



**MID-SOUTH**  
COMMUNITY COLLEGE

# **Admissions and Placement**

## **Chapter 3**

# Open Admissions Policy

MSCC admits students without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status. A high school transcript, high school diploma or certificate of General Educational Development (GED®), and transcripts of previous college work are normally required. Special admissions requirements apply for concurrently-enrolled high school students who have completed the eighth grade and for international students. In addition, some academic programs have specific admissions requirements which must be met.

**All new students are required to attend New Student Orientation sessions, which are offered prior to each fall and spring semester.** Dates and times are listed in the MSCC Schedule of Classes. Orientation sessions are designed to acquaint students with College regulations, procedures, programs, and services and to introduce them to College faculty and staff who can assist with academic planning and goal achievement.

## Admissions Requirements and Procedures

**Note:** The application for admission and any transcripts of credit become the property of Mid-South Community College and will not be returned or forwarded to another party or agency.

Students enrolling at MSCC for the first time may qualify for admission by any of the following methods:

1. Graduation from high school.
2. Satisfactory completion of the General Educational Development (GED) exam.
3. Special enrollment as dual or concurrent high school students.
4. Transfer in good standing from another college or university.

**All new students should have the following information on file in the Registrar's Office prior to registration:**

1. A completed Application for Admission form.
2. Official high school transcripts or GED diploma and college transcripts from all previously attended institutions. Students should note that the U. S. Department of Education now requires submission of GED diplomas or official high school transcripts for all students applying for Federal Financial Aid.
3. Documentation required by Arkansas statute for all students who have earned 30 college credit hours or less of two doses of immunization for measles rubeola and rubella if applicant was born after January 1, 1957. Students born after January 1, 1957 with 31 college credit hours or more are required to have one dose. The immunizations must have been administered after the applicant's first birthday and after January 1, 1968. The second dose can be given 28 days after the first, OR the applicant may provide an authorized waiver (religious or health reasons only). Mid-South Community College recommends immunizations for all students. Immunization records may be obtained from the student's family physician, the student's high school records, or the county health department and must be submitted to MSCC within 30 days of enrollment.

4. Official Placement Test Scores: MSCC accepts ACT, SAT, COMPASS or ASSET scores to determine placement in English, reading, and mathematics. The COMPASS placement test is offered on the MSCC campus for a nominal fee. In some cases, previous college coursework is sufficient to determine placement.

Students who do not provide official transcripts and/or proof of the required immunizations or a waiver within 30 days of registration will have their semester grades held and be prevented from registering for classes the next semester. Registration and grade holds will be released when the required documentation is presented.

MSCC supports online admission through its website as a service to students ([www.midsouthcc.edu](http://www.midsouthcc.edu)). Online admission is not complete until all required documentation has been provided to the Admissions Office, including the application signature page with the applicant's signature.

Please check below for additional admissions requirements which apply to particular groups of students.

## **Admission of Dually or Concurrently-Enrolled High School Students**

High school students who have successfully completed the eighth grade are eligible to seek enrollment in college credit courses offered by Mid-South Community College. However, they may enroll in developmental courses on an audit (non-credit) basis only.

## **Requirements for General Education/Transfer Courses**

General education core courses are fully transferable to all Arkansas public institutions. Most other public and private institutions accept these courses as well; however, students should confirm course acceptance with their transfer institution.

In addition to the general admission requirements, high school or home-schooled students must have the following:

- A written recommendation from their high school principal prior to each semester of enrollment. (Home-schooled students should provide a written recommendation from their parent or guardian prior to each semester of enrollment and a notarized copy of their "Intent to Home School" document.)
- A high school GPA of 3.0 or higher. (Documentation of high school GPA must be presented prior to each semester of concurrent/dual enrollment. Home-schooled students must present copies of their home-school transcript, plus transcripts for any courses taken at a high school or other college.)
- ACT subject scores of 19+ in reading, English, and mathematics (or equivalent SAT, ASSET or COMPASS scores.)
- A high school GPA of 3.0 or higher in the related subject area when enrolling in college level English or math courses or other college courses with English or math prerequisites. (Exceptions must be approved by the Senior Vice President for Learning and Instruction.)

## Requirements for Technical/Occupational Courses

High school students who enroll in technical/occupational courses leading toward a certificate of proficiency must have one or more of the following:

- A written recommendation from their principal or counselor
- A high school GPA of 2.5 or higher
- Placement scores at or above the Ability to Benefit level as measured by a single test administration.
- Current high school transcripts on file at MSCC prior to each semester of enrollment.

Many occupational/technical courses offered by MSCC also apply toward technical certificates and associate of applied science degrees; in addition, a growing number of technical courses will transfer to a four-year college or university. Students who later want to apply technical credits earned while in high school toward a degree program at MSCC must satisfy all the requirements for admission as award-seeking students.

## Admission of International Students

International students must follow the regular admissions requirements of the College, including the provision of placement scores, transcripts of high school and/or college work attempted or completed in the United States, and immunization records. In addition, they must pay the admission fee for international students and provide completed application packets no later than eight weeks prior to regular registration for the semester of enrollment.

Application packets must include the following:

1. proof of payment of the I-901 Student Exchange Visitor Processing Fee
2. payment of the admissions processing fee for international students.
3. a copy of passport or visa.
4. evidence of tuberculosis screening and immunization for measles-rubeola and rubella MMR. Students with 30 credit hours or less must have two doses of MMR; those with 31 hours or more are required to have one dose of MMR.
5. evidence of continuous health insurance coverage which includes the summer months.
6. authenticated copies of academic records from their country of origin that describe the courses of instruction, years spent in school, types of subject matter covered, and grades earned in each subject. Evaluation of these transcripts must indicate that the student has an academic background at least equivalent to high school graduation in the U.S.
7. proof of English proficiency by one or more of the following means:
  - a. a score of 500 or higher on the TOEFL (173 on the computerized version)
  - b. a grade of "C" or better in two standard English composition courses at a United States accredited institution of higher education
  - c. successful completion of an intensive English program at a level of instruction that permits enrollment in college-level courses
  - d. an associate degree from a regionally accredited U.S. institution.

8. a letter of certification presented each academic year of planned attendance at the College (dated no more than six months prior to the desired enrollment date) from a reputable financial institution stating that the applicant possesses financial resources of at least \$23,000 (U.S.).
9. MSCC Supplemental Application.

No international student who is “out of status” with the U.S. Immigration Service will be admitted. International students who are not citizens of the U.S.A. must establish resident alien status to be eligible for college-based financial aid. **International students are subject to the College’s academic probation and suspension policies which may limit enrollment to less than 12 credit hours per semester.**

## Admission of Non-Award Seeking Adult Students

Adult students who wish to take credit classes for self-improvement, but who do not wish to pursue a formal award at MSCC, are not eligible for financial aid; however, they are exempt from some admissions and enrollment requirements. They must submit a completed Application for Admission but are not required to present high school or college transcripts unless a course has specific prerequisite requirements. Non-award seeking students who do not want to present transcripts or test scores may be required to demonstrate the necessary knowledge and skills stipulated by the course prerequisites prior to enrollment. If permitted to enroll without transcripts or test scores, students must sign a prerequisite refusal form to attest that they were informed about required prerequisites prior to enrollment, choose to enroll regardless, and understand the instructor is not obligated to change the pace of the course to accommodate their possible lack of preparation. Prerequisite refusal forms will not be approved when students have failed the prerequisite course(s).

Non-award seeking adult students are subject to the College’s academic probation and suspension policies unless exemptions are approved by the Senior Vice President for Learning and Instruction. These exemptions do not apply to dually or concurrently-enrolled high school students who are earning college credits but not seeking an award at MSCC.

## Admission of Transfer Students

Students who have previously attended other accredited colleges and wish to pursue an award at MSCC may apply for admission by submitting official transcripts from all colleges and universities attended. Transfer students are subject to the same academic requirements as native MSCC students. Students who do not provide official transcripts, as required, will have their semester grades held and be placed on registration hold until the documentation is provided. Students who are on academic probation or suspension from the preceding institution are subject to MSCC academic probation and suspension policies. Students should be aware that credits earned at MSCC may not transfer to the institution which placed them on probation or suspension should they later decide to reapply to that institution.

## Acceptance of Transfer Credits

Students who wish to transfer credits from another college or university toward a degree at MSCC should request that official transcripts of their academic records be sent to the Registrar’s Office at MSCC. Students who have completed equivalent, college-level coursework or training must request and

receive an evaluation of any potential credits before registering for classes at Mid-South Community College. **Students who register for classes before having their prior learning evaluated accept full responsibility for any subsequent evaluation of prior learning that could award credits for classes in which they are currently enrolled or have previously taken.**

**Students must complete a Transcript Credit Evaluation form in the Registrar's Office before credits are evaluated and accepted for placement on their MSCC Transcript.** Students who are on academic probation at their initial institution at the time of transfer will have a similar status at Mid-South Community College.

Since the original source of documents received through a facsimile (FAX) transmission cannot always be accurately determined, the Registrar's Office may accept academic transcripts by FAX for conditional admission only, pending the receipt of an official transcript mailed from the student's previous institution. Students applying for Financial Aid must provide official transcripts before any federal aid can be awarded.

MSCC accepts degree-related courses with an earned grade of "C" or above in transfer from other regionally-accredited colleges and universities if the courses are judged to have content and requirements equivalent to those offered by MSCC. Time limits apply to some technical courses so students are encouraged to meet with the Registrar or appropriate academic associate vice president prior to enrolling in classes to verify transferability of previously earned credits. Vocational or technical courses may only be accepted when directly related to a particular applied science area and will be applicable only toward the appropriate degree or certificate program.

Students can obtain current information about the transferability of courses from other Arkansas public institutions by accessing the Arkansas Course Transfer System (ACTS). Students are guaranteed the transfer of courses listed in ACTS and assured equitable treatment in the application of those credits for MSCC admissions and degree requirements.

Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course," and MSCC does not accept courses with grades below a "C." ACTS may be accessed on the Internet by going to <http://acts.adhe.edu/studenttransfer.aspx>.

Determinations of transferability of courses not listed in ACTS will be made by the Registrar's Office and the Senior Vice President for Learning and Instruction. Transfer students may be asked to submit course descriptions in addition to their transcripts.

Transcripts from non-accredited colleges will, in general, be evaluated on the same basis as that employed by the state university of the state in which the transfer college is located. Courses taken more than six years prior to the date of transfer must have the approval of the Senior Vice President for Learning and Instruction.

## Admission of Transient Students

Students who are actively enrolled in other institutions of higher education and who wish to enroll for a semester at Mid-South Community College should submit a completed Application for Admission form and transcripts or letters from the home institution verifying their good academic standing and satisfaction of course prerequisites. **Transient students are required to meet the same course prerequisites as other MSCC students.** Enrollment in more than two consecutive semesters may require

admission as a transfer student. Transient students should note that many colleges and universities will not accept transfer credits earned while students are on academic or disciplinary probation or suspension at the home institution.

## **Admission of Veterans**

All persons who will be using educational assistance from the Department of Veterans Affairs (DVA) while enrolled at the College should contact the MSCC Veteran's Center (870- 733- 6759) as soon as initial admission requirements are met. Questions regarding eligibility and certification of DVA educational benefits should be directed to the VA Enrollment Counselor. The VA Enrollment Counselor will answer questions about Veteran's Educational Benefits, certify enrollment to the DVA, and monitor degree plans and academic progress. Veterans can apply for a determination of eligibility for DVA educational programs (GI Bill) by accessing the DVA website and by completing and submitting appropriate forms to the VA Enrollment Counselor. Veterans/spouses/dependents receiving GI Bill benefits are responsible for complying with DVA regulations.

Certification of VA benefits will be processed when all required documents are provided. DVA benefits are paid based on enrollment (full time, 3/4 time, or at least 1/2 time). The Department of Veterans Affairs and MSCC consider 12 hours to be full time during the fall and spring 16-week sessions and 4 hours to be full time during each summer session. Enrollment as a less than 1/2 time student will result in no monthly benefits being paid except for reimbursement of tuition charged to the VA student. Veterans receiving Chapter 33 benefits must be enrolled for at least 51percent of what is considered full time to receive a monthly housing allowance. Chapter 33 veterans enrolling in 100 percent distance learning classes will receive only 50 percent of the national housing allowance average.

Veterans must complete and submit an Intent to Enroll form for DVA benefits each term. Forms are available on the financial aid website under Veterans Links & Forms (<http://www.midsouthcc.edu/finaid/>) or may be picked up from the Veteran's Center. The request serves as the veteran's authorization to submit an enrollment certification to the Department of Veterans Affairs.

## **Readmission of MSCC Students**

Students in good standing who do not enroll for two successive fall and spring terms must be readmitted to the College, which requires verification of student personal data and determination of applicable catalog requirements. Students previously dismissed from the College through disciplinary or academic suspension may be readmitted only with authorization from the Vice President for Student Affairs or Senior Vice President for Learning and Instruction.

## **Placement Testing**

In accordance with Arkansas law, all entering award-seeking and concurrently-enrolled high school students must demonstrate mastery of basic skills in reading, writing, and mathematics. The placement process implemented by Mid-South Community College helps students evaluate their academic strengths and weaknesses. Students who require disability accommodations for placement testing should contact Disability Services in the Learning Success Center in the Reynolds Center at least 14 days prior to the test to ensure appropriate arrangements are made.

MSCC requires placement testing for all award-seeking students and recommends placement testing for **all** students.

When placement test scores and other admissions documents indicate academic weaknesses in reading, English, or mathematics, award-seeking students will be placed in appropriate developmental courses or in college level courses together with a required tutorial lab to strengthen these skills if scores are close to the cut-off for college level work. Award-seeking students are advised to successfully complete all developmental education requirements either by successfully completing coursework or by meeting required college placement test scores prior to enrollment or prior to taking college courses with developmental education prerequisites. Exceptions must be approved by the Senior Vice President for Learning and Instruction or designee.

When non-award seeking or certificate of proficiency students wish to enroll without providing evidence of placement or other prerequisite requirements, they will be required to sign a prerequisite refusal form indicating that they have chosen to enroll without meeting course prerequisites, despite recommendations to do so, and may not successfully complete the course. Non-award seeking and certificate of proficiency students who later decide to declare a degree or technical certificate are subject to the developmental requirements for those programs.

Students should note that Federal Financial Aid will pay for a maximum of 30 developmental hours.

Placement may be determined by scores earned on the American College Test (ACT), the Scholastic Aptitude Test (SAT), the Computerized Placement Assessment and Support System (COMPASS) or the Assessment of Skills for Successful Entry (ASSET). Students with placement test scores more than three years old may be required to retest.

Academic advising guidelines for communications courses are as follows:

Reading	ACT	SAT	COMPASS	ASSET	Course
	0–14		0–61	23–34	Developmental Reading I
	15–18		62–82	35–42	Developmental Reading II
	19+	470+	83+	43+	None required

Students who do not achieve college-level reading placement on the ACT or SAT are required to take the COMPASS for proper placement.

Exceptions:

- 1) Students with ACT English and Reading scores of 14 or less or COMPASS Reading scores of 61 or below and COMPASS Writing Skills scores of 37 or below may enroll in Developmental Communication DCOM 1034, which can satisfy both the Developmental Reading I and Developmental English I requirements.
- 2) Students with ACT English and Reading scores of 17-18 or COMPASS Reading scores of 71-82 and COMPASS Writing Skills scores of 56-79 may enroll in English Composition I with an SLA lab.



English	ACT	SAT	COMPASS	ASSET	Course
	0–14		0–37	0–34	Developmental English I
	15–18		38–79	35–44	Developmental English II
	19+	470+	80+	45+	English Composition I

Students who do not achieve college-level English placement on the ACT or SAT are required to take the COMPASS for proper placement.

Exceptions:

- 1) Students with ACT English and Reading scores of 14 or less or COMPASS Reading scores of 61 or below and COMPASS Writing Skills scores of 37 or below may enroll in Developmental Communication DCOM 1034, which can satisfy both the Developmental Reading I and Developmental English I requirements.
- 2) Students with ACT English and Reading scores of 17-18 or COMPASS Reading scores of 71-82 and COMPASS Writing Skills scores of 56-79 may enroll in English Composition I with an SLA lab.

#### Mathematics\*

ACT Math	SAT	COMPASS Pre-Alg	COMPASS Algebra	ASSET Numerical	ASSET Elem. Alg.	Course
0-15		0-99	0-21	0-55	0-38	Dev. Math I
16-17			22-30			Dev. Math II
18			31-40			Dev. Math III
19+	460+		41+		39+	Col Algebra
24+			70+		50+	Calculus I

\* \*Students scoring 60+ on the COMPASS Pre-Algebra Test should also take the COMPASS Algebra test.

Students scoring 44+ on the ASSET Numerical Test should also take the ASSET Elementary Algebra test.

Students who do not achieve college-level mathematics placement on the SAT or ASSET are required to take the COMPASS for proper placement.

Recommended score ranges for technical mathematics for career and technical majors are as follows:

ACT Math	COMPASS Pre-Alg	COMPASS Algebra	ASSET Numerical	ASSET Elem. Alg.	Course
16+		21+		31+	Applied Technical Math

Applied Technical Math is an option for AAS or technical certificate students, if they also have ACT Reading scores of 15 or higher or COMPASS Reading scores of 62 or higher.

Students without ACT scores should take the COMPASS test, which is administered in the Learning Success Center by appointment on Tuesdays and Thursdays. To schedule a COMPASS test, please contact the Advising Success Center at (870) 733-6775 or [myadvisor@midsouthcc.edu](mailto:myadvisor@midsouthcc.edu). Additional testing times, offered prior to registration periods each semester, are listed in the MSCC Schedule of Classes and are posted on the College's website and on campus plasma screens.

A testing fee is payable to the Finance Office in the Reynolds Center prior to the testing time. Students may challenge their scores on one of these tests by also taking the other; however, only one challenge per semester is allowed, and a second testing fee must be paid. No fee is charged for subsequent administrations of the COMPASS placement tests which are administered as part of required course-level assessment during the semester in which the fee was paid. Students who place in developmental courses or who enroll part-time will not be able to complete program requirements within the traditional time limits.