

Admissions

POLICIES ON STUDENT ADMISSION

Applicants for admission should present evidence of graduation from an approved secondary school or should have been awarded a state high school diploma or its equivalent (GED), or be qualified under the provision of Board Policy 5.1.5 for Home Schooled Students (see below). The College may also grant special waivers to applicants who demonstrate the ability and maturity to perform academically at the college level.

Notwithstanding the foregoing, whenever in the judgment of the college president, the admission, readmission or registration for any course, whether credit or non-credit, of any person as a student would constitute an unreasonable threat to the safety of the people, the security of property or the integrity of academic processes or functions of the college, such person may be denied admission or readmission to the College or registration for the course.

Applications should be forwarded to the Admissions Office of the College. Students may be admitted to the College on a full- or part-time basis.

HOME SCHOOLED STUDENTS:

1. A home-schooled student is defined, for purposes of this policy, as someone who has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, or who is in the process of doing so.
2. Home-schooled students who wish to attend a community college and pursue a degree or certificate must meet the same admission requirements as any other applicant, except for providing evidence of graduation from a secondary school or obtaining a state equivalency diploma. This includes, but is not necessarily limited to, completing an application, paying admission fees, submitting evidence of inoculation against measles, mumps, rubella and varicella, taking placement tests, etc.

Home-schooled applicants may also submit a copy of a transcript from any secondary school attended, whether or not they may have graduated therefrom, or a copy of a federal or state equivalency diploma, or a summary of the secondary program of study they pursued, and a certificate of successful completion thereof, signed by the parent or other provider of the home-schooling.

- a. Home-schooled applicants may be required to submit transcripts, or records of study, if such are required for other applicants.
3. Home-schooled applicants who wish to enroll at a community college, but not pursue a degree or certificate, shall be treated as any other non-matriculated student at the college.
 4. Home-schooled applicants may, at the discretion of the college to which they are applying, be required to have an in-person interview with the college's director of admissions, or such other officer as the college may direct, to assess the applicant's ability to benefit from the program of study.
 5. Each college shall develop such procedures, forms, and other materials as may be necessary to manage this policy.
 6. Each college shall also establish an appeals process, with appeals going to a designated dean, who may, in special circumstances, waive the requirements of the policy.
 7. If and when the State of Connecticut enacts laws or issues policies regarding home schooled students or their admission to public colleges, this policy will be revised and reissued, as may be necessary, to ensure compliance therewith. (Adopted April 18, 2005)

ADVANCED PLACEMENT HIGH SCHOOL STUDENTS:

Community Colleges are authorized to accept for advanced placement high school students who demonstrate sufficient scholastic ability and who are approved by the high school principal or his or her designated representative, with the understanding that no additional general fund class sections will be created to accommodate them except as approved by the board.

(Adopted June 25, 1973; amended March 15, 1982)

HOW TO APPLY

DEGREE OR CERTIFICATE STUDENTS

Students applying for a degree or certificate program must:

- Complete the Admissions Application form along with a one time, non-refundable \$20.00* application fee. The application is available through the College Admissions Office at 170 Elm St., Enfield, CT 06082, or from guidance counselors at all local high schools, or online at www.asnuntuck.edu.

- Submit official transcripts from an approved high school or the official copy of the GED (General Education Development).
- Take the Basic Skills Assessment. New students should call the College Information Center (860.253.3012) and register for a test date. Results of this test will be used for placement recommendation for college level courses in English and Mathematics.
- Submit proof of immunization for measles, mumps, rubella and varicella.

NON-DEGREE STUDENTS

Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Asnuntuck Community College. Persons applying as non-degree students may complete the Admission Application form before or during published registration times. A one time, non-refundable \$20.00* application fee must accompany the completed application form.

Applicants admitted as non-degree students may subsequently choose to become degree or certificate program seeking students. You are encouraged to speak with a college advisor to facilitate this process. Non-degree students are not eligible to receive financial aid or veterans benefits. ***Non-degree students are not permitted to register for a full-time course load (12 credits or more).***

*The \$20.00 non-refundable application fee will be waived for those students who have previously applied and paid an application fee at any other Connecticut Community College.

TRANSFER STUDENTS

Students wishing to transfer to Asnuntuck Community College from other colleges are considered for admission upon completing the requirements listed above for degree and certificate students. Upon receipt of official transcripts from previous college(s) attended and the submission of an Application for Transfer Credit (available from the Admissions Office), courses will be evaluated for transfer credit for those students who have been admitted to degree or certificate programs. (Detailed information on credit by transfer can be found in the "Transfer to Asnuntuck" section of this catalog.)

It is the applicant's responsibility to request official transcripts from all previous colleges attended.

FORMER STUDENTS AND RE-ADMISSION

Students who have previously enrolled in a degree or certificate program of study at ACC, but have not attended the College for two or more years, must submit a re-admission form (available in the Admissions Office). Readmitted students must follow the program requirements of the catalog in effect when they are readmitted.

PLACEMENT ASSESSMENT

Asnuntuck Community College assesses the basic skill level of students in order to provide them with a solid foundation in reading, writing, and mathematics. To that end, the College requires all students to take the assessment as part of the initial enrollment process at the College. This program (mandated by the Board of Governors for Higher Education and the Connecticut State Colleges and Universities Board of Regents for Higher Education) is in place to ensure our students are given the best opportunity for success in their academic endeavors at Asnuntuck Community College and beyond.

PLACEMENT WAIVERS

1. Students who have an associate's degree or higher are exempted from assessment testing upon presentation of appropriate documentation, i.e., transcripts or degree showing they have met the specified prerequisite.
2. Students who have either an SAT Writing or Critical Reading score of 450 or higher will be placed in ENG* 101: Composition. An SAT Mathematics score of 400 or higher will place you in MAT* 095: Elementary Algebra Foundations. This math course is not used for credit towards a degree program. If you feel you should be placed in a higher level of mathematics, we would encourage you to take the mathematics portion of the Placement Assessment.
3. Students who have either an ACT English score of 21 or higher, or a composite score of 47 or higher on the ACT English and Reading portions will place into ENG* 101: Composition. Students who have an ACT Math score of 18-21 will place into MAT* 137: Intermediate Algebra.
4. Students who self-select to take an Intro. To College English or Prealgebra & Elementary Algebra course will still be encouraged to take the Accuplacer to ensure proper placement.

Any student who has a physical or learning disability, or other limitation that may require special assistance and/or facilities for testing, is encouraged to contact the Coordinator of Disability Services at 860.253.3021.

Students may sign up for an assessment appointment at the Admissions Office or by calling 860.253.3010.

IMMUNIZATION REQUIREMENTS

For students born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree/non-matriculating) and part-time matriculating students enrolled in postsecondary schools be adequately protected against measles, mumps, rubella and varicella. Proof includes such documentation as a physician-signed Immunization Form (available in the ACC Admissions Office), a medical record, a physician's statement, or elementary or secondary school health record. Students must have documentation of two (2) doses of each vaccine administered before they will be permitted to register.

The first dose must be given on or after the first birthday and the second at least one (1) month later to insure adequate immunization. Exemptions will be granted only (1) for medical reasons, confirmed by a physician's statement; (2) if you have had measles, mumps, rubella and/or chicken pox and have a physician's or health department certificate stating so (ie. Titer Test results); or (3) if your religious beliefs do not allow you to be vaccinated and you sign a statement to that effect. If you claim a religious or medical exemption and there is an outbreak of measles, mumps, rubella or chicken pox on campus, you may be excluded from college activities, including classes and exams.

SPECIAL COOPERATIVE PROGRAMS

New England Regional Student Program

The Board of Regents adopts the following recommendations of the New England Board of Higher Education (NEBHE) for reciprocity among the New England states through the New England regional student program, with the reservation that priorities go to Connecticut students in the event of budget and/or space limitations.

Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is 50 percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended.

Nonresident students who wish to enroll in a Connecticut community college degree program that does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate. NEBHE students must be enrolled in a degree program.

HIGH SCHOOL PARTNERSHIP PROGRAM

Developed by the Connecticut State Colleges and Universities Board of Regents for Higher Education, this program provides the opportunity for a junior or senior to experience college while still in high school.

For students to participate, their high school must have a partnership contract signed and on file with the College. Currently school systems in East Granby, East Windsor, Ellington, Enfield, Granby, Somers, Stafford Springs, Suffield, and Windsor Locks have contractual agreements with Asnuntuck Community College.

Tuition and fees for students in this program are paid for by the Board of Regents and apply toward General Fund (fall and spring semester) credit classes.

Admission guidelines are as follows:

- Juniors and seniors who apply must have a minimum scholastic average of 80 percent.
- Participation in all college courses is on a space-available basis.
- Participating students will be responsible for the cost of books and transportation.
- Subject to the limitation on the number of high school students who may be admitted to the program based on resources available to the community colleges as a whole, the College and the school district should agree upon the total number of participating students prior to the beginning of each semester.

Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. For more information, contact the Admissions Office at 860.253.3010.

COLLEGE CAREER PATHWAYS

College Career Pathways credit from Asnuntuck Community College is available to high school sophomores, juniors and seniors in 11 area schools. College Career Pathways, a federally funded program, allows students to earn up to 13 FREE college credits by taking classes at their high school that have been approved through Asnuntuck Community College. Students apply for College Career Pathways at their high school and can enroll in three core areas, including, math, science and a career-related area (e.g. accounting, early childhood devel-

opment, digital photography, business, etc.). Students are able to apply the credits they have earned toward a degree or certificate program at Asnuntuck Community College or transfer them to another college or university.* Applications must be submitted at the high school. See high school guidance office for specific dates. For additional information, please contact Julie Cotnoir, College Career Pathways Coordinator, at 860.253.3019. Visit us on the Web at www.asnuntuck.edu/admissions/college-career-pathways.

* Most colleges accept incoming community college credit. The final decision is dependent on the accepting college's transfer policy.

COLLEGE CONNECTIONS

Asnuntuck Community College has established a series of technology programs designed to provide high school juniors and seniors with opportunities to consider career paths in manufacturing.

Through the College Connections program, students from local high schools can participate in a series of courses in electronics, machine, and welding technologies and related subject matter and can earn both high school and college credit.

The program provides basic and advanced technology education directed specifically at the needs of the school population and the requirements of the employer community in North Central Connecticut.

The College Connections coursework involves both classroom and manufacturing lab settings and includes regularly scheduled exams and independent assignments. The classes are conducted at Asnuntuck Community College during the regular school day. College credits earned through the College Connections program can be used towards **Manufacturing Technology** certificate and degree programs at Asnuntuck.

The program offers the unique opportunity for high school junior and senior students to gain high school and college credit as well as the ability to establish long-term manufacturing technology competencies and an appreciation for continuous learning and improvement.

CROSS-REGISTRATION PRIVILEGE

A cross-registration privilege exists for students who register for General Fund courses at multiple colleges within the state system of higher education. A student who has proof of payment for the maximum full-time tuition at their "home" institution is exempt from further charges at a state university, the University of Connecticut or another community college. A student who has paid the tuition and fees of a part-time student at their "home" institution and registers for additional courses at another college shall not exceed the amount charged for a full-time student, if the student's combined registration at both institutions would classify him or her as a full-time student. If you are a financial aid recipient and you are attending another higher education institution at the same time, please see the Financial Aid Office. This exchange privilege is offered on a space-available basis only. Connecticut community college students can register any time during in-person registration. All students interested in this special cross-registration plan should contact the Registrar's Office at 860.253.3015.