



## Procedure 501-01 Admission Requirements

Sponsor: Registration and Enrollment Services

### **Purpose**

To define College, program, and course entrance requirements.

### **Definitions**

Non-Credit Application: For non-credit classes only.

#### Application for Admission – Regular:

1. Students who intend to enroll in classes for credit and declare a major. Students may be eligible for Federal Financial Aid.
2. Students who intend to enroll in classes for credit for personal enrichment. Students are not eligible for Federal Financial Aid.

#### Special Application Categories:

1. Concurrent: High School students who intend to enroll in credit class(es) on College property or via internet. Credit may transfer back to high school transcript upon approval of district.
2. CAVIAT: High School students who intend to enroll in credit class(es) for credit on high school property during regular high school hours. Credit is applied to College transcript and high school transcript.
3. Dual Enrollment: High School students who intend to dual enroll in class(es) for credit on high school property during regular high school hours. Credit is applied to College transcript and high school transcript.

### **Procedure**

#### Non-Credit and Adult Education

##### *Non-Credit Courses*

Students must complete the Non-Credit Application if the intent is to enroll solely in non-credit course(s). If the intent is to concurrently enroll in non-credit and credit courses, the Regular Admission Application must be completed.

##### *Adult Basic Education*

Students must attend a scheduled mandatory orientation provided by the Adult Basic Education Department. Admission and registration forms are provided and completed during the orientation.

#### Regular Admission

Regular admission to the College may be granted to any person who meets at least one of the following criteria:

1. Graduation from a regionally accredited high school as defined by the U.S. Department of Education, or approved by the Arizona Department of Education or other appropriate state-level educational agency.

2. High school certificate of equivalency.
3. Homeschooled students with a high school certificate of equivalency.
4. Is at least eighteen years of age and demonstrates evidence of potential success at the College.
5. Transfer in good standing from a college or university.

#### Special Admissions - State-Mandated Underage Admissions

1. The College shall not deny admission to a student under the age of 18 for the reasons listed in this subsection if the student under the age of 18 satisfies the terms of Subsection (2) below.
  - a. Age of student;
  - b. Lack of high school diploma or high school certificate of equivalency;
  - c. Grade level;
  - d. Lack of permission of school officials, or
  - e. Lack of concurrent enrollment in a public or private school.
2. The student meets the established requirements of the courses for which they enroll and who achieves, at minimum, at least one of the following requirements:
  - a. Composite score of 93 or more on Preliminary Scholastic Aptitude Test.
  - b. Composite score of 930 or more on Scholastic Aptitude Test.
  - c. Composite score of 22 or more on American College Test.
  - d. Passing score on relevant parts of statewide standardized testing.
  - e. Completion of a College-designated placement test that indicates the student is at the appropriate preparedness level for the course.
  - f. Graduate of a high school or has a high school certificate of equivalency.
3. Special Admissions are limited to no more than six (6) semester credits per term. If a student intends to enroll in more than (6) semester credit hours, the student must have Registrar or designee approval prior to registration.
4. A student admitted to the College is not guaranteed admission to a specific program or to all courses offered by the College.
5. Students who enroll in vocational course may be admitted on an individual basis with the approval of the Registrar if the student meets the established requirements of the course(s) for which the student enrolls and that the Registrar determines that the student's admission is in the best interest of the student.
6. Special Admits, including Concurrent and CAVIAT students (other than Dual Enrollment) and their parent must sign that the student's Special Application for Admission acknowledging their understanding or approval of the following:
  - a. The average age of a CCC student is late twenties. An underage student may feel constrained from participating in class discussions due to the maturity and age of other students. The content of material presented in some classes may not be appropriate for students under the age of 18.
  - b. The student will be enrolled at Coconino Community College for the term indicated.
  - c. The student will be subject to all requirements, policies and procedures in the College Catalog and Schedule of Classes.
  - d. The student will be establishing a permanent college academic record.
  - e. The student may be required to report such attendance to future colleges or universities.
  - f. The parent or guardian and student have read and acknowledged the Special Admission Requirements on the Application for Special Admission.
  - g. The parent or guardian authorizes the College to release information regarding the student's enrollment to the high school.

- h. Homeschooled students are treated the same as students in high school unless State or Federal law directs otherwise.

### Dual Enrollment

1. All students enrolled for college credit shall be high school juniors or seniors.
2. The College may elect to waive the class status requirements specified in 1 for up to twenty-five percent of the students enrolled by the College in courses, and that freshmen and sophomore students who meet course prerequisites and are prepared to benefit from the college-level coursework may be approved for enrollment.
3. All students in the course, including those not electing to enroll for college credit, shall satisfy the prerequisites for the course as published in the College Catalog and shall comply with College Policies and Procedures regarding student placement in courses.
4. The HS2CCC Program Manager annually reports exceptions and justifications to the State. All waivers and reports are kept on file in the Registrar's Office.

### International Student Admission

#### *Spring 2019 - Summer 2020 Admission:*

The College welcomes international students who:

1. Meet the general requirement for admission to the College.
2. Have a current I-20 on file with one of the Arizona Universities.
3. Provides written proof that the I-20 is in good standing.

Tuition is classified non-resident unless determined otherwise by the Registrar.

#### *Fall 2020 and Subsequent Admission (Tentative requirements – contact Enrollment Services for details)*

The College welcomes international students who, in addition to meeting the general requirements for admission, have demonstrated the necessary English language skills, have proved they are financially able to meet the costs of attendance, and have health insurance coverage. All international students are required to comply with appropriate immigration standards and regulations.

1. To qualify for admission as an international student, a student must:
  - a. Be a high school graduate
  - b. Demonstrate proficiency in the English language through the following placement tests offered through the Test of English as a Foreign Language (TOEFL) exam.
  - c. A score of 500 or higher on the paper exam
  - d. A score of 173 or higher on the computer-based exam
  - e. A score of 61 or higher on the internet-based (iBT) exam
2. The proficiency in English language requirement may be waived by the Registrar based on the following exemptions with required supporting documentation:
  - a) Official transcripts indicating completion of ENG 101 and ENG 102 (or their equivalents) at a regionally accredited institution and earning at least a grade of "C" or its equivalent for each course.
  - b) Official high school transcripts indicating completion of all four years of attendance at a U.S. high school.
  - c) Applying from an English-speaking country as determined by the U.S. Department of State.
3. Have U.S. health insurance coverage which includes repatriation and medical evacuation clauses.
4. Complete Affidavit of Support that he/she has adequate financial resources verifying availability of funds in the current amount required by Enrollment Services, to be self-supporting while

attending Coconino Community College: tuition and fees, living expenses, books, and health insurance.

5. Complete application forms and submit in paper format to Enrollment Services.
6. Pay current International Student Application fee.
7. Submit certified copies of official transcripts from each secondary school, college, and university:
  - a. To determine possible transcript credits from international postsecondary colleges or universities a student has attended, the transcripts must be officially translated and evaluated by a member company of the National Association of Credential Evaluation Services (NACES).
8. All materials must be received by July 1 for the fall semester and November 1 for the spring semester.
9. Completion of a College-designated placement test to ensure proper placement in courses.
10. Admitted international students are required to enroll for a full-time course load (minimum of 12 semester credits) each fall and spring, as well as meet with an academic advisor each semester.

### **References**

A.R.S. § 15-1805.01

A.R.S. § 15-1821

### **Procedure History**

07/15/2003 New

10/17/2006 Revised

05/11/2011 Reformatted

01/29/2015 Revised to reflect A.R.S. § 15-1821.01

11/06/2015 Revised to reflect A.R.S. § 15-1821 (B)(3)

12/06/2017 Revised

04/03/2019 Revised and Approved by College Council

### **Legal Review**

11/2017

03/2019