

# Admissions Process

## Admission Policy

### Campus Procedure 500.1 Admissions Policy and Requirements

The University of Arkansas Community College at Batesville welcomes all individuals who meet the following criteria:

1.
  - a. Have a high school diploma from an accredited high school or home school; **OR**
  - b. Have a General Educational Development® diploma (GED); **OR**
  - c. High school, home school, or GED students who meet the requirements for Concurrent or Dual Enrollment
2. In addition, all students must have
  - a. a composite score of 15 or higher on the ACT; or
  - b. An average score of 220 or higher on the Accuplacer to be admitted in Reading, Writing, Quantitative Reasoning Algebra and Statistics.

To complete the application for admission process, students must submit the following information to the Admissions Office prior to registration:

- A completed Application for Admission.
- An official transcript of high school grades, credits, and date of graduation and/or college work; or GED transcript.
- Proof of two (2) immunizations against measles, mumps, and rubella (MMR). The first immunization dated at least one year after date of birth. Individuals born before January 1, 1957 are exempt from the MMR requirement.
- ACT, Accuplacer, or SAT scores.

*Home school students must submit a home school transcript, GED transcript, or meet the minimum test score requirements for admission, along with other documents listed above.*

## Conditional Admission

### Campus Procedure 500.0 Conditional Admissions Policy and Requirement

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

To receive unconditional admissions, the student must have:

1. A high school diploma, have successfully completed the high school core curriculum, and a minimum composite score of 15 on the ACT.
2. A minimum composite score of 19 on the ACT.

### **Conditional Admissions**

All students graduating after May 1, 2002, from Arkansas high schools, out-of-state schools, home schooling, or private high schools and GED recipients shall be evaluated for the purpose of determining conditional, unconditional, conditional-prep admissions status. Act 1290 of 1997 (A.C.A. § 6-60-208) requires students to have completed the core curriculum or an equivalent standard for unconditional admission to a college.

# Admission Status Types

## First Time Freshman

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

## Readmission Student

Students who wish to return to UACCB after an absence of one regular semester (excluding summer terms) must meet the following guidelines:

- Re-apply by completing a new application for admission.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from schools attended during the absence from UACCB.
- Fulfill updated immunization requirements.
- Meet terms and conditions of the catalog under which they re-enroll.

## High School/UACCB Concurrent Enrollment

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

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

- Has successfully completed the eighth grade
- Completes an application for admission
- Must be non-degree seeking
- Submits test scores from the ACT, SAT, Accuplacer, or ASPIRE 10 tests
- Possesses a high school grade point average no lower than a cumulative 3.0 on 4.0 scale. If the student does not have at least a 3.0 GPA, he or she must have written permission from the high school counselor or principal.
- Meets all placement test score and prerequisite requirements for the course as outlined in the UACCB catalog
- Submits an official high school transcript
- Submits a letter of recommendation from the student's high school principal, superintendent, or counselor (must submit updated letter each semester of enrollment)
- Submits proof of two (2) immunizations against measles, mumps, rubella (MMR)

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

The UACCB High School Liaison is responsible for verification that a high school student is eligible for concurrent enrollment. The Vice Chancellor for Student Affairs and the Chancellor are the only institutional officials authorized to make exceptions to the above requirements.

## High School/UACCB Dual Enrollment

Dually enrolled students are high school students who are enrolled in UACCB classes offered on the UACCB campus. Dual Enrollment students must meet the same qualifications as the Concurrent Enrollment students. Awarding of high school credit for classes successfully completed as a Dual Enrollment student is at the discretion of the student's high school administration. Students and their parents are responsible for paying for these courses.

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

## Lyon College/UACCB Tuition Exchange Collaborative (TEC)

UACCB and Lyon College have entered into a cooperative agreement that allows students to begin their higher education at UACCB with the intent to transfer to Lyon College to complete their bachelor's degree. Students will ordinarily be assured of receiving a transfer scholarship if they complete an associate degree at UACCB with at least a cumulative 2.75 GPA on a 4.0 scale.

In addition, the program offers an opportunity for course exchange. UACCB students can petition to take a class at Lyon College while a student at UACCB. Students approved to take a class will pay tuition at UACCB. Lyon College tuition will be waived under this exchange program. Each institution shall set eligibility guidelines for its students to participate in the exchange. Students must be enrolled full time at their home campus in order to participate in the agreement. For more details regarding opportunities, please contact the Admissions Office at UACCB or the Office of Admissions at Lyon College.

## Transfer Student

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

- UACCB application for admission
- Official High School transcript or GED transcript (Students who transfer twelve (12) or more credit hours earned are waived from this requirement)
- Proof of two (2) measles, mumps, and rubella (MMR) immunizations. The first shot must be dated at least one year after the first birthday. **Students who do not submit adequate immunization records within the first 30 days of the semester are subject to administrative withdrawal for noncompliance with state statute.**
- Official ACT, COMPASS, Accuplacer, ASSET or SAT scores that are less than five (5) years old. (Students who transfer English and math credit are waived from this requirement.)
- Official copy of college transcripts from all colleges attended

*Transfer students with a cumulative GPA of less than 2.0 may be admitted on academic probation. Transfer students must be eligible to return to the institution from which they are transferring, or the student must have been separated from all academic institutions for at least one semester (excluding summer terms).*

## Visiting Student

A visiting student is a student seeking a degree at another college or university and is also taking classes at UACCB. The student with this status may take classes at UACCB during a regular semester or summer term. The intent of taking courses at UACCB is to transfer the UACCB academic work back to their home institution. It is the responsibility of the students to verify with their home institution for approval of such course work to be applied toward graduation requirements. Visiting students do not qualify for federal financial aid, and must meet all placement score and prerequisite requirements for courses as outlined in the UACCB catalog.

### Qualifications:

- Submit a UACCB application for admission

- Submit an immunization record showing two immunizations for measles, mumps, and rubella (MMR)
- Submit a letter of good standing from the institution in which they are enrolled full time or a current official transcript.

## Personal Enrichment

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may be permitted to enroll as a personal enrichment student. He/she may be admitted upon submission of an application for admission and immunization records without a transcript(s) of previous work and shall be classified as a personal enrichment student.

Students attending under this designation may not register as full-time students. If a student should later desire to have credit validated toward a degree or certificate program, he/she must meet unconditional admission requirements or petition the Director of Admissions for validation of credit and official admission and petition the Office of Student Information/Registrar for validation and application of credit toward such degree.

## Career Development

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

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

## International Student

All international students must meet the same admissions criteria as required of U.S. citizens, complete all paperwork required by the U.S. Citizenship and Immigration Services, and provide evidence of adequate financial support prior to being allowed to enroll in classes at the College. Foreign born students must also submit a negative tuberculosis test result from a testing performed within the last six months or appropriate treatment for positive skin test result. Students from non-English speaking countries are required to submit TOEFL scores (a minimum score of 500 for paper-based exam, a minimum score of 173 for computer based, or minimum 61 internet-based Test of English as a Foreign Language TOEFL exam) or International English Language Testing System (IELTS) scores (minimum score of 5.5), before being unconditionally admitted to the College.

Students who have entered the United States on either a Student Visa (F-1) or a Visitor Visa (B-1 for business or B-2 for pleasure) may not be allowed to enroll in any ESL course receiving public funds. A special provision is made for a student who enters the United States on a visitor visa IF that student is the relative of someone who is a permanent resident of the local program's community. In this case the student may enroll in adult education and literacy classes for the limited time of the person's visitor visa if there is space available in the class.

International students interested in attending the College should contact the Admissions Office for more information.

### Immunization Record Waiver

Act 141 of 1987 requires that all entering part-time and full-time students must provide the college proof of two (2) measles, mumps and rubella (MMR) immunizations according to the guidelines specified under the admissions requirements unless approved for a waiver based on the following criteria:

- Religious or philosophical reasons
- Medical conditions

To obtain an immunization record waiver, the student may call the Arkansas Department of Health at 800-462-0599 and ask for the waiver application. **Waivers must be renewed each academic year.** Immunization records are generally available from the student's family physician, the student's public school records, or county health departments. Specific programs may require additional immunizations and must be submitted to the program director. Check individual programs for more details.