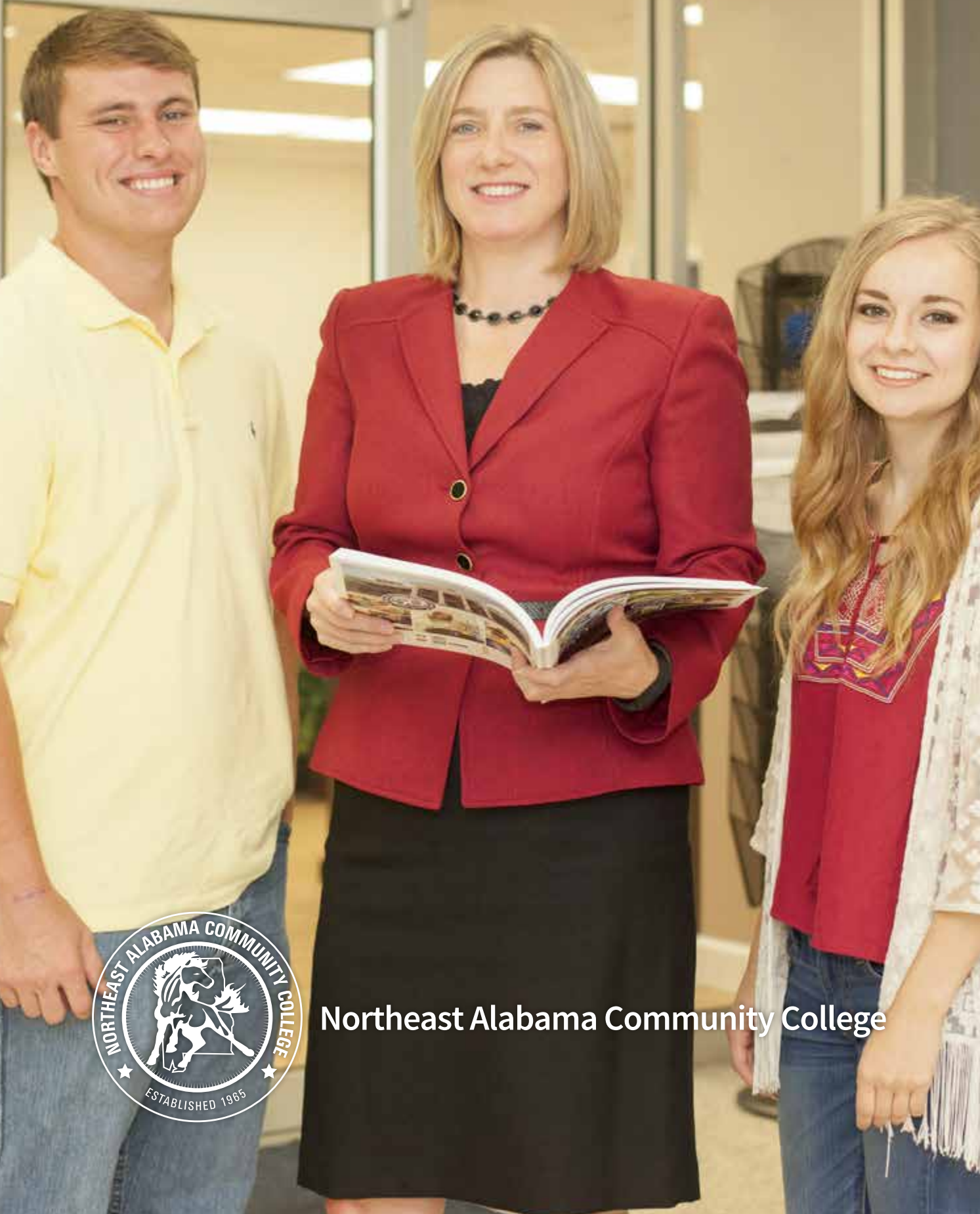


ADMISSIONS OFFICE



Northeast Alabama Community College

ADMISSIONS
REQUIREMENTS

ADMISSION REQUIREMENTS

Applications for admission to Northeast may be completed at any time; however, it is suggested that all admissions paperwork be completed at least two weeks before the semester in which the student plans to attend. Admission to the College does not ensure admission to any individual program or course. An application form may be obtained from the Admissions Office, in the catalog, and online. An applicant who has no prior post-secondary experience who is attending the College for the first time will be designated a first-time college student. An applicant who is attending the College for the first time and has previously attended a post-secondary institution will be designated as a transfer student. The student may transfer with or without credit.

Students who have submitted all required documentation will be admitted as unconditional status.

Students who have not submitted all required documentation will be admitted as conditional status. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. If all required admissions documentation has not been received by the College prior to the issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions documentation.

Students previously enrolled at Northeast who have not been in attendance during one or more semesters, summer term excluded, will be required to complete a readmission application form. If the student attended college elsewhere during this period, official transcript(s) must be mailed to the Admissions Office.

An applicant must provide the following required admissions documentation prior to beginning of the registration process.

1. Degree seeking or Non-Degree seeking students (High School Graduates/GED®)

- a. Admission application
- b. Primary form of identification
 - Unexpired Alabama Driver's or Instruction Permit
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - Unexpired U.S. Permanent Resident Card
 - Resident Alien Card - Pre-1997
 - Unexpired Driver's License or instruction permit from another state possession that verifies lawful presence, dated 2000 and beyond
 - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
 - BIA or tribal identification card with photo
 - I -797 Form with expiration date
 - Voter identification card from a state that verifies lawful presence
- c. Official transcript - high school or GED®
- d. Official transcript - all other colleges attended. (Students who have achieved a minimum of a Baccalaureate

degree are only required to submit a transcript from the degree granting institution.)

2. Transient Students - A student enrolled at another college or university who is taking classes at Northeast for the express purpose of transferring credit back to the home college or university is classified as a transient student.

- a. Admission application
- b. Primary form of identification:
 - Unexpired Alabama Driver's License or instruction permit
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - Unexpired U.S. Permanent Resident Card
 - Resident Alien Card - Pre-1997
 - Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
 - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
 - BIA or tribal identification card with photo
 - I -797 Form with expiration date
 - Voter identification card from a state that verifies lawful presence
- c. Official documentation letter from the institution which certifies that the credit earned at Northeast will be accepted as a part of the student's academic program. Transient students are not required to provide transcripts of previously earned credits at other postsecondary institutions.

3. Non-Degree seeking students (Non-High School Graduate/Non-GED)

- a. Admission application
- b. Primary form of identification
 - Unexpired Alabama Driver's License or instruction permit
 - Unexpired Alabama identification card
 - Unexpired U.S. Passport
 - Unexpired U.S. Permanent Resident Card
 - Resident Alien Card - Pre-1997
 - Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
 - U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
 - BIA or tribal identification card with photo
 - I -797 Form with expiration date
 - Voter identification card from a state that verifies lawful presence
- c. Official transcript - high school (if attended)
- d. Official transcript(s) - any college attended
- e. Complete the prescribed orientation program and placement testing
- f. Written consent from the appropriate secondary administrator if the student is under age 17

- g. Evidence of a required Assessment Score – individuals must be assessed using Level-D or higher of the Test of Adult Basic Education (TABE). Students must attain the following minimum scores:

TABE minimum educational levels:	
· Reading	567
· Math	566
· Language	560

- 4. **International Students** - A student who is a citizen of another country is designated as an international student. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives. International students must pay out-of-state tuition. There is no financial aid available for international students.

For admission to an Alabama Community College System institution an international student must provide:

- a. Admission application
- b. Acceptable F1 student VISA
- c. Official transcripts in English that document graduation from a secondary school that is equivalent to a U.S. high school. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as Lisano International Foreign Educational Credential Evaluation and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated.
- d. Official transcripts in English from all colleges and universities previously attended. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as Lisano International Foreign Educational Credential Evaluation and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated. Students who have achieved

a minimum of a Baccalaureate degree are not required to provide high school transcripts and transcripts from other Colleges. Students who have achieved a minimum of a Baccalaureate degree are only required to submit an evaluated transcript from the granting institution.

- e. Official transcript showing a minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total score of 500 on the paper-based TOEFL, or a 2A on the Step EIKEN Test in Practical English Proficiency.
- f. A current and valid passport or other official documentation to verify lawful presence.
- g. A current photo (passport-size, preferred).
- h. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
- i. A medical health history with proof of vaccinations.
- j. A signed notarized statement dated within the last six months verifying adequate financial support.
- k. Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation, which must be maintained during all periods of enrollment.
- l. Complete the prescribed orientation program and placement testing.
- m. International students transferring from another college must also provide a current Form I-20.

5. Continuing Education or CEU Credit Courses

The College offers Continuing Education or CEU credit courses for personal enrichment. Continuing Education credit is given for these courses and admission requirements are established by the nature of the particular course. It is not necessary for a student who plans to only register for continuing education courses to apply for regular college admission. Additional information about such courses may be obtained from the Director of Workforce Development Office.

ACCELERATED HIGH SCHOOL PROGRAM

A secondary education student who is earning college credit while still in high school is designated as an Accelerated Student. The Accelerated High School program may not substitute for high school credit.

- 1. **ELIGIBLE STUDENTS.** Students participating in the Accelerated High School program must pay normal tuition as required by Northeast and must meet the following requirements:
 - a. The student has successfully completed the 10th grade;
 - b. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative 3.0 average and recommends the student be admitted under this policy;
 - c. The student may enroll only in postsecondary courses for which the high school prerequisites for the courses in which he/she enrolls have been completed.

2. EXCEPTIONS. Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements “a.” and “c.” above.
3. Upon termination of accelerated status, the student must meet criteria for admission as outlined in the Admission Requirements.

DUAL ENROLLMENT/ FOR DUAL CREDIT

The dual enrollment program allows high school students to enroll at Northeast and earn credits for a high school diploma and for a postsecondary degree. The dual enrollment program is open to all students meeting the following requirements:

1. ELIGIBLE STUDENTS. Students participating in a dual enrollment/for dual credit program must pay normal tuition as required by Northeast and shall meet the following requirements:
 - (a) Students must meet entrance requirements;
 - (b) Student must have a minimum (unweighted) high school GPA of 2.5 on a 4.0 scale;
 - (c) Student must have written approval of the appropriate high school counselor and principal; and
 - (d) Student must be in grade 10, 11, or 12 or have an exception granted by the Chancellor upon the recommendation of his/her principal and superintendent and in accordance with Alabama Administrative Code §. 290-8-9.1.
2. COURSE OFFERINGS.
 - (a) Courses offered must be approved by the student’s local school system and shall be drawn from Northeast’s existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment/ for dual credit. Students may not audit courses under the terms of the state policy. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.
 - (b) Students enrolled in courses offered during the normal high school day on or off the high school campus must have prior permission of the high school counselor and principal.
 - (c) Students must meet the established college placement criteria prior to enrolling in dual enrollment for dual credit coursework.
3. Upon termination of dual enrollment status, the student must meet criteria for admission as outlined in the Admission Requirements.

EARLY COLLEGE ENROLLMENT PROGRAM

The Early College Enrollment Program (ECEP) provides secondary education students an opportunity to earn college credit toward a technical or health degree while completing their high school graduation requirements.

TRANSFER OF COLLEGE CREDIT

Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. All foreign transcripts MUST be evaluated by an approved agency and a copy sent directly from the agency to the admissions office at NACC. An example of such an agency is Lisano <http://www.lisano-intl.com/>.

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS

Advanced Placement (AP) credit may be awarded by Northeast to freshmen who, while in high school, have made satisfactory grades in AP courses and have obtained satisfactory scores on the National Examination of College Entrance Examination Board (CEEB).

Northeast Alabama Community College recognizes that individuals can develop mastery of course competencies through different methods. The College awards non-traditional credit by the following methods: College Board Advanced Placement Program (AP), College Level Examination Program (CLEP), Military Service Credit, and Prior Learning Credit. Academic credit may be granted for other officially documented learning experience according to American Council of Education recommendations.

ADVANCED PLACEMENT

Credit for academic transfer courses awarded through non- traditional means may only be awarded by examination or nationally recognized guidelines. Course credit earned through non-traditional means will be noted as such on the student’s

transcript. Credit awarded through non-traditional means cannot exceed more than 25% of the total credit required for any program. Credit awarded through non-traditional means does not count toward the minimum of 25% of semester credit hours that must be completed at Northeast Alabama Community College. Credit may not be received twice for the same learning.

Credit awarded for AP by Northeast does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

AP credit at NACC is offered in the subjects listed in the chart below. Other AP courses must be evaluated by the appropriate division chair for evaluation.

SUBJECT	MINIMUM SCORE	NACC EQUIVALENT	SEM. HRS. CREDIT
Biology	3	BIO103	4
Biology	4 or 5	BIO103 and BIO105	8
Calculus AB	3	MTH113 and MTH125	7
Calculus BC	3	MTH113, MTH125 and MTH 126	11
Calculus BC-AB subscore	3	MTH125	4
Chemistry	3	CHM111 or CHM104	4
Chemistry	4 or 5	(CHM111 and CHM 112) or CHM104	8 or 4
English Language/Composition	3	ENG101	3
English Language/Composition	5	ENG101 and ENG102	6
English Language/Composition	3	ENG101	3
English Language/Composition	5	ENG101 and ENG102	6
Government & Politics: US	3	POL211	3
Physics B	3	PHY201 and PHY202	8
Physics C: Electricity & Magnetism	3	PHY214	4
Physics C: Mechanics	3	PHY 213	4
Physics I	3	PHY 201	4
Physics II	3	PHY 202	4
Psychology	3	PSY 200	3
Spanish Literature/Culture	3	SPA 101 & SPA 102	8
Statistics	3	MTH 265 or BUS 271	3
US History	3	HIS 201 and 202	6

NOTE: Other Advanced Placement courses taught in the College's service area may be accepted. Other such courses will be presented to the division chairs for evaluation.

The total number of credit hours awarded from advanced placement credit cannot exceed 16 semester hours. Credit awarded by northeast does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the transfer institution.

COLLEGE LEVEL EXAMINATION PROGRAM—CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved. Credit is granted only if the exams were taken before entering college or during the first semester, provided the student has not been enrolled in a comparable course for more than one week.

CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both SUBJECT EXAMINATION and its course equivalent.

Official Score reports must be received by the college directly from Educational Testing Service. Credit awarded by northeast does not indicate that four-year or transfer institutions will award credit. It is the student's responsibility to verify credit with the other institution.

Academic credit may be granted for other officially documented learning experiences according to American Council on Education recommendations.

CLEP is accepted in the following subject areas:

SUBJECT	MINIMUM SCORE	NACC EQUIVALENT	SEM. HRS. CREDIT
American Government	50	POL 211	3
American Literature	50	ENG 251	3
Anatomy & Physiology I	50	BIO201	4
Biology	50	BIO 103, 104	8
Calculus	50	MTH125	4
Chemistry	50	CHM111, 112	8
College Algebra	50	MTH100	3
College Mathematics	50	MTH110	3
Composition (College)	50	ENG 101	3
English Literature	50	ENG 261	3
History of the US I	50	HIS 201	3
History of the US II	50	HIS 202	3
Human Growth and Development	50	PSY 210	3
Pre-Calculus	50	MTH112	3
Psychology (Intro)	50	PSY 200	3
Spanish Language, Level 1	50	SPA 101, 102	8

MILITARY SERVICE CREDIT

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours. Contact the Dean of Student Services for further information. Military credit or other experiential learning must not exceed 25 percent of the credit hours applied toward a degree.

Students who desire to receive college credit for their military training should request a Joint Services Transcript (JST). All enlisted, officers and warrant officers, both active and veterans from all Army components, Coast Guard, Marine Corps and Navy are eligible to receive free official transcripts from JST. Individuals interested in a free official JST should request a transcript at <https://jst.doded.mil>. Air Force personnel should contact Community College of the Air Force (CCAF) at www.au.af.mil/au/ccaf/transcripts.asp to obtain official transcripts.

Students requesting transcripts should ask that the transcript be sent directly to the Admissions Office, Northeast Alabama Community College, PO Box 159, Rainsville, AL 35986.

PRIOR LEARNING CREDIT

Prior learning credit allows students to receive credit for life experiences which may include employment, training, professional certifications, noncredit courses, and other learning experiences. Students must document that they have obtained mastery of skills equivalent to the course objectives. Prior learning does not apply to secondary/post-secondary articulation agreements or dual enrollment. Students seeking credit through prior learning must pay a \$25.00 fee to have each course evaluated for possible credit.

Prior learning credit may be awarded through industry certification or portfolio review. Both methods must be reviewed and approved by the program instructor/coordinator, Director of Workforce Development and Dean of Students. The awarding of credit may be dependent upon the student passing an examination and/or verification of the industry certification. The student requesting prior learning through portfolio review must also obtain a copy of the course syllabus/plan of instructor from the instructor in charge of the program and provide documentation indicating that the student has met all learning objectives for the course.



Brenda Standridge of Google delivers the commencement address at NACC.