.*** Instead, contact Advising and Career Services at 299-8614 to find out why the block is present.

- Workforce Education automated degree plans are quite specific. Not every course is offered every semester, so appropriate sequencing is crucial. ***It is important that students in workforce programs meet with their workforce advisors and adhere to those courses on their automated degree plans.***

MATH COURSE SEQUENCING CHART FOR SCIENCE PREREQUISITES



SPECIAL STUDENT POPULATIONS

HIGH SCHOOL STUDENTS

The only way high school students can take courses at MCC is through the "Dual Credit" or "Early Admission" programs.

DUAL CREDIT STUDENTS

Course completion will count for high school ***and*** college. Ideally, courses will fulfill requirements for both the college degree and the high school diploma, but MCC advises only for the college degree.

- Dual Credit students can start in the ***fall*** of their ninth grade year.
- For a list of student eligibility requirements, go to https://www.mclennan.edu/hs-pathways/guidelines.html.
- To find out what courses are eligible for Dual Credit, go to https://www.mclennan.edu/hs-pathways/isd-materials.html.
- The course must NOT be developmental or remedial.
- ***PHED courses and private music lessons are not eligible for dual credit.***
- To be eligible for dual credit, a course must fall into one of these categories: McLennan core curriculum, foreign language, a WECM course, active field of study curriculum, active program of study curriculum, or one of these ACGM rubrics: ACCT, AGRI, ARCH, BCIS, BUSI, COSC, CRIJ, ENGR, ENGT, FORE, FORS, HORT, RNSG.
- If you are unsure if a course qualifies, contact the High School Pathways Office at 254-299-8937.

EARLY ADMISSION STUDENTS

Course completion will count for college credit only.

- The students can begin the summer after their sophomore year of high school.
- For a list of student eligibility requirements, go to https://www.mclennan.edu/hs-pathways/guidelines.html.
- Early Admission courses should apply to the student's future degree plan with the following restrictions:
- The course must NOT be developmental or remedial.
- ***PHED courses are not eligible.***

If you have questions, contact the High School Pathways Office at 254-299-8937.

HOMESCHOOLED STUDENTS (DUAL CREDIT OR EARLY ADMISSION)

- Their "school" is treated by the State as a private school.
- Homeschool students must be referred to the High School Pathways Office. An MOU is required for each homeschool family, and MCC cannot register students until the documents are completed.

- Recommend that they follow the high school graduation requirements outlined by the Texas Education Agency.

For more information, go to https://www.mclennan.edu/hs-pathways/enroll.html.

ENROLLMENT PROCESS FOR HIGH SCHOOL STUDENTS

Potential Dual Credit or Early Admissions students need to go to the High School Pathways webpage at https://www.mclennan.edu/hs-pathways/enroll.html and follow the steps for enrollment.

Dual Credit and Early Admission students must meet with an MCC advisor prior to course registration if the student will exceed 15 semester credit hours or if requesting a course not in the Transfer Block. An online advising form will be completed during the meeting with the Advising Specialist, submission of the online form online advising form will transmit a copy to the High School Pathways office.

TEST SCORES FOR HIGH SCHOOL PATHWAYS

DUAL CREDIT, EARLY ADMISSION, EARLY COLLEGE HIGH SCHOOL

TSI Assessment Passing Scores *TSIA scores are valid for 5 years from the date of testing.*		
	ELAR	**MATH**
TSIA-2	**One combined ELAR test:** • Multiple choice score 945 and essay score 5 **OR** • Multiple choice score below 945, diagnostic level 5 or 6, and essay score 5	**OR** • Score of 950 • Score below 950 and diagnostic level 6
TSIA-1	**Reading:** Score of 351 **Writing:** • Essay score of 5 **OR** • Essay score of 4 **AND** Multiple Choice score of 340	Score of 350
Academic Courses	**TSIA-1 Reading:** Passing score required for ALL academic, workforce AAS, workforce level 2 certificate courses. **TSIA-1 Writing:** Passing score required for some courses, including ENGL, BIOL 1406, BIOL 2401. **TSIA-2 ELAR:** 945 multiple choice score **or** overall passing ELAR score required for ALL academic, workforce AAS, workforce level 2 certificate courses. **TSIA-2 ELAR:** Passing score for entire section required for some courses, including BIOL 1406 & 2401, ENGL, HIST, GOVT, PSYC, and potentially others.	Passing score required for some courses, including MATH, ENGR and some science.
Workforce Courses, Level 1 Certificate Program	• Only needed if required for course/program • Recommended TSIA-1: Reading score of 347 • Recommended TSIA-2: ELAR score 945	Only needed if required for course/program

TSIA WAIVERS AND EXEMPTIONS FOR HS PATHWAYS STUDENTS

STAAR EOC Scores			
English 2	**English 3**	**Algebra 1**	**Algebra 2**
4000+	4000+	4000+ **AND** passing grade for Algebra 2	4000+

Other Test Scores			
Assessment	**Combined/Composite**	**Reading/English**	**Math**
PSAT/NMSQT		460 EBRW	510

ACT*	23	19 English	19
SAT, March 2016 and later		480 EBRW	530
ACT-Aspire		435 English	431

Note: English 2 EOC, Algebra 1 EOC, PSAT/NMSQT, and ACT Aspire scores expire upon high school graduation.
*Students must meet both composite score **and** the relevant subject score standard(s).

INTERNATIONAL STUDENTS

Federal regulation requires students holding an F-1 Visa immigration status to maintain a minimum of 12 credit hours during long semesters. ***Of the 12 hours, 9 of them must be face to face courses.*** (Hybrid courses count as face to face; Hyflex are considered online and therefore do not count as face to face.)

ROTC

The Reserve Officer Training Corps (ROTC) programs at McLennan Community College allow students to train to become commissioned officers in the United States Air Force or Army while working toward bachelor's degree. Competitive multiyear scholarships, which may pay some or all tuition, fees, textbooks and other collegiate expenses, are available. The ROTC programs offered at MCC are based out of Baylor University.

Academic advisors do not need verification of eligibility for the program, although academic advisors should encourage the student to be in touch with the officer over the program. It is important to make students aware that the courses are held at Baylor University, not at MCC.

- The courses for the Air Force ROTC have the AERO rubric. Students must take two during the same semester due to being co-requisites (i.e., AERO 1101 and AERO 1111 or AERO 2101 and AERO 2111).

- The courses for the Army ROTC have the MILS rubric. Students must take two during the same semester due to being co-requisites (i.e., MILS 1101 and MILS 1111 or MILS 2201 and MILS 2111).

Because they are held at Baylor, encourage students to plan for adequate travel time to/from Baylor and MCC.

If assistance is needed for MCC registration into ROTC courses, refer the students to Kacy Yevcak in the Records Office.

TRANSIENT / NON-DEGREE SEEKER STUDENTS

Transient students are considered non-degree seeking, and should be in a "Transient/Non-Degree Seeker" degree plan. Students can technically be considered "transient" after high school graduation and prior to transferring.

Important considerations**:**

- Waived from TSI.

- Prerequisites still apply.

- Eligible to register for coursework without advisor approval. (Refer to Highlander Central for registration assistance.)

- Ineligible for financial aid.

- Ineligible for graduation.

- Students who have been transient with MCC in the past will not have to submit a new application to MCC if no more than one year has passed.

- If the transient student is an international student, they must also provide copies of their visa, current I-20, and a letter from their current international advisor who approved them to enroll at MCC.

VETERANS

To be waived from the TSIA2, veterans need to hand in their DD 214 to either Highlander Central or to the VA Specialist in Financial Aid.

After they register for classes, they have to complete the Request for Benefits online at www.mclennan.edu/veterans. They have to complete this every semester in order to receive benefits. Questions need to be directed to the VA Specialist in Financial Aid.

The VA has rules about what they will financially cover. According to a document provided by the Department of Veterans Affairs, the following situations are some of what the VA ***will not pay for***:

- Course repeats in which a grade of "D" or better was earned, unless a higher grade is required for a particular course of study (e.g., a "C" is required in all nursing courses).

- Courses not required for the student's particular degree program.

- Developmental courses, unless required by MCC with written justification. (Advisors can email the VA Specialist a memo stating why a certain developmental course is recommended.) ***The developmental course cannot be taken online.***

- Physical Education courses.

- Students in a long semester must take a full course load with either ***all*** 16 week courses ***or*** a mixture of two classes in the first 8 weeks and two classes in the 2nd 8 weeks. Any other combination risks not receiving VA funding.

The above list is not exhaustive. Any questions should be directed to the VA Specialist in Financial Aid.

TECHNOLOGY: STUDENT PLANNING, INSIGHT, AND COLLEAGUE

WEBADVISOR AND COLLEAGUE

This is where student information is stored and managed. Students can go to WebAdvisor through the MCC webpage and access their financial and academic information 24/7.

CHANGING A PROGRAM OF STUDY

If a degree program or catalog year change is warranted, follow these steps:

- Log into Self-Service
- Go to the menu on the left side of the screen and select the briefcase icon labeled "Daily Work."
    - Select Advising
    - Select Advising Overview
- Enter the Student's ID number, and select "View Details."
    - Click the Progress Tab
    - Click View a New Program
    - The catalog year can be changed in this section with the drop-down menu "Alternate Catalog Year." (Catalogs begin in the Fall semester and run through Summer 2 of the following year.
- Select the Academic Program you want to add through the drop down menu and click "Update Program." (Note: Students may have up to three academic programs.)

  If you are entering an AA, but sure to indicate the corresponding academic pathway:

  AA.BI Business and Industry
  AA.CA Creative Arts
  AA.HP Health Professions
  AA.LA Liberal Arts
  AA.PS Public Service

Change of Major Instructions:

- For students <u>not</u> enrolled, or enrolled in a <u>future</u> term:
    - End date = 2 days prior to today
    - Start date = 1 day prior to today
- For <u>currently</u> enrolled students
    - End date = last date of current term
    - Start date = 1 day following term end date

Ending a Major Instructions:

- For students not enrolled, or enrolled in a future term:
    - End Date = 2 days prior to today
- For currently enrolled students
    - Complete the "End Student Program" form on Softdocs and submit to the Office of Student Records

There is a different process if the term has begun and the student falls into one of these categories:

- VA Student needs major changed for VA funding.
- Student needs major added for graduation purposes.
- Student needs major changed because of TSI Violation.
- Student has non-degree seeker program and is seeking a degree and needs financial aid.

Email the Office of Student Records at studentrecords@mclennan.edu and explain the need for the change request. Include the following information:

- Student Name,
- Student ID#,
- The active program to end,
- The new program information, with catalog year, to add.

COLLEAGUE SCREENS

EVAL Access student's automated degree plan

IASU Check receipt of transcripts

PERC View and/or enter "holds" or restriction codes

PSPR Create a "proposed degree plan"

RGN Register students and/or do overrides

SACP View student's previous and current degree plans

SMIN Discover when courses are offered each year

SRWS Enter "Student Requisite Waivers"

STAC Discover what happened during registration

A = courses added on Add/Drop days (before the Census Date)

D = courses dropped on Add/Drop days (before the Census Date)

N = new courses registered

TR = courses transferred to MCC

W = courses dropped after the Census Date

X = courses dropped after the first class day

STNT Document a "Section Capacity Override"

STSC View student's class schedule

TRCL View transcript of all classes taken at MCC

TSUM Access test scores

VPXP Identify registered proxy

XINFO Access financial aid info. (e.g., satisfactory progress) and Six-Drop Rule status

XRDF Determine registration eligibility

XVTC Determine if a student has signed "Terms and Conditions"

COURSE APPROVAL

All students must have individual course approval each semester via Student Planning to register.

- Access the "Faculty" section in WebAdvisor. From the "Faculty Information" menu, select the "Student Planning/Registration" link. Enter the student's ID number or full name.

  Click Submit.

- Choose courses from the degree plan and/or enter the course(s) into the search window. Click the "Add Course to Plan" button on the top right corner of the course description and then select the term from the drop down on the next screen. Next, click on "Add Course to Plan."

- Go to "Course Plan" and click on the box next to the courses you want to approve. When you click on it a check mark will appear. ***Be sure to click on the "Approve" tab directly above it.*** A thumbs-up sign will appear beside each course to indicate that it is approved.

  Be sure to click the box next to each class and then click on "Protect" on the white area above it. This locks the courses so that students cannot accidentally delete them.

- If you need to register students for class(es), select "Calendar" in the "Course Plan" section.

- The courses will be listed on the left. At each course, select "View Other Sections" to see when the course is offered. Once you identify the one you want, click on it, then click on "Add Course to Schedule," then "Register Now." (There is also a registration button with each course listing.) ***Once the course is green on the calendar, you know it is registered.***

- Make sure you click on "Review Complete," and then "Archive" at the top right of the page to save the information about who helped the student.

PREREQUISITE WAIVERS

If a student has completed the prerequisite to a desired class at another institution, but the transcript evaluation has not been completed, students can complete a "Prerequisite Waiver Request."

- This Softdocs form is located on the Records and Registration webpage. Records will process the request and get Dean approval, if needed.

  - Go to the Records and Registration webpage, and click on "Student Resources" on the right-side of the page.

  - Drop down to the "Student Records Request Form," then select "Pre-Requisite Waiver Request Form."

- Unofficial transcripts can be used to process the waiver as long as a grade is showing for the course.

- The official transcript must be on file by the first class day; otherwise, the student will be dropped from the class.

PROPOSED PROGRAMS

If students do not have an active program or would like to see what courses they need to take if in a different program, there are two ways to do it, both of which show the program requirements along with how completed courses fit in.

- Through the Student Menu in WebAdvisor, go to the "Automated Degree Plan," then select one of the academic programs from the "What if I changed my program of study" drop-down menu. (Choose a catalog year, if prompted.) Click the submit button.

- Through the Student Menu in WebAdvisor, go to "Student Planning/Registration," and select the "My Progress" button. Towards the top of the page will be a button that says "View a New Program." Select the program of interest from there.

RESTRICTION CODES

Students who are interested in getting into the Health Profession's AAS degrees ***must*** have a restriction code entered in the PERC screen in Colleague to help with advising and tracking purposes. It is fine for multiple areas of interest to be listed.

- Log into Colleague.

- Visit PERC.

- Enter the Students' ID number.

- In the "Restriction" area, type in the appropriate code(s) below. It is fine for multiple interest areas to be listed.

  Codes:

  Allied Health Science Interest: AHHSP

  Associate Degree Nursing Interest: ADNP

  Certified Medical Assistant Interest: CMAP

  Licensed Vocational Nursing Interest: LVNP

  Medical Lab Technician Interest: MLTP

  Occupational Therapy Assistant Interest: OTAP

  Paramedicine Interest: PMP

  Physical Therapy Assistant Interest: PTP

  Respiratory Care Technology Interest: RCP

  Radiologic Technology Interest: RTP

  Surgical Technology Interest: STP

  Veterinary Technology Interest: VTP

- Hit return and you are done. The severity and start date will automatically populate.

- Click "Save."

INSIGHT

All student advising contacts are documented through a program called "Insight." This program allows for information to be shared between multiple departments (e.g., faculty, advisors, Admissions).

It promotes continuity of care, and insures the accurate representation of information.

- Log into Insight by going to www.mclennan.edu/insight/.
- Click on "Faculty, Staff & Student Login."
- Put the student's ID number in the "Quick Search Window."

There are several options for entering notes.

EMAIL

- Look for "Email" under the "Log Entries" heading, then fill out the appropriate fields. Select the "Generic" template.
- Summarize you meeting in the email.
- The email will go to the student, and will save in Insight. This is the preferred method of sharing meeting notes with the student.

RECORD CONTACT

- Look for "Record Contact" under the "Log Entries" heading.
- The notes that go into this section are kept in the computer and not shared with the student.
- This area is for simple matters that occur in the advising office, such as where to get something signed, how to log into Blackboard, questions about class locations, etc.
- Emails sent to the student from your regular MCC email account can be copied and saved in this section for future reference.
- ***If a note needs to be private, it also needs to go in this section.***

ATTACH FILE

- This provides a way to bring in a document from your desktop to save in the system. It is useful for transfer plans, etc.

TRANSFERRING AFTER MCC

All transfer advising should be done in Advising and Career Services or in close cooperation with Advising and Career Services.

TRANSFERRING THE CORE

For students who have completed a core course in an institution's "core curriculum," (e.g. Government/Political Science), the completed class in that area will fulfill the core area at the receiving institution when transferring to a state university in Texas. In other words, students no longer have to be "core complete" to have courses transfer.

STANDARD COURSES FOR TRANSFER

The following courses are "safe" for almost any transfer degree program to a public university in Texas, and well suited for students who have not yet selected a major:

- ENGL 1301, ENGL 1302
- HIST 1301, HIST 1302
- GOVT 2305, GOVT 2306
- SPCH 1311, SPCH 1315, or SPCH 1321
- MUSI 1306, DRAM 1310, or ARTS 1301
- SOCI 1301 or PSYC 2301.

COURSES FOR STUDENTS WHO KNOW THEIR MAJOR

For students who have selected their major, it is important to make sure that they complete any courses that are required of that "college" where the major resides prior to trying to transfer.

In other words, we want to make sure that students will not only be able to transfer to their university of choice, but the students ***will also*** be admitted to their college of choice within the university. (For example, science majors are required to complete certain math and science courses before being allowed into the College of Natural Sciences.)

In many instances, this is more important than being core complete.

There are some universities that want to see how transfer students handle their courses before they will allow them into their "college," so it is in the students' best interest to transfer after a year at MCC. The University of Texas and Texas A&M University are well known for this policy.

Please contact an Advising Specialist in Advising and Career Services if you are helping students with transfer advising.

TUITION FOR EXCESSIVE UNDERGRADUATE HOURS POLICY

Texas has a law that addresses students who transfer with excessive undergraduate hours. It is important to help students understand that taking courses multiple times and/or going beyond a reasonable amount of transfer hours (e.g., 66-72) has financial consequences. The text below is directly from UTA's website:

"Pursuant to state law, students who first enrolled in any college or university in Fall 1999 or a later semester may be required to pay a higher tuition rate if attempted undergraduate credit hours exceed a designated limit. Students who first

entered a college or university in Fall semester 1999 through Summer semester 2006 may be required to pay a higher tuition rate when the credit hours attempted at publicly-funded Texas colleges or universities exceed by 45 or more the hours required for the student's declared baccalaureate degree. ***Students who first entered a college or university in Fall semester 2006 and thereafter may be required to pay higher tuition rates when the credit hours attempted at publicly-funded Texas colleges or universities exceed by 30 or more the hours required for the student's declared baccalaureate degree.*** This requirement applies only to the first baccalaureate degree earned; students already holding one baccalaureate degree are exempt when enrolled in a second baccalaureate degree program.

This requirement applies to **all credit hours attempted at any publicly-funded Texas institution, including courses with a grade of D, F, or W,** as well as courses serving as a grade replacement and courses that have been grade replaced or grade excluded or grade forgiven. Credit hours earned at a private or an out-of-state institution are not counted toward the limit. Some other exceptions may apply.

For more information about this state law, see www.statutes.legis.state.tx.us (Texas Education Code, secs. 54.014 and 61.0595), or UT Arlington's excessive hours website."

TRANSFERRING COURSES BACK TO MCC

REVERSE TRANSFER

Students who transfer to a university can earn their degree retroactively. The process is called "Reverse Transfer."

The university runs a computer query, based on course hours. If the query finds eligible students, they are contacted for permission to send a transcript to MCC. If everything checks out for a degree, MCC contacts the students about graduation.

Qualifications for an associate degree through the reverse transfer program:

- Have earned 30 college credit hours from MCC
- Have earned at least 66 college credit hours combined from McLennan Community College and a university
- Be in good standing at MCC and the university

Please contact Advising and Career Services at 299-8614 for assistance with any transfer issues.

SEND TRANSCRIPT TO MCC

If students have to transfer prior to receiving a degree from MCC, they can arrange for the university's Registrar's Office to send their transcript back to MCC to earn their Associates degree. This can be accomplished at any accredited university.

The student will want to contact MCC's Records Office to let them know of their desire to have the transcript evaluated so that they can graduate.

STUDENT RESOURCES FOR PERSONAL AND/OR ACADEMIC ASSISTANCE

Accommodations (aka Disability Services): 254-299-8122 or disabilities@mclennan.edu
(Student Services, third floor.)

This office provides help for students with documented disabilities and needing classroom accommodations

Advising and Career Services: 254-299-8614
(Student Services, second floor)

Students should be referred for assistance with the following:

Academic Advising (advise@mclennan.edu)

- To help students gain an understanding of MCC policies and degree requirements
- To help students choose or change a major
- To help students avoid taking courses for which they are unprepared
- To help students prepare for transfer or career opportunities
- To track students' progress toward and plan for graduation
- To help students with course selection and scheduling

Career Services (careers@mclennan.edu)

- Assistance in choosing a major
- Exploring career options
- Developing a resume
- Writing a cover letter
- Searching for an internship
- Searching for a job
- Developing networking and professional contacts
- Learning how to interview

Counseling Services: 254-299-8210
(Wellness and Fitness Building)

Students should be referred for assistance with the following personal issues and concerns:

- Emotional concerns (anxiety, depression, anger, stress, loneliness, guilt, self-esteem, grief)
- Relationships (marriage, dating, friendship, co-workers, parents)
- Family issues (family crisis, divorce, identity concerns, problems stemming from childhood)
- Academic concerns (test or presentation anxiety, perfectionism, low motivation)

Crew (Campus Resources Education Web): 254-299-8561
(Student Services Building, second floor, Room 249)

Students should be referred for assistance with the following:

- Resources for non-academic needs (e.g., food, health care, transportation, housing)
- Assistance with connecting to campus resources
- Assistance navigating access to community resources
- Access to food sources (e.g., Shepherd's Heart Mobile Food Truck, Paulanne's Pantry, snack stations)
- Connecting with community partners brought to campus
- Advocacy for student needs to MCC leaders and community partners

Learning Commons: 299-8500 or ast@mclennan.edu
(Learning Technology Center)

It combines Academic Support and Tutoring, Library Services, and the Technology Help Desk. Students can get the following services:

- Tutoring for any subject
- Writing assistance
- Navigation in Brightspace
- Accessing online course texts
- Research, print and electronic resources
- Help with technology issues.
- Use of study rooms, webcams, headphones and computers.
- Use of multipurpose rooms for small groups or an entire class.

Success Coaching Services: 254-299-8226
(Student Services, second floor)

Students should be referred to access the following services:

First-Generation
This program guides scholars through the MCC experience by fostering self-awareness as well as critical thinking skills to help them both in the classroom and in life. For more information, visit the First-Gen webpage at https://www.mclennan.edu/firstgen/index.html.

Men of Color
This program is designed to address challenges of first generation college students, traditionally underrepresented groups, and students in need of academic and personal direction. For more information, visit the Men of Color webpage at https://www.mclennan.edu/men-of-color/.

Success Coaches
Success Coaches meet with students one-on-one or in groups to:

- Help FTIC navigate through the challenges of higher education
- Guide, coach, mentor, and advocate for personal and academic success
- Provide early intervention resources and strategies to FTIC and students with identified risk factors.
- Connect students to career development and academic planning, academic support, and other resources.
- Assist in developing effective problem-solving skills, decision-making, and personal responsibility to overcome barriers impeding academic success.

Support and Empowerment Program (SEP)
This program promotes student success by providing emotional, academic, and financial support to McLennan Community College students who meet the definition of special populations according to the Carl Perkins Basic Grant. For more information, visit the Support and Empowerment Program webpage at https://www.mclennan.edu/completion-center/support-and-empowerment-program.html.

Testing Services: 254-299-8453 or testingcenter@mclennan.edu
(Student Services, second floor)

Students should be referred to complete the TSIA2 Assessment, placement, instructional, and other tests.

Trio Student Support Services: 254-299-8431
(Student Services Center, third floor)

Offers additional academic services to support students who are:

- The first generation of their family to attend college
- Low-income
- Have a documented disability

Eligibility criteria apply.

CANVA PRESENTATION

https://www.canva.com/design/DAFOpAqJUEw/LSGV6lD48TlxK37Jz0sieQ/edit?utm_content=DAFOpAqJUEw&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

APPENDIX: FORMER TSI CHARTS

TSI PLACEMENT GUIDE FOR FALL 2016 - APRIL 2017	
Reading Passing = 351 or higher	**Eligible for reading intensive courses**
347 - 350	INRW 0402 and INRWL 0402
346 or less	INRW 0401 and INRWL 0401
Writing Passing = Essay of 5 or an Essay of 4 and Multiple Choice of 363	**Eligible for ENGL 1301 or ENGL 2311**
Essay of 4 and Multiple Choice of 356 to 362	INRW 0402 and INRWL 0402
Essay of 4 and Multiple Choice of 355 or less	INRW 0401 and INRWL 0401 (E Sections)
Essay of 3 or less (or no essay) and Multiple Choice of 356 or higher	INRW 0401 and INRWL 0401
Essay of 3 or less (or no essay) and Multiple Choice of 355 or less	INRW 0401 and INRWL 0401 (E Sections)
Math Passing = 350	**Eligible for MATH 1314 or MATH 1324**
342-349	MATH 0311 (or the 0137/0138/0139 CAI sequence) or MATH 1332 or MATH 1342
341 or less **and** an ABE score 4-6	MATH 0307 (or the 0124, 0125, 0126 CAI sequence) or MATH 0308 (Mathways)
341 or less **and** an ABE score of 1-3	MATH 0307 (or the 0124, 0125, 0126 CAI sequence) **and** a linked section of BASM 0300 (Students cannot take Mathways at this level.)
Learning Framework Courses	**PSYC 1100/EDUC 1100** is for new students who are TSI complete or have a remedial need in only **one** area. **PSYC 1300/EDUC 1300** is for students who have a remedial need in **two or more** areas.

MCC Student Development (August 2016)

TSI PLACEMENT GUIDE (EFFECTIVE APRIL 2017 - JUNE 28, 2017)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 and INRWL 0402	
346 or less	INRW 0401 and INRWL 0401	
Writing **Passing = Essay of 5 or an Essay of 4 and Multiple Choice of 363**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 356 to 362	INRW 0402 and INRWL 0402	
Essay of 4 and Multiple Choice of 355 or less	INRW 0402 and INRWL 0402 (E Sections)	
Essay of 3 or less (or no essay) and Multiple Choice of 356 or higher	INRW 0401 and INRWL 0401	
Essay of 3 or less (or no essay) and Multiple Choice of 355 or less	INRW 0401 and INRWL 0401 (E Sections)	
Math **Passing = 350**	**Eligible for MATH 1332, MATH 1342, MATH 1324, or MATH 1314**	
342-349	**Non-Algebraic (Non-STEM)**	**Algebraic (STEM)**
	TSI Complete Eligible for MATH 1332 or MATH 1342	MATH 0311 (or the 0137/0138/0139 CAI sequence)
341 or less **and** an ABE score of at least 4	MATH 0308 (Mathways) (MATH 0307 or the 0124, 0125, 0126 CAI sequence is a possibility)	MATH 0307 (or the 0124, 0125, 0126 CAI sequence)
341or less **and** an ABE score of 1-3	MATH 0124, 0125, 0126 CAI sequence **and** a linked section of BASM 0300 (Students cannot take Mathways at this level.)	

MCC Student Development (April 2017)

TSI PLACEMENT GUIDE (EFFECTIVE JUNE 29, 2017 - AUGUST 17, 2017)		
Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 and INRWL 0402	
346 or less	INRW 0401 and INRWL 0401	
Writing **Passing = Essay of 5 or an** **Essay of 4 and Multiple Choice of 363**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 356 to 362	INRW 0402 and INRWL 0402	
Essay of 4 and Multiple Choice of 355 or less	INRW 0402 and INRWL 0402 (E Sections)	
Essay of 3 or less (or no essay) and Multiple Choice of 356 or higher	INRW 0401 and INRWL 0401	
Essay of 3 or less (or no essay) and Multiple Choice of 355 or less	INRW 0401 and INRWL 0401 (E Sections)	
Math **Passing = 350 for AS, Algebraic (STEM)** **Passing = 342 for AA, Non-Algebraic (Non STEM)**	**Non-Algebraic** **(Non-STEM)** **TSI Complete** **Math 342**	**Algebraic** **(STEM)** **TSI Complete** **Math 350**
Math 342-349	**TSI Complete**	MATH 0311 (or the 0137/0138/0139 CAI sequence)
341 or less **and** an ABE score of at least 4	MATH 0308 (Mathways) or MATH 0307 (or the 0124, 0125, 0126 CAI sequence)	MATH 0307 (or the 0124, 0125, 0126 CAI sequence)
341 or less **and** an ABE score of 1-3	MATH 0124, 0125, 0126 CAI sequence **and** a linked section of BASM 0300 (Students cannot take Mathways at this level.)	

MCC Student Development (June 29, 2017)

TSI PLACEMENT GUIDE (EFFECTIVE AUGUST 18, 2017 - NOV. 29, 2017)		
Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 and INRWL 0402	
346 or less	INRW 0401 and INRWL 0401	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	INRW 0402 and INRWL 0402	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 and INRWL 0401	
Math **Passing = 350 for AS, Algebraic (STEM)** **Passing = 342 for AA, Non-Algebraic (Non STEM)**	**Non-Algebraic (Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic (STEM)** Eligible for MATH 1314 or MATH 1324
	TSI Complete	MATH 0311 (or the 0137/0138/0139 CAI sequence)
341 or less **and** an ABE score of at least 4	MATH 0308 (Mathways) (MATH 0307 or the 0124, 0125, 0126 CAI sequence is a possibility)	MATH 0307 (or the 0124, 0125, 0126 CAI sequence)
341or less **and** an ABE score of 1-3	MATH 0124, 0125, 0126 CAI sequence **and** a linked section of BASM 0300 (Students cannot take Mathways at this level.)	

MCC Student Development (August 18, 2017)

TSI PLACEMENT GUIDE (EFFECTIVE NOV. 30, 2017 - APRIL 10, 2018)		
Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 and INRWL 0402	
346 or less	INRW 0401 and INRWL 0401	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340 and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	INRW 0402 and INRWL 0402	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 and INRWL 0401	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or Math 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or Math 1324
342 to 349	MATH 1332 or MATH 1342	**Corequisite, linked courses:** MATH 0311 with MATH 1314 **or** MATH 0311 with MATH 1324 **Or** (0137, 0138, 0139) with MATH 1314 **or** (0137, 0138, 0139) with MATH 1324
335 – 341 And ABE score at least 4	**Corequisite, linked courses** MATH 0308 with MATH 1332 **Or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 5 or 6	**Corequisite, linked courses** MATH 0308 with MATH 1332 **Or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 4	MATH 0308	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 1 -3	MATH 0308 **linked with** BASM 0300	MATH 0124, 0125, 0126 **Linked with** BASM 0300

MCC Student Development (November 30, 2017)

TSI PLACEMENT GUIDE (EFFECTIVE APRIL 11, 2018 - AUGUST 13, 2018)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
346 or less	INRW 0401 and INRWL 0401	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340 and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	INRW 0402 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 and INRWL 0401	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
342 to 349	MATH 1332 or MATH 1342	**Co-requisite, linked courses:** MATH 0311 with MATH 1314 **or** MATH 0311 with MATH 1324 **or** (0137, 0138, 0139) with MATH 1314 **or** (0137, 0138, 0139) with MATH 1324
335 – 341 And ABE score at least 4	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 5 or 6	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 4	MATH 0308	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 1 -3	MATH 0308 **linked with** BASM 0300	MATH 0124, 0125, 0126 **linked with** BASM 0300

MCC Student Development (April 11, 2018)

TSI PLACEMENT GUIDE (EFFECTIVE AUGUST 14, 2018 - JUNE 2, 2019)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 or 0412 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
346 or less	INRW 0401 or 0411 and INRWL 0401	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340 and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	INRW 0402 or 0412 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 or 0411 and INRWL 0401	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
342 to 349	MATH 1332 or MATH 1342	**Co-requisite, linked courses:** MATH 0311 with MATH 1314 **or** MATH 0311 with MATH 1324 **or** (0137, 0138, 0139) with 1314 **or** (0137, 0138, 0139) with 1324
335 – 341 And ABE score at least 4	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 5 or 6	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 4	MATH 0308	MATH 0307 or MATH 0124, 0125, 0126
Less than 335 AND ABE score of 1 -3	MATH 0308 **linked with** BASM 0300	MATH 0124, 0125, 0126 **linked with** BASM 0300

TSI PLACEMENT GUIDE (EFFECTIVE JUNE 3, 2019 - AUGUST 23, 2020)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
347 - 350	INRW 0402 or 0412 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
346 or less	INRW 0401 or 0411 and INRWL 0401	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340 and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	INRW 0402 or 0412 and INRWL 0402 **Co-requisite courses:** ENGL 1301 or university equivalent	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 or 0411 and INRWL 0401	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
342 to 349	**Co-requisite, linked courses** NCBO with MATH 1332 **or** MATH 1342	**Co-requisite, linked courses:** MATH 0311 with MATH 1314 **or** MATH 0311 with MATH 1324
335 – 341 And ABE score at least 4	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307
Less than 335 AND ABE score of 5 or 6	**Co-requisite, linked courses** MATH 0308 with MATH 1332 **or** MATH 0308 with MATH 1342	MATH 0307
Less than 335 AND ABE score of 4	MATH 0308	MATH 0307
Less than 335 AND ABE score of 1 -3	MATH 0308 **linked with** BASM 0300	MATH 0307 **linked with** BASM 0300

TSI PLACEMENT GUIDE (EFFECTIVE AUGUST 24, 2020 – JAN. 10, 2021)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
340 - 350	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
339 or less	INRW 0401 or 0411	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340** **and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 and Multiple Choice of 339 or less	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
Essay of 3 or less (or no essay) and Multiple Choice of 339 or less	INRW 0401 or 0411	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
348 to 349 **See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses:** MATH 1314 **or** MATH 1324 with NCBM 0101*
342 – 347 **See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses** MATH 1314 **or** MATH 1324 with MATH 0311
336 – 341 **OR** Less than 336 with an ABE score of 5 or 6	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with MATH 0308	**Co-requisite, linked courses** MATH 0307 with MATH 0311
335 or Less with an ABE score of 1 -4	MATH 0307 **linked with** BASM 0100	MATH 0307 **linked with** BASM 0100

MCC Student Development (March 6, 2020)

Beginning August 24, 2020: If a student successfully completes both MATH 0308 and either MATH 1332 or MATH 1342, then the student may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. The student will not be required to take MATH 0307.

* NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

TSIA2 PLACEMENT GUIDE (EFFECTIVE JAN. 11, 2021 - APRIL 5, 2021)

English Language Arts Reading (ELAR) **College Readiness Classification (CRC)** CRC Score of at least 945 and an Essay of at least 5; or CRC Score below 945 and a Diagnostic level of 5 or 6 and an Essay of at least 5	**Eligible for reading, writing, or reading and writing- intensive designated courses**	
Score 945 – 990 and Diagnostic level 4 and WP Essay 1 – 4 **Or** Score 910 – 944 and Diagnostic level 4 -6 and Essay 3 – 4	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
Score 910 – 944 and Diagnostic level 1 – 3 (Essay is NOT Administered)	INRW 0401 or 0411	
Math **College Readiness Classification (CRC)** CRC Score of at least 950; or CRC Score below 950 and a Diagnostic level of 6	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
Diagnostic level 5 ***See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses** MATH 1314 **or** MATH 1324 with MATH 0311
Diagnostic level 3 - 4	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with MATH 0308	**Co-requisite, linked courses** MATH 0307 with MATH 0311
Diagnostic level 1 - 2 ** See Note	MATH 0307 **linked with** BASM 0100	MATH 0307 **linked with** BASM 0100

MCC Advising and Career Services (December 1, 2020)

Beginning August 24, 2020: If a student successfully completes both MATH 0308 and either MATH 1332 or MATH 1342, then the student may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. The student will not be required to take MATH 0307.

* NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

**Remedial sequence, by semester, from BASM 0100 through TSI Completion

	First Semester	Second Semester	Third Semester
Non-Algebraic Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1332 or 1342 with NCBM 0100	TSI Math Complete
Algebraic (STEM) Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1314 or 1324 with MATH 0311 (6 hrs.)	TSI Math Complete

Both TSI Assessment (TSIA and TSIA2) results are valid for the purposes of this title for five (5) years from date of testing.

TSI PLACEMENT GUIDE (EFFECTIVE APRIL 6, 2021)

Reading **Passing = 351 or higher**	**Eligible for reading intensive courses**	
350 or less	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENG 1301 or university equivalent	
Writing **Passing = Essay of 4 and Multiple Choice of 340; or** **Essay of 5 and Multiple Choice less than 340** **and ABE of at least 4**	**Eligible for ENGL 1301 or ENGL 2311**	
Essay of 4 or less and Multiple Choice of 339 or less	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
Math **Passing = 350 or greater**	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
348 to 349 **See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses:** MATH 1314 **or** MATH 1324 with NCBM 0101*
342 – 347 **See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses** MATH 1314 **or** MATH 1324 with MATH 0311
336 – 341 **OR** Less than 336 with an ABE score of 5 or 6	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with MATH 0308	**Co-requisite, linked courses** MATH 0307 with MATH 0311
335 or Less with an ABE score of 1 -4	MATH 0307 **linked with** BASM 0100	MATH 0307 **linked with** BASM 0100

Beginning August 24, 2020: If students successfully complete both MATH 0308 and either MATH 1332 or MATH 1342, then they may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. They will not be required to take MATH 0307.

*NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

TSI PLACEMENT GUIDE - HEALTH PROFESSIONS & WORKFORCE

REMEDIATION RECOMMENDATIONS

HEALTH PROFESSIONS PROGRAMS MATH REQUIREMENTS

Program	Math Requirement	Math Recommendation
Associate Degree Nursing	TSI Complete by application deadline	MATH 1342 for BSN
Vocational Nursing	TSI Complete by application deadline (Degree plan specifies MATH 0311, 1332, 1342)	MATH 1342 for LVN to BSN
Medical Assistant	Must be TSI complete before beginning MDCA courses.	Prefer MATH 1332 or MATH 1342; MATH 0311 if student prefers developmental course.
Medical Lab Technician	Must be TSI complete by application deadline. MATH 1314 or MATH 1342 required by application deadline.	MATH 1314 or MATH 1342 needed for degree plan.
Phlebotomy	MATH to meet TSI requirements.	MATH 1314 or MATH 1342 as future recommendation.
Physical Therapist Assistant	Must be TSI complete by application deadline.	MATH 1314 recommended.
Occupational Therapy Assistant	Must be TSI complete by application deadline.	MATH 1342, PHIL 2303 preferred; any college level math acceptable.
Radiologic Technology	Must be TSI complete by application deadline. College level math required by application deadline.	Any college level math required for application to the program.
Respiratory Care Technology	Must be TSI complete by application deadline. MATH 1314 required by application deadline. MATH 1342 is accepted as well.	MATH 1314 or MATH 1342 for program admission.
Surgical Technology	Must be TSI complete by application deadline.	Any college level math, prefer MATH 1332 or MATH 1342. We will be offering an AAS in the next year or so.
Vet Tech AAS	Must be TSI complete by application deadline. MATH 1314 or MATH 1332 required by application deadline.	MATH 1314 or MATH 1332 required for degree plan.
Vet Tech Certificate	MATH 1314 or MATH 1332	MATH 1314 or MATH 1332 for certificate requirement.

TSIA2 PLACEMENT GUIDE (EFFECTIVE APRIL 6, 2021 - APRIL 3, 2022)

English Language Arts Reading (ELAR) **College Readiness Classification (CRC)** CRC Score of at least 945 and an Essay of at least 5; or CRC Score below 945 and a Diagnostic level of 5 or 6 and an Essay of at least 5	**Eligible for reading, writing, or reading and writing- intensive designated courses**	
Score 945 – 990 and WP Essay 1 – 4 **Or** Score 910 – 944 and Diagnostic level 1 -6 with a WP Essay 1 – 4 **or** Diagnostic level 1-3 (Essay is NOT Administered)	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
Math **College Readiness Classification (CRC)** CRC Score of at least 950; or CRC Score below 950 and a Diagnostic level of 6	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or MATH 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
Diagnostic level 5 ***See Attached List for Health Professions and Workforce **Remediation Recommendations	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses** MATH 1314 **or** MATH 1324 with MATH 0311
Diagnostic level 3 – 4	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with MATH 0308	**Co-requisite, linked courses** MATH 0307 with MATH 0311
Diagnostic level 1 - 2 ** See Note	MATH 0307 **linked with** BASM 0100	MATH 0307 **linked with** BASM 0100

MCC Advising and Career Services (April 6, 2021)

Beginning August 24, 2020: If a student successfully completes both MATH 0308 and either MATH 1332 or MATH 1342, then the student may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. The student will not be required to take MATH 0307.

* NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

**Remedial sequence, by semester, from BASM 0100 through TSI Completion

	First Semester	Second Semester	Third Semester
Non-Algebraic Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1332 or 1342 with NCBM 0100	TSI Math Complete
Algebraic (STEM) Sequence	MATH 0307 linked with BASM 0100 (4 hrs.)	MATH 1314 or 1324 with MATH 0311 (6 hrs.)	TSI Math Complete
Algebraic (STEM) Sequence	MATH 0307 with MATH 0311	TSI Math Complete	

Both TSI Assessment (TSIA and TSIA2) results are valid for the purposes of this title for five (5) years from date of testing.

TSIA2 PLACEMENT GUIDE (EFFECTIVE APRIL 4, 2022)		
English Language Arts Reading (ELAR) **College Readiness Classification (CRC)** CRC Score of at least 945 and an Essay of at least 5; or CRC Score below 945 and a Diagnostic level of 5 or 6 and an Essay of at least 5	**Eligible for reading, writing, or reading and writing- intensive designated courses**	
Score 945 – 990 and Diagnostic level 4 and WP Essay 1 – 4 **Or** Score 910 – 944 and Diagnostic level 4 -6 and Essay 3 – 4	**Co-requisite, linked courses:** INRW 0402 or 0412 with ENGL 1301 or university equivalent	
Score 910 – 944 and Diagnostic level 1 – 3 (Essay is NOT Administered)	INRW 0401 or 0411	
Math **College Readiness Classification (CRC)** CRC Score of at least 950; or CRC Score below 950 and a Diagnostic level of 6	**Non-Algebraic** **(Non-STEM)** Eligible for MATH 1332 or 1342	**Algebraic** **(STEM)** Eligible for MATH 1314 or MATH 1324
Diagnostic level 5 **See Attached List for Health Professions and Workforce Remediation Recommendations**	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with NCBM 0100*	**Co-requisite, linked courses** MATH 1314 **or** MATH 1324 with MATH 0311
Diagnostic level 3 - 4	**Co-requisite, linked courses** MATH 1332 **or** MATH 1342 with MATH 0308	**Co-requisite, linked courses** MATH 0307 with MATH 0311
Diagnostic level 1 - 2	MATH 0307 **linked with** BASM 0100	MATH 0307 **linked with** BASM 0100

MCC Advising and Career Services (January 25, 2022)

Beginning August 24, 2020: If a student successfully completes both MATH 0308 and either MATH 1332 or MATH 1342, then the student may enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. The student will not be required to take MATH 0307.

* NCBM's are free to students, and therefore are not factored into the hours calculated for financial aid.

Both TSI Assessment (TSIA and TSIA2) results are valid for the purposes of this title for five (5) years from date of testing.

TSI PLACEMENT GUIDE HEALTH PROFESSIONS AND WORKFORCE REMEDIATION RECOMMENDATIONS

HEALTH PROFESSIONS PROGRAMS MATH REQUIREMENTS

Program	Math Requirement	Math Recommendation
Associate Degree Nursing	TSI Complete by application deadline	MATH 1342 for BSN
Vocational Nursing	TSI Complete by application deadline (Degree plan specifies MATH 0311, 1332, 1342)	MATH 1342 for LVN to BSN
Medical Assistant	Must be TSI complete before beginning MDCA courses.	Prefer MATH 1332 or MATH 1342; MATH 0311 if student prefers developmental course.
Medical Lab Technician	Must be TSI complete by application deadline. MATH 1314 or MATH 1342 required by application deadline.	MATH 1314 or MATH 1342 needed for degree plan.
Phlebotomy	Math to meet TSI requirements.	MATH 1314 or 1342 as future recommendation.
Physical Therapist Assistant	Must be TSI complete by application deadline.	MATH 1314 recommended.
Occupational Therapy Assistant	Must be TSI complete by application deadline.	MATH 1342, PHIL 2303 preferred; any college level math acceptable.
Radiologic Technology	Must be TSI complete by application deadline. College level math required by application deadline.	Any college level math required for application to the program.
Respiratory Care Technology	Must be TSI complete by application deadline. MATH 1314 required by application deadline. MATH 1342 is accepted as well.	MATH 1314 or 1342 for program admission.
Surgical Technology	Must be TSI complete by application deadline.	Any college level math, prefer MATH 1332 or MATH 1342. We will be offering an AAS in the next year or so.

Vet Tech AAS	Must be TSI complete by application deadline. MATH 1314 or 1332 required by application deadline.	MATH 1314 or MATH 1332 required for degree plan.
Vet Tech Certificate	MATH 1314 or MATH 1332	MATH 1314 or MATH 1332 for certificate requirement.

WORKFORCE PROGRAMS MATH REQUIREMENTS

Program	Math Requirement	Math Recommendation
Administrative Assistant, AAS	Math or Science elective	MATH 1324
Audio Technology, AAS	Math or Science elective	MATH 1324
Computer Applications, AAS	Math or Science elective	MATH 1324
Health Information Technology, AAS		
Media Communications Media, AAS	Math or Science elective	
Media Communications Technical, AAS	Math or Science elective	MATH 1324
Medical Office Assistant	Math or Science elective	MATH 1324
Networking Administration, AAS	Math or Science elective	

WORKFORCE CERTIFICATE PROGRAMS MATH REQUIREMENTS

Program	Math Requirement	Math Recommendation
Real Estate, Level 2		
EMS Paramedicine, Level 2		

HOW TO READ THE TSI CHART

Note: The TSI will not be offered after Jan. 10, 2021. Scores from that test are good for 5 years, even if no courses were taken using them.

- **Reading:** Passing is a score of 351.

- **Writing:** Passing is an essay of 4 and a multiple choice of 340
  or an Essay of 5 and Multiple Choice of less than 340 and an ABE of at least 4.

- **Math:** Passing is a score of 350.

  - Students in "Non-Algebraic" (non-STEM) degree programs who score between 342 and 349 can take MATH 1332 or MATH 1342 along with NCBM 0100.

  - Dual Credit and Early Admission students must have a passing score of 350 for math.

PLACEMENT CONSIDERATIONS FOR THE TSI

There are many important considerations besides a test score to determine placement. Advisors are allowed to look at secondary placement considerations, such as a student's high school academic record. The goal is to help the student be successful while getting through remediation as quickly as possible.

- ***Beginning 2018/fall, students are required to take ENGL 1301 as a co-requisite if in the INRW 0402 level for reading or writing.***

- Students who pass ENGL 1301, but not the INRW course, will still be considered TSI complete in reading and writing.

- Students who successfully complete both MATH 0308 linked with either MATH 1332 or MATH 1342 can enroll in the linked MATH 0311 and either MATH 1314 or MATH 1324. They will not be required to take MATH 0307 first. However, if they don't finish MATH 1332 or MATH 1342, they will have to take MATH 0307 linked with MATH 0311.