



NO. 5041 ADMISSIONS PROCEDURES

1.0 Recent High School Graduates or GED Recipients

1.1 Graduates from an Accredited High School

1.1.1 Applicants who (a) are graduates of an accredited high school or have achieved a high school equivalency certificate based on the GED test (GED recipient's high school class must have graduated), (b) have participated in the American College Testing Program (ACT), the Scholastic Aptitude Testing Program (SAT) or a similar acceptable battery of tests, and (c) meet high school curricular requirements, are eligible for admission to Oklahoma City Community College.

1.1.2 High school curricular requirements:

- 4 units English (grammar, composition, literature)
- 3 units Lab Science (from biology, chemistry or physics, or any lab science certified by the school district)
- 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, calculus, or advanced placement statistics)
- 3 units History and Citizenship Skills (including one unit of American History and two additional units from economics, geography, government or non-western culture)
- 2 units additional units from subjects previously listed or from computer science, foreign language, or any advanced placement course except applied courses in fine arts

15 Total Required Units

1.1.3 In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine Arts – music, art, drama; Speech
- 1 additional unit: Lab Science (as described above)
- 1 additional unit: Mathematics (as described above)

4 Total Recommended Units

1.1.4 Recent high school graduates (or GED recipients) who are admitted into an Associate of Arts (AA) or Associate of Science (AS) degree program without having met high school curricular requirements must remediate any basic academic skill deficiencies within their first 24 credit hours of college level work. If deficiencies have not been remediated by that time, all subsequent enrollments will be restricted to deficiency removal courses until the deficiencies are met. In addition, students must remove curricular deficiencies in a discipline area before taking college level work in that discipline. Students may remediate deficiencies through prescribed coursework or testing. Courses used to remediate a deficiency may not be used toward meeting degree requirements. Further information is available in the Office of Academic Advising.

- 1.2 Graduates from Home Study or Unaccredited High Schools
 - 1.2.1 Applicants who are graduates of an unaccredited or home study high school program and who have participated in the ACT or the SAT are eligible for admission if their high school class has graduated. Students admitted under this category must meet high school curricular requirements as specified under section 1.1.4.
- 2.0 Adult Students
 - 2.1 Applicants who are 21 years of age or older or who are on active military duty may be admitted upon completion of academic skills assessment by the College (high school degree not required).
 - 2.2 Applicants who are not yet 21, who did not graduate from high school (their high school class has already graduated), and who may or may not have participated in the ACT, the SAT, or the College assessment test, are eligible for admission. Students admitted under this category must meet high school curricular requirements as specified under section 1.1.2.
- 3.0 Transfer Students
 - 3.1 Students transferring from another accredited college who are in good standing and have met all curricular requirements are eligible for admission to Oklahoma City Community College. Transfer students who do not meet curricular requirements must make up deficiencies as designated in section 1.1.4 above. Information on remediating deficiencies is available in the Office of Academic Advising.
 - 3.2 Students who have been placed on academic probation or suspension by their previous college or who do not meet Oklahoma City Community College retention standards may be admitted on probation. Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Official transcripts from all colleges attended must be submitted prior to admission.
 - 3.3 Students transferring from an unaccredited college may also be admitted. Such transfer credit may be accepted when appropriate to the student's degree program and when the appropriate personnel has had an opportunity to validate the courses or programs.
 - 3.4 Evaluation of Transfer Credit Earned
 - 3.4.1 All coursework previously completed at a regionally accredited institution of higher education will be accepted as transfer credit, although not all credit will necessarily apply toward program requirements. Course with grades of "D" may not meet degree or course prerequisite requirements.
 - 3.4.2 Credit for courses from institutions not using a traditional semester academic calendar will be converted to semester hour credits. Grade points earned at institutions using any method other than the traditional 4.0 system will be converted to the 4.0 system.
 - 3.4.3 An analysis of transfer credit will be performed for students who are currently enrolled. Students must have official copies of transcripts from all colleges attended on file in the Office of Records and Registration. Once these documents have been submitted, they become a permanent part of the student's record at Oklahoma City Community College. They will not be returned, reissued, or copied for distribution. Transcripts from other

institutions, if needed, must be obtained directly from the institution where they were originally issued.

3.4.4 It is the student's responsibility to furnish additional information to the College, if needed, to evaluate transfer credit, i.e., course descriptions, catalogs or syllabi.

4.0 International Students

4.1 Students who are citizens of countries other than the United States and are in the United States on a student VISA for the purpose of education and who have completed their secondary education or its equivalent may be eligible for admission to the College. Certain educational, financial, and immigration documents are required, as well as proof of minimum proficiency in English. Students may apply for admission to the fall, spring, and summer semesters. Because of time required for evaluating educational records and processing immigration forms, these documents, along with the application form, must be submitted in enough time to allow for embassy/travel procedures or for proper processing of transfer paperwork. Designated School Officials (DSO) in the Office of Recruitment and Admissions will work with students regarding these timelines. For detailed eligibility and admissions information, contact the Office of Recruitment and Admissions.

5.0 Students for Whom English is a Second Language

5.1 Students for whom English is a second language are required to present evidence of proficiency in English in one of the following ways prior to admission to credit classes. This requirement ensures that students have a reasonable chance to succeed based upon their ability to comprehend, read, and write the English language.

5.1.1 Standardized Testing

5.1.1.1 Proficiency in English may be determined by the student's score on either the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) examination. A minimum score of 500 on the Institutional paper based TOEFL (offered at Oklahoma City Community College), a minimum score of 173 on the international computer-based TOEFL or a minimum score of 61 on the TOEFL iBT is required for admission. A minimum score of 6.0 on the IELTS is required for admission.

5.1.1.2 Students whose TOEFL scores are below the minimum required for admission but within a range of 460 to 499 on the Institutional paper-based TOEFL, 140 to 172 on the International computer-based TOEFL, 48 to 60 on the International TOEFL iBT or 5.0 to 5.9 on the IELTS may be eligible for provisional admission. The College offers the Academic Bridge Program for students in this category. The Academic Bridge Program is a full-time schedule of English as a Second Language (ESL) courses at the advanced level. The program is available in the fall and spring semesters. Students who successfully complete the Academic Bridge Program become eligible for full admission to the College without having to retake the TOEFL or IELTS.

5.1.2 Intensive English Program (IEP)

5.1.2.1 Students whose TOEFL or IELTS scores are within the range for provisional admission listed in 5.1.1.2, may be admitted if after achieving the score and immediately prior to admission, they successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level.

5.1.3 High School Performance

5.1.3.1 Students who have successfully completed the high school core requirements in or graduated from high school where English is the primary teaching language in a country where English is the primary language and demonstrates competency through the Remediation and Removal of High School Curricular Deficiencies Policy may be admitted.

5.1.4 Transfer Students

5.1.4.1 Students who are non-native speakers of English must meet the same standards as new students or have successfully completed a minimum of 24 college-level semester hours with passing grades at a college or university where English is the primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.

6.0 Concurrently Enrolled High School Students

6.1 High school juniors and seniors meeting the requirements listed below may be admitted provisionally. Students must meet the required ACT test score in science, math or English to enroll in coursework in the corresponding college subject area. Students must meet the required ACT test score in reading to enroll in any other collegiate courses.

6.1.1 Graduating Seniors

6.1.1.1 Graduating seniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) , or who have achieved a combined critical reading and math score on the SAT at or above the 42nd percentile using national norms, may be admitted provisionally. Students scoring below a 19 composite on the ACT may use a high school grade point average of 3.0 or above for admissions purposes. In accordance with state policy, senior students will have their college tuition waived for up to 6 credit hours per semester of concurrent enrollment. (A student is considered to be a senior during the summer after their junior year.)

6.1.2 Juniors

6.1.2.1 Juniors who are enrolled at an accredited high school and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined critical reading and math score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally. Students scoring below a 21 composite on the ACT may use a high school grade point average of 3.5 or above for

admissions purposes. (A student is considered to be a junior during the summer after their sophomore year.)

6.1.3 Home Study / Unaccredited High Schools

6.1.3.1 Home study students or students from unaccredited high schools who are 17 years of age or older and who have achieved a composite ACT score at or above the 42nd percentile using Oklahoma norms (19 or above) or who have achieved a combined critical reading and math score on the SAT at or above the 42nd percentile using national norms, may be admitted provisionally.

6.1.3.2 Home study students or students from unaccredited high schools who are 16 years of age and who have achieved a composite ACT score at or above the 58th percentile using Oklahoma norms (21 or above), or who have achieved a combined critical reading and math score on the SAT at or above the 58th percentile using national norms, may be admitted provisionally.

6.2 A concurrently enrolled student may enroll in a combined number of high school and college courses not to exceed a full-time college workload of 19 semester credit-hours per semester. A student may enroll in a maximum of nine semester-credit-hours during a summer semester.

6.3 Concurrently enrolled high school students enrolled in college courses may continue enrollment in subsequent semesters if they achieve a college grade point average of 2.0 or above on a 4.0 scale.

6.4 All concurrently enrolled high school students must submit a *High School Concurrent Enrollment Approval Form* for each semester of enrollment. The form must contain original signatures from the high school principal, high school counselor, parent or legal guardian, and the student.

7.0 Non-Degree Seeking Students

7.1 Students who wish to enroll in courses without intending to pursue a degree may be admitted provisionally, provided they are in good academic standing, and enroll in up to nine credit hours without submitting all official academic credentials at the time of admission. However, credentials and/or assessment testing may be required prior to actual enrollment in order to establish curricular proficiency or the presence of a course prerequisite. The student will be required to submit all official credentials within the first semester of enrollment.

8.0 Opportunity Admission

8.1 Applicants who have not yet graduated from high school and whose ACT composite score is at the 99th percentile (Oklahoma norms), or whose combined critical reading and mathematical score on the SAT places them at the 99th percentile using national norms, may be eligible for admission. Admissibility is determined by the Director of Recruitment and Admissions, or designee, and is not based solely on test scores.

9.0 Submission of Academic Credentials

9.1 Recent high school graduates are required to submit official and complete high school transcripts and ACT or SAT scores (if either test has been completed). College transfer students in good academic standing, may submit unofficial transcripts at the time of admission, but will be required to submit all official and

complete transcripts within the first semester of enrollment. College transfer students on academic probation or suspension are required to submit official and complete college transcripts during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

9.2 All credentials submitted become the property of Oklahoma City Community College and a part of the student's academic record. They will not be returned or released. Students wishing to obtain such documents must contact the original issuing institution.

10.0 Evaluation of Academic Preparation

10.1 All credentials submitted during the application process will be evaluated during the admission process. Students may be required to take a college assessment test to determine a proficiency level in English, reading, mathematics, and science. This test is not an admission test but rather a placement instrument used to foster the academic success of students enrolling at Oklahoma City Community College.

11.0 Non-Credit Classes

11.1 Non-credit classes may be used to explore new fields of study, to increase proficiency in a particular profession, or for personal enrichment. These courses are primarily designed to meet educational needs in the community which are not met by the formal degree and certificate programs. Non-credit classes do not apply toward an associate degree and certificate programs. Students enrolled exclusively in non-credit classes are not required to apply for regular admission to the college.

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