

## **Conditional unclassified student**

A conditional unclassified student has not submitted all required documents to the Office of Admissions and otherwise falls into the category of unclassified student as defined above. This student may not register for another semester until all required documents are on file in the Office of Admissions.

## **Transient student**

A transient student is enrolled at another institution and attends CVCC for one or more semesters with the permission of the parent institution where he/she is enrolled. A transient student must present to the Office of Admissions written authorization from the parent institution to attend CVCC. The transient student should enroll in only those courses approved in writing by the parent institution. A transient student is cautioned that courses not approved by the parent institution may not transfer to that institution.

## **Accelerated high school student**

A student who is a rising junior or senior in high school may be classified as an accelerated high school student. This student may enroll in courses for which the high school prerequisites have been met.

## **Dual-enrollment/dual-credit student**

A dual-enrollment/dual-credit high school student is in grade ten or higher and meets entrance requirements established by the Alabama State Board of Education. The student must have at least a “B” grade average in completed high school courses, have written permission from the principal, and enroll in courses approved for dual credit by the high school and CVCC.

## **Noncredit student**

A student who enrolls exclusively in noncredit courses may be granted admission without a minimum test score, a GED Certificate, or transcripts from a high school or college. Students must meet the general entrance requirements established by the College, complete the COMPASS placement testing, and meet all prerequisites for approved college courses.

## **Change of admission status**

A student may change his/her admission status by meeting the requirements for the desired status and submitting a completed Student Change of Information Form to the Admissions Office.

## **Selection of program**

The College helps students select courses and programs from which they can derive the most benefit. Individual abilities, previous training and education, and personal objectives are considered when advising students on appropriate programs and courses. Each student is assigned a faculty advisor during his/her first semester of enrollment.

## **Academic assessment and placement**

The College requires each new student to participate in COMPASS testing, which involves tests in English, mathematics, and reading. The scores on these tests are used during academic

advising to determine appropriate placement in certain courses. COMPASS scores are valid for three years.

Exceptions to the above requirement are allowed for students with scores of 470 or higher on the verbal and 470 or higher on the mathematics portions of the SAT and 20 or higher on the English and mathematics portions of the ACT. SAT and ACT scores are valid for two years.

Dependent upon your ACT/SAT test scores you may be eligible to receive course credit. The scores should be provided from the testing agency.

- ACT (English) with a score of 30-34 will receive 3 hours credit for ENG101 (English Composition Skills I).
- ACT (English) with a score of 35-36 will receive 6 hours credit for ENG101 & ENG102 (English Composition Skills I & II).
- SAT (Verbal) with a score of 680-710 will receive 3 hours credit for ENG101 (English Composition Skills I)
- SAT (Verbal) with a score of 720 or higher will receive 6 hours credit for ENG101 & ENG 102 (English Composition Skills I & II).

The College also requires transfer students to participate in academic assessment if they have not completed an English composition and/or a mathematics course. However, transfer students who have satisfactorily completed a college preparatory program (developmental courses) in English or mathematics at another Alabama Community College System institution are not required to participate in the academic assessment program.

**English assessment** - Each new student is required to take the Writing Skills Test. A student's placement in ENG 093 or ENG 101 is determined by the score achieved on this test.

**Reading assessment** - Each new student is required to take the Reading Skills Test. A student's placement in RDG 085 or RDG 114 is determined by the score achieved on this test.

**Mathematics assessment** - Each new student is required to take a Mathematics Test: Numerical and Algebra Skills. A student's placement in MTH 090, MTH 098, or a college level mathematics course is determined by the score achieved on this test.

After academic assessment, it is the student's responsibility to make an appointment to meet with the assigned academic advisor. The student must provide his/her advisor with a written copy of the assessment scores. The advisor will review these scores and help the student select a plan of study and appropriate classes.

A student who scores below the standard placement score and is placed in college preparatory courses (developmental studies) must continue those courses in the appropriate disciplines until academic deficiencies are remediated. A student enrolled in developmental courses in two or more of the disciplines may be prohibited from enrolling in more than a total of 12 semester credit hours.

## **Required English, mathematics, and orientation courses**

Because competency in writing and reading is necessary for success in all courses at the College, students should register for English composition courses required in their programs of study each semester of enrollment until all required composition courses have been satisfactorily completed. Diagnosed reading course requirements must be satisfied during the initial

semester of enrollment and during consecutive semesters of enrollment until requirements are satisfactorily completed.

Students should register for required developmental courses in writing, reading, and mathematics during the initial semester of enrollment and continue to take the preparatory courses during consecutive semesters until all required preparatory courses have been satisfactorily completed.

An advisor will help the student schedule preparatory courses and will advise the student which regular-credit courses he/she may take along with developmental courses.

New students must register for ORI 101 (Orientation to College) or ORI 105 (Orientation to Student Success) during the first semester of enrollment if they have not completed 14 or more semester hours of college work prior to transferring to CVCC or are completing the Associate of Applied Science in Nursing.

## **WorkKeys**

The WorkKeys system has been implemented at CVCC to help students improve and document their workplace skills. It consists of assessing students' skills, determining skill levels needed for jobs, and targeting instruction to help students improve their skills. WorkKeys helps businesses communicate to educators the skills needed in the workplace. The goal is to ensure that Chattahoochee Valley Community College students are ready to succeed in their chosen fields.

Students pursuing most AAS degrees and certificates are required to enroll in WKO 101. This course utilizes the online software, Keytrain. Students are pre-tested in Keytrain to determine their skill level in three areas—Reading for Information, Applied Mathematics, and Locating Information. After taking the pre-tests, students are required to complete targeted instruction in preparation for WorkKeys testing, which will document their readiness for the workplace.