

Consensus Across Colleges

Date: May 1, 2006

Item: **Admissions Requirements (documentation required) for students**

All official admissions documents required during first term of enrollment.

FTIC: High School and GED: *Official* HS transcript or GED test scores required.

Transfer students: Required to submit an *official* transcript from the last college or university attended.

CCAF students:

***Official* CCAF transcript fulfills last college attended admissions requirement.**

Transfer students who cannot provide *official* transcript:

Students who have responsibilities at previous institutions (money owed, etc.):

Required to submit letter from institution indicating release from responsibility PLUS *official* transcript; or official written institutional agreement to fulfill responsibility PLUS *unofficial* transcript prior to enrollment. Letter indicating current status of financial or administrative hold is required each semester until *official* transcript is submitted. Student should be placed on administrative hold each term until final official transcript is obtained.

Exceptions require Individual Approval by Appropriate Director, Dean or Designee (example: school no longer exists so transcript is unavailable; disability without high school graduation--transition)

Course Placement Requirements: When prior transfer course work is used for placement, an *Official* transcript is required to validate proper placement (following registration). Students will not be permitted to register in future terms until the *official* transcript is received.

Graduation Requirements: All *official* transcripts are required to satisfy college requirements and earn a degree or certificate.

Reference: Admissions Recommendation #1 2005-2006

Effective Date: Fall, 2007

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: **Advisement Holds Restricting Registration**

Technical Majors:

no holds placed for advising.

Exception: some specific programs may require advising each semester.

College Orientation:

Registration restriction placed for FTIC's and transfer students with fewer than 15 sch's until College Orientation is completed or waived permanently.

NVC requires Group Advising for all FTIC's and places a registration restriction pending attendance in a session.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: Early Admit/Gifted Students

Early Admit and Gifted Student Admission Requirements:

Qualifications:

- Completed Sophomore Year.
- Submit qualifying scores on TSI/THEA, alternative TSI/THEA or proof of TSI/THEA exemption required for course enrollment.
- Applicable portions of TSI/THEA or the college's placement exam must be passed in order to enroll in any courses or technical programs.
- Must be at least 16 years of age by the start of the academic year in which they enroll.
- Maximum combined class load must not exceed 18 sch, counting each high school course as equivalent to one three-hour course.
- Complete Early Admit Application form.
- Letter of recommendation from principal or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Official HS transcript of course work completed prior to registration at the college.

Re-enrollment Eligibility:

To be eligible to enroll in subsequent semesters, students must earn a "C" or better in all courses.

Re-enrollment following High School Graduation:

Once a student graduates from high school, they are responsible for submitting an official high school transcript *with graduation date* regardless of whether they continue enrollment at one of the colleges.

Official ACCD transcripts will not be released until the final high school transcript is submitted.

Exception: High School Seniors seeking admittance to post-secondary institutions during their senior year may have their ACCD college transcript released directly to that college/university upon written request. These transcripts would not be released directly to the student.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: Admissions Procedures—Web/Paper Application

Texas Common Application will be used by all schools.

Continuity Committee strongly recommends the use of the electronic version of the Texas Common Application to the greatest extent possible (The paper copy is 11 pages in length). It will be implemented with BANNER.

Due to the length of the paper version, the Continuity Committee recommends expanding on-campus computer access for students to apply on-line. Staffing will need to be addressed in order to assist students. Following release of Texas Common Application and guidelines during Summer of 2006, the Continuity Committee will consider guidelines for use of paper application. Paper applications will be available when appropriate.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: **Summer/Fall, 2007 Admissions Processing**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: **May 1, 2006**

Item: **TSI**

FTIC's:

Students seeking to enroll without placement scores/levels will be required to test.

Exception: Students seeking to enroll in Level 1—Certificate Programs, that do not identify skill levels, will not be required to test.

Transfer Students:

Testing will be waived in academic areas where college-level coursework has been earned; Testing will be required in other academic areas.

Reference: TSI/Assessment Recommendations #2 2005-2006

Effective Date: **Fall, 2007**

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: Foreign Document Evaluations

Admissions Requirements:

Student using transcripts for admissions purposes ONLY and not for transfer credit are required to have the transcript translated only. Interpretation and evaluation of the transcript would not be required.

Transfer Credit Requirements:

Students requesting transcript evaluation for transfer credit must submit *official* transcript and *official* third party report/recommendation that include translation, interpretation and evaluation of the transcript. Credit will be awarded based on the information contained in the report and offerings of the college.

Reference: Admissions Recommendations #1 2005-2006

Effective Date: Fall, 2007

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College

Consensus Across Colleges

Date: May 1, 2006

Item: **Late Registration/ Adds & Drops**

Three colleges (SAC, PAC, SPC) will retain late registration policy and allow students to enroll in classes through first week of classes.

Days 1 and 2 of classes—admissions and registration permitted.

Days 3-5 of classes—schedule changes permitted with chairperson approval.

Northwest Vista College:

Allows late registration or schedule changes only into classes prior to first class meeting.

Days 1 and 2 of classes—schedule changes only according to policy stated above. Late registration permitted for classes meeting at the end of the week or the weekend.

Days 3-5 of classes—class changes permitted due to course cancellations, developmental level changes, and classes having an end-of-week start time.

Presidents agreed to policy variance across the district.

Reference: Registration/Calendar Recommendations #3 2005-2006

Effective Date: Summer 2006

Approved on June 19, 2006 by:

Robert Zeigler
San Antonio College

Angie Runnels
St. Philip's College

Ana "Cha" Guzman
Palo Alto College

Jacqueline Claunch
Northwest Vista College

Eric Reno
Northeast College