

POLICIES AND PROCEDURES

Subject: Admissions and Registration Reference: G-II-a

Source: Vice President, Student Services Eff. Date: Fall Semester, 2006

Approval Auth: President Approved: _____

Remarks: Replaces previous policy effective Fall Semester, 2005

Date: October 31, 2006

McLennan Community College maintains an "open door" admissions policy and accepts applications throughout the year. Entrance examinations are not required. Tests for placement in appropriate courses are required. No particular scores are required for admission to the College; however, acceptable scores are required to enroll in some college level courses.

Admission to the College does not automatically admit students to a specific program. Students should consult with an advisor or a program director regarding admission requirements for specific programs.

Admission or re-admission to the College or programs may be denied a person who does not meet the admissions requirements of the College or program.

ADMISSIONS REQUIREMENTS FOR ADMISSION TO THE COLLEGE AND TO GENERAL COLLEGE CREDIT PROGRAMS

New students must submit an Application for Admission and an official high school transcript or GED test scores, or official college transcripts from all colleges attended to the Office of Student Admissions. (Immigration record may be required of some students.) Continuing and returning students should verify information on the Course Advising Form at the Office of Student Admissions before each registration.

All admission requirements to the College should be met before registration. Students who do not submit the appropriate transcript(s) (high school or college), or GED scores to the Office of Student Admissions before the end of their first semester of enrollment shall not be permitted to re-enroll until the transcript(s) (high school or college) or GED scores have been received.

STUDENTS SEEKING A DEGREE OR CERTAIN CERTIFICATES

Students who plan to work toward a certificate or a degree may qualify for admission to the College and for enrollment in college credit courses by meeting admission requirements in one of the categories which follows:

1. Graduation from an accredited high school

Submit to the Office of Student Admissions an official high school transcript or other written proof of graduation from an accredited high school. This is required for an individual who has never attended an accredited postsecondary institution. Graduates from a non-accredited high school may be admitted under the terms of individual approval (see Individual Approval).

2. Successful completion of the General Educational Development (GED) Test, if not a high school graduate

Submit an official copy of GED Certificate or an Official Report of Test Results to the Office of Student Admissions.

3. Eligibility as a transfer student

Submit to the Office of Student Admissions official transcripts from every college or university attended. Effective Spring, 1990, all transfer students must submit official transcripts and a report of their TASP test scores if required, prior to enrollment. In the event the student cannot submit a complete transcript because of time constraints, an incomplete transcript and a current grade report may be used. The student is then given until the tenth day of class to submit the complete and official transcripts.

Individuals who are not eligible to return to the last accredited college or university attended may be considered for admission by the Coordinator, Student Admissions or the Director, Student Enrollment Services.

4. Individual Approval

An individual 18 years of age or older who does not qualify for admission under one of the other admission categories may be admitted by individual approval by the Coordinator of Student Admissions or the Director of Student Enrollment Services.

5. Eligibility for Early Admissions Program

A high school student who has completed the junior year in high school is eligible for admission to McLennan Community College if the following conditions are met:

- a. The student must lack no more than four credits for

high school graduation and must be enrolled in the high school and the College concurrently during the academic year. (Exception: Early Admissions students may enroll during the summer after the completion of 11th grade.) Under special circumstances a student who has not completed the junior year may be granted approval by the appropriate Dean to enroll in college-level course work. Approval is based on such factors as grade point average (GPA), ACT or SAT scores and other assessment indicators.

- b. The student must have a minimum high school grade point average of B (80).
- c. The student must have the approval of the high school principal or counselor, parent or guardian, and a Career Development Specialist at MCC.
- d. The student must have passed all sections of the state mandated high school tests.
- e. Unless otherwise exempt, the student must make passing scores on the sections of the Accuplacer Test, THEA Test or an approved alternative test related to the course in which the student intends to register. Early admissions students may not take collegiate-level courses related to sections of the test that have not been passed.
- f. The student may enroll in no more than two college credit courses in a semester. Exceptions to the course load limitation may be made by the appropriate Dean.
- g. A student's past dual credit enrollment history will be taken into consideration.

Early Admissions Students enrolled for Dual Credit - High school juniors and seniors who receive approval from their parents, principal or counselor and Career Development Specialist at MCC may enroll for dual credit, that is, they may be granted credit for course work successfully completed at the College both by the College and the high school for the course work successfully completed at the college. **Students may begin enrollment for dual credit during the summer after completion of the 10th grade if they have passed all sections of the state mandated high school tests.** In addition to meeting the requirements for admission to the College as Early Admissions students, students enrolled for dual credit shall submit to the Office of Student Admissions the Concurrent Enrollment (Dual Credit) Application and comply with the following:

- a. Pass each dual credit course with a minimum grade

of "C" to remain eligible in the dual credit program.

- b. Be enrolled in the required number of courses each day in the high school and be in attendance during the accounting period.

College credits earned by Early Admissions or dual credit shall become official when the student graduates from high school and submits to the College an official transcript of his/her high school record certifying graduation. Such credits are transferable and have the same value as credits earned after high school graduation.

6. Eligibility as an International Student

An individual who has successfully completed at least the equivalent of 12 years of elementary and secondary education shall be eligible for admission to McLennan Community College if the following conditions are met:

- a. Submit official transcript[s] of all previous academic work. International students must have at least a "C" average to be eligible for transfer from another college or university in the United States. Documents in languages other than English must be accompanied by complete and literal translations into English, approved by an appropriate official of the United States Consulate or Embassy.
- b. Submit a minimum score of 500 on the written Test of English as a Foreign Language (TOEFL) or 173 on the computer-based TOEFL, if not from an English speaking country. If the student has graduated from a high school in the U.S. or received the GED, the TOEFL may be waived. A transcript or GED score report is required.
- c. Take the THEA, Accuplacer, or an approved alternative prior to enrollment.
- d. Submit a \$50 (fifty dollar) non-refundable application fee.
- e. Submit official verification of required immunization during the first semester of enrollment.
- f. Meet all admission requirements by July 1 for the Fall semester, November 1 for the Spring semester or April 1 for the Summer semester.

The Office of Student Admissions shall notify students of tentative

acceptance and shall provide necessary forms and information related to entering the United States on a Student Visa. International students on a student visa are required to maintain full-time student status by being enrolled in at least 12 semester hours of course work. Any exceptions must be approved in writing by the International Student Advisor, the Coordinator of Student Admissions, or the Director of Admissions and Recruitment.

Admission to Cosmetology, Fire Protection
Technology and Health Career Programs

In addition to admission requirements to the College and general college credit programs, individuals who wish to enroll in the programs listed above, must meet admission requirements of the individual program as follows:

Cosmetology Program

Submit to the Program Director an application for admission to the Cosmetology Program and attend an information session or arrange an interview with the Program Director. Applicants must be 18 years of age or older and have completed high school or passed the GED Test prior to beginning the program. If transferring from another school of cosmetology, an official transcript must be received from the Texas Cosmetology Commission before acceptance to the program can be finalized. A skills test will be required for the purpose of evaluation. Testing will be arranged by the Director.

Cosmetology Instructor's Program

The student must meet admission requirements for the basic Cosmetology program, must have a valid Texas operator's license, must be able to verify three years of operator's experience, and pass a skills test.

Fire Protection Technology

Submit to the Program Coordinator an application for admission to the Fire Academy. Arrange for an interview with the Program Coordinator for additional information concerning equipment, reading requirements, and prerequisites.

Health Careers Programs (Admission, Re-entry and Progression)

All Health Careers Programs have a limited enrollment. These include Associate Degree Nursing (RNSG), Medical Laboratory Technician (MLAB), Physical Therapist Assistant (PTHA), Radiologic Technology (RADR), Respiratory Care Technology (RSPT), Vocational Nursing (VNSG), Paramedicine (EMSP), and Health Information Technology (HITT). Any individual who wishes to enroll in any of these programs should:

- a. Meet admission requirements of the College.
- b. Submit an application to the individual Health Careers Program by the deadline date each year.
- c. Submit required program admission data which includes all previous high school or college transcripts.
- d. Meet the individual testing requirements for each program and submit the appropriate test scores.
- e. Arrange conference with the Program Director for program information.
- f. Meet established criteria for admission and other admission requirements of individual program. (Applicants for Radiologic Technology must be 18 prior to beginning the clinical phase of the program.)
- g. Have a physician complete the Immunization Record and Physical Examination according to individual program requirements.
- h. Return acceptance form indicating that applicant will enroll.
- i. Submit documentation of CPR certification, when required, before beginning clinical phase of the program within the first year.

An application is not complete until all required information is submitted. Admission will be finalized only after all admission requirements listed above have been met. Meeting these requirements does not guarantee admission to the program. All health career programs have limited enrollment.

Students must maintain a grade of "C" in prescribed courses, as well as an overall 2.0 grade point average in order to continue in a health careers program or to be eligible to apply for re-entry into a program following interruption of study regardless of the reason for departure. Failure in any health careers course indicates the possibility of failure in licensing examinations. Therefore, no more than one health careers course may be repeated during the program, and that course may be repeated only once. To receive credit for a health careers course, the students must be able to relate classroom theory to the clinical experience and vice versa.

Each program has established student policies pertaining to its program. This is necessary in order to meet the criteria of the licensing board of the individual programs. Each student is given a copy of these policies when beginning the program.

Completion of all Level I and II courses and a grade of "C" or

better in all Level I and II nursing courses are required for admission to Level III of the Associate Degree Nursing program.

STUDENTS NOT SEEKING A DEGREE OR CERTIFICATE

Students not seeking a degree or certificate, who intend to enroll in a college credit course, are subject to the same admission requirements as students who may be seeking a degree or certificate. These requirements include submitting an Application for Admission along with appropriate official transcripts to the Office of Student Admissions and completing any required assessment.

ADMISSIONS COMMITTEE

The Vice President, Instruction; the Dean, Student Services; the Director of Student Enrollment Services; and the Coordinator of Student Admissions constitute the permanent Admissions Committee. The committee shall consider individual student requests for admission or re-admission when the student does not meet the College's standard admission requirements. Requests for hearings are made in writing to the Coordinator of Student Admissions.

REGISTRATION

College Credit Courses

Registration for college credit courses scheduled for the fall and spring semesters and for summer terms must be completed during the scheduled registration periods at the beginning of each semester or summer term. The registration schedule is shown in the "Schedule of Classes" printed and distributed before each semester or summer session. Following the fulfillment of at least one of the admission categories and presentation of test scores from the TASP or an approved alternative test, a Course Advising Form indicating registration clearance will be issued from the Office of Student Admissions. Course Advising Forms will be available at least one week prior to the first day of express/telephone registration. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees. Registration for courses beginning at irregular times during the semester or terms is completed at the time specified for the particular course.

Cosmetology Program

Registration for the Cosmetology Program is conducted in the fall, spring, and summer of each year. Cosmetology students entering the program for the first time are required to take the Accuplacer for program advisement by the Director.