

## **ADMISSIONS INFORMATION**

### **GENERAL ADMISSION TO THE COLLEGE**

Individuals are eligible for admission to Eastern Shore Community if they are high school graduates or the equivalent (GED), or if they are eighteen (18) years of age or older and able to benefit from study at the College.

ESCC reserves the right to evaluate and document special cases and to refuse admission if the College determines that the applicant is a threat or a potential danger to the college community or if such refusal is considered to be in the best interest of the College.

All students are admitted as either a curricular or non-curricular student.

### **CURRICULAR ADMISSION**

Curricular admission is granted to an applicant who satisfies requirements for entry into programs leading to VCCS certificates, diplomas, and associate degrees. Specific admission requirements may exist for a program. Applicants should consult the Plans of Study section of the catalog.

To be admitted as a curricular student you must:

1. Submit an Application for Admission;
2. Complete Compass computer-based placement testing;
3. Submit official high school transcript or GED test scores (for registered nursing, practical nursing, and medical assistant programs only);
4. Submit official transcripts from all previous colleges and universities attended; and
5. Meet additional requirements that may be necessary for specific programs.

### **NON-CURRICULAR ADMISSION**

Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study).

To be admitted as a non-curricular student you must:

1. Submit an Application for Admission
2. Meet additional requirements that may be necessary for specific programs or courses. Examples of additional requirements include:
  - a. Satisfactory scores on placement tests before enrollment in English and math.
  - b. Physical examinations.
  - c. Proof of ability to benefit educationally.

### **ADMISSIONS WITH SPECIAL PROVISIONS**

#### **Transfer Students**

Transfer students must submit an application for admission and must have official transcripts from all previous colleges and universities sent to the Admissions Office. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Usually a transfer student who is eligible for re-enroll at the last college of attendance will be eligible for admission to ESCC. If a transfer student is academically ineligible to return to the previous college, the Admissions Committee of the college shall decide on each case and can impose special conditions for the admittance of such students. The student must appeal for such admission to ESCC by submitting a letter to the dean of instruction.

#### **Concurrent Enrollment of High School Students**

A high school student, regardless of age, may be admitted to Eastern Shore Community College under the following conditions:

1. With a limit of two courses per semester;
2. Through early admission as a college student; and
3. With the understanding that all college credit will be held until graduation from high school, unless early admission to the college is granted.

A high school student is admitted on a space-available basis with highest priority given to a senior and lowest priority given to a freshman. An out-of-school student who has not completed high school may be admitted if beyond mandatory school age and out of school for at least six (6) months. This requirement also applies to adult literacy and GED preparation classes.

### **Dual Enrollment of High School Students**

The Dual Enrollment program allows high school students to be enrolled in and receive credit for college courses and high school courses simultaneously. The courses are taught by certified instructors at the high schools or on the ESCC campus following the high school schedule.

Dual enrollment coursework is restricted to high school juniors and seniors. Exceptions may be considered for high school freshman and sophomore students who are able to demonstrate readiness for college level coursework through ESCC's established institutional policies. It is required that all freshman and sophomore students meet established institutional placement criteria prior to enrolling in dual enrollment coursework. Because enrolling freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and require formal approval by the College president.

The high schools identify students whom they feel will benefit from enrollment in this program. After consultation with their high school counselor, the student then submits an Application for Admissions and takes the appropriate placement tests to evaluate readiness for enrolling in the college-level courses.

### **Returning Students**

Returning students who have not been enrolled in credit courses at the College during the past three years must reapply by resubmitting an application for admission prior to registration. Please direct all inquiries to the Admissions Office.

### **Non-Credit Students**

Persons who wish to apply to take non-credit continuing education courses should contact the Office of Workforce Development. Completion of the Application for Admission is required.

## **CLASSIFICATION OF STUDENTS**

All students are classified according to the following categories:

**CURRICULAR STUDENT:** A student who has satisfied all general college admission requirements and has been admitted to a curriculum (plan of study).

**NON-CURRICULAR STUDENT:** Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study) and who is registering for classes for any of the following reasons:

- Upgrading employment skills for present job
- Developing skills for new job
- Exploring career options
- Pursuing personal interest or general knowledge
- Pursuing college courses while in high school
- Currently pursuing degree at another college (transient / visitor)
- Planning to pursue a degree at another college (non-degree / transfer).

**FULL-TIME STUDENT:** Students are considered full-time students if they are enrolled in 12 or more credit hours of course work in a semester.

**PART-TIME STUDENT:** Students carrying fewer than 12 credit hours during a semester are considered part-time students.

**FRESHMAN/SOPHOMORE STATUS:** Students are classified as freshmen until they complete 30 credits of course work in a degree program. Students who have completed 30 or more credits in a degree program are classified as sophomores.

## **PLACEMENT TESTING**

Placement testing is required to ensure appropriate course selection for newly enrolled students as well as the ability to benefit educationally from college course work. Students scoring below minimum levels will not be permitted to enroll but will be encouraged to attend adult literacy classes.

The Compass test is an untimed, multiple choice assessment measuring skills in reading comprehension, writing and mathematics. College placement testing is by appointment and should be scheduled by contacting the enrollment counselor at 757.789.1730. Testing is scheduled weekdays year round with both morning and afternoon appointments available. The first two days preceding the onset of a new semester will be reserved for counselor assistance with late registration, and no placement testing will be permitted.

Average testing time is approximately one and a half to two hours, but as the test is untimed, students may take all the time they need. Applications for admission must be completed at or before the placement test session. Scientific and regular calculators are permitted on the math portion of the placement test.

Re-testing is scheduled only in the following circumstances:

1. A technical problem with the testing session;
2. Student illness; or
3. Following documented remediation. Testing is allowed once per semester in the case of remediation.

Curricular students not scoring in the college range, but requiring courses in English and mathematics will first be required to complete developmental course work before entering most college-level courses. This requirement is essential for student success and for maintaining the integrity of the college curriculum.

## **STUDENTS TRANSFERRING FROM OTHER COLLEGES**

Generally, Eastern Shore Community College awards transfer credit for all courses at or above the freshman level in which grades of "C" or better have been earned at regionally accredited colleges and universities.

Transcripts from other colleges must be submitted prior to the end of the first term of enrollment or future registration will not be permitted. Transcripts will be evaluated in a timely manner. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Transfer applicants should consult with admissions office staff regarding placement tests required by Eastern Shore Community College.

## **ADVANCED STANDING/TRANSFER**

Students may be eligible for advanced standing when previous studies have provided them with the knowledge and skills required in a course. Anyone who believes that previous study, training, or work experience may change course requirements of specific curricula should consult the dean of instruction before registering for classes.

At least twenty-five percent (25%) of the requirements for a degree or certificate must be completed at Eastern Shore Community College. Credit is not formally awarded until the requirements for curricular admission are completed.

Students who plan to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced-standing credits awarded by Eastern Shore Community College.

## **CREDIT BY EXAMINATION**

Eastern Shore Community College is designated as an Educational Testing Services CLEP (College Level Examination Program) National Test Center.

Eastern Shore Community College *may* grant credit in appropriate courses on the basis of proficiency examinations. The proficiency examinations currently accepted by the college are:

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP);

- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST); and
- Eastern Shore Community College Departmental Challenge Examinations.

It is the student's responsibility to ensure that the official examination results are sent directly to the college.

### **College Board Advanced Placement (AP)**

Eastern Shore Community College may grant credit in appropriate courses on the basis of Advanced Placement Examination results. Eastern Shore Community College recognizes that Advanced Placement Examination scores of 3, 4, and 5 reflect different levels of the student's mastery of the course content. As a result, the credit granted or course waivers that may be awarded by the college will differ based on the student's individual scores.

### **College Level Examination Program (CLEP)**

Eastern Shore Community College may grant credit in appropriate courses on the basis of CLEP. examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Once a student has enrolled in the first course of a two-course sequence, (e.g. Biology 101 and 102, Mathematics 163 and 164, etc.) a student may **not** use the CLEP exam to earn credit for the second course in the sequence unless a separate CLEP exam is offered for each of the two courses in the sequence. For additional information concerning Eastern Shore Community College's Advanced Standing policies, please contact the Office of Student Services.

### **DANTES Subject Standardized Tests (DSST)**

Eastern Shore Community College may grant credit in appropriate courses on the basis of DANTES examination results when the student scores at or above the minimum level suggested by the American Council on Education.

### **Departmental Challenge Examinations**

Eastern Shore Community College Departmental Challenge Examinations are examinations developed by Eastern Shore Community College faculty to provide credit by examination for specific ESCC courses.

A student who has taken an Eastern Shore Community College Departmental Challenge Examination and has not received a score that would grant credit for the course cannot retake the Departmental Challenge Examination for the same course.

### **Maximum Credits Granted Through Proficiency Examinations**

Based on the student's scores on the proficiency examinations, the maximum total number of credit hours that a student enrolled in a Certificate Program may be granted through proficiency examinations is the lesser of fifty percent (50%) of the credits required by the certificate or fifteen (15) credit hours. <sup>(1) (2)</sup>

Students enrolled in the Associate of Arts and Sciences Degree Program may be granted through proficiency examinations a maximum of fifty percent (50%) of the credits required by the degree or thirty (30) credit hours, whichever is the lesser. <sup>(1) (2)</sup>

### **Credit for Educational Experiences in the Armed Services**

The college follows the American Council on Education guidelines in awarding credit for educational experiences in the armed services, *Project Ahead*. In this plan, enlistees in the Armed Forces select curricula, which will be observed when courses are taken during military service. After military service, enlistees may transfer their credits to Eastern Shore Community College and continue their programs.

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<sup>(1)</sup> In some cases, a department will not accept credit for core courses in the major or prerequisites. All guidelines are subject to change by Student Services or the academic department awarding credit.

<sup>(2)</sup> The maximum number of credit hours that may be granted is the combined total from all proficiency exams accepted by the college.

Veterans, active members of the military, and certified Emergency Medical Technicians who provide proof of eligibility may receive two (2) credits toward fulfillment of the HLT/PED requirement.

### **Servicemembers Opportunity College Program**

ESCC is a member of the Servicemembers Opportunity Colleges (SOC) program. This is a worldwide network of U.S. colleges and universities working with the United States Navy, Army, Air Force, Marine Corps and Coast Guard that are dedicated to helping service members and their family members get college degrees. This program guarantees the transfer of courses among participating colleges and universities. Nontraditional sources of credit may include Navy and Coast Guard rate and rate experiences, Army and Marine Corps military occupational specialties, and service school training. Contact the dean of instruction at 757.789.1748 for more information.

### **Sex Offender and Crimes Against Minors Registry Reporting**

In compliance with Virginia Code 23-2.2:1. Sex Offender and Crimes Against Minors Registry, the complete name, social security number, date of birth, and gender of each applicant offered admission is submitted to the Virginia State Police. The State Police will use this information to compare individuals against the Virginia Criminal Information Network, as well as the National Crime Information Center Convicted Sexual Offender Registry File.