

# ADMISSIONS

## ADMISSIONS POLICY

Monroe County Community College believes that liberal admissions requirements are an essential part of its philosophy. The college Admissions Policy affords equal opportunity for all qualified individuals for higher education experiences. The policy is based on the student's ability to benefit and does not discriminate on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, disability, genetic information, sexual orientation, gender identity/expression, height, weight or veteran's status. Any exception to this policy must be approved by the vice president of enrollment management and student success and information services or his/her designee.

All applicants must be high school graduates or have successfully completed the General Education Development (G.E.D.) test for admission to Monroe County Community College (for exceptions, see Special Admission). High school students may be admitted (dual enrollment) pursuant to State of Michigan law, or on a concurrent enrollment basis.

Individuals seeking admission to the college must submit a completed application along with official high school transcripts. All applicants who desire advanced standing consideration must provide an official transcript for all colleges attended or official certification of other educational experiences. Graduates of regionally accredited two-year and four-year colleges need not provide a high school transcript.

Falsification of any admissions information may be grounds for admission denial or dismissal from the college.

All new students, as defined in Procedure 3.00(b), must participate in an assessment program. Information on location and times of testing is available in the Admissions and Guidance Office, located in the Student Services/Administration Building, 1555 South Raisinville Road, Monroe, Michigan 48161.

Main Campus: 734.384.4104  
Within 313, 419 and 734 area codes: 877.YES.MCCC  
Whitman Center: 734.847.0559

## ADMISSIONS STATUS

The admission status of an applicant to Monroe County Community College is determined by records of his/her previous educational performance. Admission is based on the following:

**Regular Admission:** In Fall and Winter semesters, students may carry a maximum of 17 credit hours per semester. During the shorter Summer semester, students may carry a maximum of nine credit hours. Approval of the vice president of instruction, vice president of enrollment management and student success or their designees is required to exceed either limit.

**Special Admission:** Applicants who have not graduated from high school may receive special admission status if five years or more have elapsed since the date their high school class would have graduated. For their first semester, these individuals may be admitted to no more than seven credit hours of course work during either the Fall or Winter semester or four credit hours for the Summer semester. Admission will

be based upon an evaluation of the applicant's background, experience and assessment scores. The vice president of enrollment management and student success or his/her administrative designee will make the final decision for admission. Students entering the college as a special admission must maintain a minimum 1.8 grade point average. Specially admitted students must comply with all other admissions policies and procedures

**Restricted Admission:** Any student who enrolls at this institution with an assessment score at or below the minimum level in writing, reading or math will have a limited enrollment status. Restrictions are described in Procedure 3.00(b) – Procedures on Student Assessment.

Any student who scores below the minimums on qualifying placement tests should consult with a counselor or an academic advisor to begin planning the steps necessary to improve their reading and/or writing skills.

Minimum Competencies in Reading Students who score below specified minimums on the reading portion of an assessment must successfully improve their reading skills to achieve the minimum score required for placement into Reading 090. Students who place into Reading 090 must successfully pass the course prior to enrolling in most 100-level or higher college courses.

Minimum Competencies in Writing Students who score below specified minimums on the English portion of an assessment must successfully improve their writing skills to achieve the minimum score required for placement into English 090. Students who place into English 090 must successfully pass the course prior to enrolling in most 100-level or higher college courses.

Minimum Competencies in Mathematics Students who score below specified minimums on the math portion of an assessment must successfully improve their math skills to achieve the minimum score required for placement into MATH 090.

Students who score below specified minimums for reading, writing and/or mathematics are strongly encouraged to enroll in COLL 145 (College Skills).

**Programs with Selective Admission:** The following programs have selective admission:

- Licensed Practical Nursing
- Nursing
- PN to RN Program Option
- Respiratory Therapy

Criteria used in selecting students for these programs are stated in Procedure 3.00(a).

**Guest Student Admission:** Guest students must present a completed MCCC Application for Admission and a Guest Application form. The form is available in the Admissions and Guidance Office and must be completed by the student and the registrar and/or dean's office of the college or university that he/she is currently attending. This form is required each semester the student enrolls at MCCC.

**Dual Enrollment/High School Student Admission:** High School students may be admitted on the basis of dual or concurrent enrollment upon completion of the following:

Submission of an MCCC Application for Admission.

1. All new students, as defined in Procedure 3.00(b), must meet

assessment requirements. The admission decision, in part, will be based upon assessment results.

2. The MCCC High School Approval Form must be completed and signed by the high school principal prior to each semester of attendance.
3. Official high school transcripts are required prior to admission.
4. Approval by the vice president of enrollment management and student success or his/her designee is required for enrollment.

**International Student Admission:** Monroe County Community College is authorized under Federal law to enroll non-immigrant alien students.

International student applicants must be sponsored by a family residing in the college district. Sponsorship requires that the student will live with the family, which will assume responsibility for his/her support. The sponsor must certify this by signing an International Student Sponsorship Form, having the form notarized and returning it to the Admissions and Guidance Office.

Prospective international students whose native language is not English are required to demonstrate proficiency in the English language. This can be accomplished in one of two ways: scoring 80 percent or higher on the University of Michigan Language Institute's English Proficiency Examination (MELAB) or scoring 79-80 or more on the Test of English as a Foreign Language (TOEFL). Certification of English as the native language must be approved by the vice president of enrollment management and student success or his/her designee.

Once these requirements are met, the international applicant must complete the regular admissions process. A copy of his/her high school and college transcripts (in English) must be sent to the Admissions and Guidance Office.

**Advanced Standing** Students admitted to the college may be granted advanced standing according to the procedures noted in MCCC's Procedure 3.00(c), Advanced Standing—Awarding of Credit.

**Transfer Credits:** Credits from other regionally accredited colleges and universities which are earned with a grade of C or better and are applicable to the student's declared MCCC program will be accepted in transfer and appear on the student's permanent record. Requests for awarding of credit for work at unaccredited institutions or for non-collegiate educational experiences will be evaluated by the registrar in consultation with the respective division deans. To be considered official, transcripts must be sent directly from your previous college to the Registrar's Office at Monroe County Community College. Grades and grade point average are not transferred. A student's grade point average will be computed only for the courses earned at Monroe County Community College.

**Credit by Examination:** Credit by examination can be obtained by three methods at MCCC. Testing can be in the form of the College-Level Examination Program (CLEP), the Advanced Placement Program (AP) (through the College Board) or the MCCC credit by exam process. The CLEP and AP options are tests given by outside testing services and cover primarily subjects designated as transfer.

**Advanced Placement (AP):** Credit may be granted to students who have participated in the College Entrance Board's Advanced Placement Program in their high schools. A score of 3 or better is required to earn academic credit. Students planning to attend

Monroe County Community College should arrange to have their advanced placement examination records sent to the Registrar's Office.

**College Level Examination Program (CLEP) :** Credit may be granted to students who have participated in the College Entrance Examination Board's College Level Examination Program. To earn credit, a student must score in at least the 50<sup>th</sup> percentile in the sophomore norms. Students planning to attend Monroe County Community College should arrange to have their CLEP scores sent directly to the Registrar's Office.

CLEP credit is not available in cases where a student has earned credit in the same course previously. For additional information regarding which tests are accepted and how credit will be awarded, please contact the Registrar's Office.

**Credit for Military Service Experience:** Credit for service experience may occur in two forms. Use of this credit is based on its appropriateness to the student's program at Monroe County Community College.

1. A student presenting the Registrar's Office with a DD-214 form showing a minimum of one year of service with the character of discharge being either "honorable" or "general under honorable conditions" will be awarded two semester hours of general elective credit.
2. Service personnel, having successfully completed certain approved training courses, may be awarded a limited amount of academic credit once proof of this training has been provided to the Registrar's Office. MCCC follows the American Council on Education Guide to the evaluation of educational experience in the armed services.

**Definition of Class Standing:** A **freshman** at Monroe County Community College is one who has earned 29 or fewer semester hours, including semester hours transferred from other institutions. A **sophomore** is one who has earned 30 or more semester hours, including approved semester hours transferred from other institutions.

## **ADMISSIONS/GUIDANCE SERVICES**

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**Orientation:** Prior to the first session of classes, new students are introduced to the college through a mandatory orientation program. During this program, students are acquainted with the philosophy of the college, its physical facilities, educational opportunities, administrative procedures, student services and co-curricular activities. All students attending MCCC for the first time are required to attend a new student orientation program.

**Counseling:** Monroe County Community College admits students with a variety of backgrounds to its diverse instructional programs. The purpose of counseling is to help students become better decision makers, formulate realistic educational and vocational goals, and develop more effective personal skills.

The college supports a counseling program that is comprehensive in its service and is staffed by professional counselors. These services are available to all students whether enrolled on a full-time or part-time basis.

Students are not assigned to a specific college counselor. If students wish to avail themselves of the counseling services, they should make an appointment in the Admissions and Guidance Office. Students enrolled at the Whitman Center can make an appointment at the Whitman Center.

**Educational Counseling:** Help may be needed in dealing with issues that interfere with college studies. An objective listener can often help unscramble ideas which need to be brought into clear focus. Whether a student is simply in need of information or whether he or she needs to gain better self-understanding, a counselor can assist.

**Career Counseling:** The professional counselors in the Admissions and Guidance Office can help you to obtain the decision-making skills necessary to organize the knowledge of values, interests and opportunities necessary to select a career.

**Testing Services:** Many decisions require objective data. Career inventories can often assist in the process of acquiring this data. MCCC offers, free of charge, various career inventories to students (and other members of the community). Inventories are available that measure personality characteristics and career interests.

**Career Advising:** Career packets containing occupational information are sent upon request. Resume and job interview resources are available. Computerized career guidance systems assist with assessing occupational goals, searching for the right college and writing an effective resume. Students who are interested in college transfer information will find a collection of catalogs from colleges in Michigan and Northwest Ohio, as well as applications for admission and program transfer guides. Transfer guides are also available in the Transfer section of the MCCC website.

**Advising:** During an initial counseling interview, a program of study for a certificate, associate degree or the first two years of a four-year degree will be developed with the assistance of a college counselor in the Admissions and Guidance Office or the Whitman Center. Prior to the second semester of study, a faculty advisor will be assigned to each new student based on the student's declared major. Each student is encouraged to meet with the faculty advisor to discuss educational goals and course scheduling.