

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES GENERAL ADMISSIONS PROCEDURES	Procedures 5.1.1.1
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Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete basic skills or developmental level courses before being accepted into their desired academic curriculum program.

The Director of Enrollment Management administers all admissions requirements and enforces all College admission policies and procedures.

I. Curriculum Programs

A. Diploma and Degree Seeking Applicants

*The following information is for degree, diploma, or certificate seeking students who have completed high school, or high school equivalency, and plan to enroll in curriculum classes at the College. Students planning to enroll in curriculum courses while still in high school should see the information about the College's Career and College Promise (CCP) program in procedure 5.1.1.2., or speak with their high school guidance counselor.

For curriculum degree, diploma, or certificate seeking students, all applicants must:

1. Complete the NC Residency Determination Process online by visiting <https://ncresidency.cfnc.org>

(Students who have previously received an RCN number from the Residency Determination Service (RDS) from another college should bring their number to Student Services upon applying to the College.)
2. Submit a completed application for admission to the Student Services Department. The electronic application for admission is available online at www.haywood.edu.
3. Send an official high school transcript or official high school equivalency scores from a regionally accredited institution to the Student Services Department. These transcripts must include the date the diploma was awarded, the type of diploma, and have the official seal of the school. It must be mailed or electronically transferred from the issuing school or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. A final official transcript must then be submitted upon high school graduation, and before enrollment, to be fully accepted. Applicants who

have completed an associate’s degree or higher from a regionally accredited post-secondary institution may submit college transcripts with conferred degree awarded in lieu of high school transcripts.

4. Complete the College’s placement test when requested to determine if developmental courses are required before enrollment into college level math or English. The computerized placement test is administered by the College through the Student Services Department. Placement testing is available to distance students through remote testing locations if desired. Students should contact Student Services in a timely manner to schedule a placement test before registration can occur. If a student is placed into developmental English or math, these courses should be completed during the first two semesters of enrollment, if at all possible. If a student places below the “cut score” on a placement test in reading, he/she must complete training in the College’s College and Career Readiness department before entering a diploma or an associate degree program.

5. The placement test (or parts of it) can be waived with submission of official scores from any of the following assessments as long as they were taken within the past 5 years:

Test	English	Reading	Math
NCDAP	Composite score of 151 or higher for English & Reading		7 or higher for each DMA 010-060
SAT (Pre-March 2016)	500	500	500
SAT (March 2016 Forward)	Evidence Based Reading and Writing Score of 480 or higher		530
ACT	18	22	22

Asset	41	41	41 Numerical 41 Int. Alg.
COMPASS	70	81	47 Pre Alg. 66 Alg.
Accuplacer	Combined Score of 166 Read Comp. & Sent. Skills		55 Arith. 75 Elem. Alg.

Multiple Measures Placement

The placement test may also be waived for new incoming students who graduated from high school within the past 5 years, and submit an official high school transcript to Student Services with the following before the enrollment deadline:

- a) An unweighted GPA of 2.6 or higher
- b) Completion of four approved math courses in high school with a grade “C” or higher (a list of approved math courses can be obtained from the Student Services Department upon request).
- Submission of official transcripts from a high school senior’s first semester is sufficient to qualify for multiple measures placement as long as the above items are satisfied.

A departmental interview is required for the following programs: Professional Crafts-Clay, Fiber, Jewelry, and Wood.

Additional admission requirements for nursing applicants are listed in the Academic Program of Study.

Residency Appeal Process

Residency and the appeals process is now regulated by the State of North Carolina. The following message regarding the residency appeal process is required of all students, and is managed by the state:

The state of North Carolina partially subsidizes the cost of North Carolina public college and university tuition for all students whose domicile, or permanent legal residence, is in North Carolina. Residency determination establishes if students should have in-state or out-of-state tuition. Because North Carolina residency status is governed solely by North Carolina statute, lack of eligibility for in-state status in another state does not guarantee in-state status in North Carolina. The residency statute mandates only those who can demonstrate a minimum of twelve months of uninterrupted domicile (legal residence) in North Carolina are eligible for

in-state tuition. The statute also places the burden of proof on the student to establish, by a preponderance of evidence, that they are a bona fide domiciliary rather than mere residents of North Carolina.

For more information about residency, how it's determined, and the process for appealing residency status for the state of North Carolina, visit www.ncresidency.org

6. Returning students who are eligible for readmission and who have not been enrolled at the College for two academic semesters must submit a new Application for Admission and update residency classification prior to registration. The application for admission is available at www.haywood.edu. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current college catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Vice President of Student Services requesting readmission.

The College reserves the right to deny readmission to a former student including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

B. Non-Degree Seeking Applicants

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Please check our current catalog to review the prerequisite(s). Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College. Students seeking to change to a degree-seeking status must complete an Application Update/Change of Curriculum form for admission and follow the admission procedure for the diploma, associate degree or certificate.

All non-degrees applicants must:

1. Submit a completed Application for Admission form to the Enrollment Management Office. The application for admission is available at www.haywood.edu.
2. Meet all placement test requirements before enrolling in English or math courses.
3. Meet all prerequisites before enrolling in those courses requiring prerequisites.
4. If transfer credits or placement scores will be used to waive the College's placement test or a prerequisite, official transcripts from a regionally accredited institution must be received before registering for the course.

II. Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must:

- A. Complete a Continuing Education Instant Enrollment Form available in Student Services in the Student Center.
- B. Submit the Form to Enrollment Management to complete the registration process.
- C. Pay tuition, institutional fees and purchase books in the Student Center.
- D. Online registration for continuing education courses is available via WebAdvisor. Students who register online will also be required to pay online using a credit card.

III. Certificate Programs

All applicants must submit a completed Application for Admission to the Student Services Department. The application for admission is available at www.haywood.edu. Students who change from certificate programs to diploma or associate degree programs must complete the additional requirements for admission to those programs.

IV. Provisional Admissions

In certain situations, an applicant may be provisionally accepted into the College and permitted to register prior to completion of all admissions requirements. Students who are admitted on a provisional basis must complete all admission requirements within the first semester of attendance. Failure to complete the provisional requirements could result in the student being denied continued admissions for the next semester.

V. International Students

Currently, the College does not issue the I-20 form necessary for international students with F-1 visas. If demand increases, approval for admission of international students with F-1 visas could be re-instated. Other visas for short term enrollment may be considered on an individual basis. Information and/or questions should be directed to the Director of Enrollment Management.

Adopted: 09-28-2017