

## POLICIES AND PROCEDURES

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

Source: Vice President, Student Success Eff. Date: August 19, 2019

Approval Auth: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated March 28, 2016

Date: August 19, 2019

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 and make changes through WebAdvisor 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. All transfer students must submit official transcripts and the results of the Texas Success Initiative Assessment 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. Students are required to submit official transcripts by the 12<sup>th</sup> class day of a fall/spring semester, fourth class day of a summer term or second class day of a minimester.

Individuals who are on academic suspension from the last accredited college or university attended may be considered for admission by the Coordinator, Student Admissions or the Director, Admissions & Recruitment. Students on disciplinary suspension from another college may not be eligible for admission at McLennan Community College until they are eligible to return to their previous college. Upon an examination of the applicant's personal history and a thorough pre-admissions interview, MCC will decide whether to grant or deny admission. Students can schedule a meeting with the Vice President, Student Success, who may grant admission upon a case by case basis.

4. Individual Approval

An individual 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 Admissions & Recruitment.

## 5. Eligibility for Early Admissions and Dual Credit Programs

### Early Admission Students:

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

- a. The student 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 10th grade.) Under special circumstances a student who has not completed the sophomore year may be granted approval by the Dean of Arts and Sciences 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 an Advising Specialist in Student Development or a Dual Credit liaison at MCC.
- d. Unless otherwise exempt, the student must have passing scores on the reading section, as well as sections of the TSI Assessment 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.
- e. A student's past dual credit enrollment history will be taken into consideration.
- f. The student must agree to abide by academic, general conduct and departmental policies of McLennan Community College as outlined in the Highlander Guide and the General Catalog.

### Students enrolled in academic courses for Dual Credit:

High school students 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.

Students may begin enrollment for dual credit during the Fall semester of the 9th grade and must be enrolled in the high school and the College concurrently during the academic year.  
(Exception: Dual Credit students may enroll during summer terms after the completion of 9th grade).

A high school student is eligible for admission to McLennan Community College if the following conditions are met:

- a. The student must have a minimum high school grade point average of B (80).
- b. The student must have the approval of the high school principal or counselor, parent or guardian, and an Advising Specialist in Student Development or a Dual Credit liaison at MCC.
- c. Unless otherwise exempt, the student must make passing scores on the reading section, as well as sections of the TSI assessment related to the course in which the student intends to register. Academic Dual Credit students may not take collegiate-level courses related to sections of the test that have not been passed.
- d. Students enrolled for dual credit shall submit to the Office of Student Admissions the Dual Credit Application and be enrolled in the required number of courses each day in the high school and be in attendance during the accounting period.
- e. A student's past dual credit enrollment history will be taken into consideration.
- f. The student must agree to abide by academic, general conduct and departmental policies of McLennan Community College as outlined in the Highlander guide and the General Catalog.

Students enrolled in workforce level 1 certificate courses for Dual Credit: -

High school students may enroll for dual credit, that is, they may be granted credit for course work successfully completed both by the College and the high school. A high school student is eligible to enroll in dual credit workforce courses if the following conditions are met:

- a. The student may enroll beginning in the Fall semester of the 9<sup>th</sup> grade and must be enrolled in the high school and the College concurrently during the academic year. (Exception: Dual Credit students may enroll during summer terms after the completion of the 9<sup>th</sup> grade.
- b. The student must take the reading portion of the TSI Assessment and score 347+.
- c. The student must have approval of the high school principal or counselor, parent or guardian and an Advising Specialist in Student Development or a Dual Credit liaison at MCC.
- d. The student must have a 75+ high school average.
- e. The student must be enrolled in the required number of courses each day in the high school and be in attendance during the accounting period.
- f. The student must agree to abide by academic, general conduct and departmental policies of MCC as outlined in the Highlander Guide and General Catalog.

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, or 61 on the internet-based TOEFL (iTOEFL) 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 TSI assessment 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.

#### Former MCC Students, Readmissions

If it has been at least one year since last attendance at MCC, students may be readmitted with the following:

1. A new online MCC Application for Admission.
2. Substantiating documents to verify current residency status as may be needed.
3. Official transcripts from other colleges or universities attended since last enrolled at MCC.

#### Readmission of Member of the United States Armed Forces

A Service member in the United States Armed Forces may be readmitted to MCC under the same academic status as held while last attending MCC, or accepted for admission if the student was not able to attend MCC due to a military obligation for more than 30 consecutive days or less than 30 days if the interruption resulted in student's withdrawal from the college based on institutional policy. National Guard or Reservists under federal authority may be readmitted under the same academic status when called to active duty for more than 30 consecutive days. Contact the MCC Director of Admissions and Recruitment or the Coordinator of Student Admissions for more information.

**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 Vice President, Student Success; the Director of Admissions & Recruitment; 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 and minimester terms must be completed during the scheduled registration periods at the beginning of each semester or term. The registration schedule is shown in the Schedule of Classes which is available on the college Web site ([www.mclennan.edu](http://www.mclennan.edu)) before each semester or term. Admitted students will be given clearance to register.

Students are required to meet with an advisor to discuss degree/certificate programs and class needs before registration. Before meeting with an advisor, students should print a copy of their Automated Degree Plan(s) by accessing the MCC Web site at [www.mclennan.edu](http://www.mclennan.edu) and selecting the WebAdvisor link. All courses required for a degree or certificate, courses that have been completed, and courses remaining to be taken are listed on the automated degree plan.

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 term 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 TSI Assessment for program advisement by the Director.