

# Admissions Information

## Admission Requirements

South Arkansas Community College has an open-door admissions policy and offers equal educational opportunities for all citizens in the service area. Admission to the college does not, however, ensure acceptance into a particular course or program of study. No one shall be denied admission based upon race, gender, nationality, sexual orientation, age, religion, or disability.

## Application Procedures

To be accepted to the college, applicants must provide the following to the Enrollment Services Office:

1. A completed application for admission.
2. Either an official high school transcript and/or GED scores and college transcripts from every college attended or, if not a high school graduate or GED recipient, evidence of the ability to do college-level work.
3. Scores from one of the following four admissions tests: American College Testing Program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and Transfer Test (ASSET), or Computerized Adaptive Placement and Support System (COMPASS).
4. Proof of immunization. Arkansas State Law requires college students who were born after January 1, 1957, to provide proof of two immunizations against measles, mumps, and rubella. Measles and rubella vaccines must have been received after the first birthday and after January 1, 1968. Students born before January 1, 1957, must provide either a copy of their birth certificate or proof of two immunizations for measles, mumps, and rubella.

Health science programs may require a background security check (and a fee of \$50), drug screening, and other immunizations before students can work at a medical site as a clinical student.

## When to Apply

SouthArk semesters start in August, January, and May. Applications may be made at any time. Check with the Enrollment Services Office. **STUDENTS ARE ENCOURAGED TO APPLY EARLY TO HAVE THE BEST CHANCE TO SECURE A PLACE IN A PROGRAM.**

## Admissions Categories

SouthArk accepts students in the following categories: Regular Admission, Transfer Admission, High School Student, and Unclassified Student. The application file must be completed prior to the student's first term of enrollment.

### 1. Regular Admission

- A. First Time in College.** Any applicant who has no previous college enrollment, and who is a graduate of an accredited high school, or who has a GED diploma may be admitted. An official transcript of all high school work completed or official GED scores must be sent to the Enrollment Services Office.
- B. Unconditional Admission.** Students who complete the core curriculum in high school will be admitted unconditionally. There is no required score on the ACT for unconditional admission for students graduating from an accredited public high

school in Arkansas.

**C. Conditional Admission.** Students who receive a home school, out of state, GED, private school diploma or qualify under the ability to benefit after May 1, 2002, will be conditionally admitted if core curriculum has not been completed. Students who are admitted conditionally to SouthArk will be admitted with certain requirements or restrictions at initial and/or future enrollment.

1. Those seeking admission to the Associate of Arts degree program must complete at least 12 hours of required general education core and any necessary basic studies courses with at least a cumulative grade point average of at least 2.0 within the first 30 semester credit hours.
2. Those seeking admission to the Associate of Applied Science degree or Technical Certificate must complete at least six hours of required general education core and six hours of required technical courses and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.

**D. Conditional-Prep Admission.** Conditional-Prep admission status applies to all first-time-in-college applicants who have graduated from an accredited high school or successfully completed the GED examination, and have an ACT score of 14 or lower. These applicants must follow a Student Success Plan before enrolling in an associate degree program, in compliance with Act 1184 according to the Arkansas Higher Education Coordinating Board. Students enrolling in a non-credit course, a Certificate of Proficiency, or Technical Certificate are exempt from these requirements.

Beginning in January 2013, a first-time, degree seeking student who scores below the approved determined Student Ability-to-Benefit assessment score (Composite ACT 14 or below, SAT 690 or below, 62 or below on the COMPASS Reading Skills test, or 35 or below on the ASSET Reading Skills test), but has a high school diploma or GED, may only be enrolled by a two-year or four-year institution of higher education only in a specific program approved by the Arkansas Higher Education Coordinating Board (AHECB).

1. If the applicant did not take the ACT, a comparable state-approved assessment may be used (i.e. ASSET, COMPASS, SAT, etc.). If the applicant does not meet the admission standards determined by the approved assessment score, an opportunity must be given to reassess. The COMPASS is an alternative assessment approved by the state of Arkansas, and a minimum score of 62 or below on the COMPASS Reading assessment determines whether the applicant is admitted to South Arkansas Community College under Conditional-Prep status.
2. A Student Success Plan for students admitted as Conditional-Prep was adopted in compliance with Act 1184 according to the Arkansas Higher Education Coordinating Board. The Student Success Plan consists of the following components:
  - a. Mandatory Orientation Program
  - b. Basic Studies Coursework/Remedial Education Program
  - c. Enrollment in SouthArk Success Course

- d. Comprehensive Advising Program
  - e. Personalized degree completion pathway (includes degree audit)
3. No students admitted under Conditional-Prep status will be permitted to enroll after the semester begins, nor will they be eligible to enroll in online courses during their first two semesters or before meeting college-readiness standards in Reading and Writing. Successful completion of the first semester and adherence to the Student Success Plan will assist advisors in determining whether they should be considered for enrollment in online courses during the second semester.

**E. Readmission (Former students of SouthArk).** Students previously enrolled at SouthArk who have been out of school for one or more semesters and seek readmission should contact the Office of Enrollment Services. Official transcripts must be provided from all other institutions attended since the student's previous enrollment at SouthArk.

## **2. Transfer Admission**

**A. Permanent (Degree/Certificate Seeking at SouthArk).** Students previously enrolled in other postsecondary institutions must provide evidence of good standing at those institutions. An official transcript from each institution previously attended must be sent to the Office of Enrollment Services. Students transferring with 15 or more semester hours earned in general education course work will not be required to take placement tests. However, transfer students must demonstrate basic skills in English and mathematics with either test scores or satisfactory completion of courses.

1. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.
2. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.
3. Transfer students with less than a 2.0 GPA will be subject to the probation policy and procedures for students who are on probation. **All transcripts must be received by the Admissions Office prior to enrollment.**

**B. Transient (Non-degree/Non-certificate Seeking at SouthArk).** Students who are maintaining primary enrollment at another college or university may enroll in courses to be transferred back to the parent institution. A college transcript from the parent institution showing evidence of good standing must be provided prior to fall and spring enrollment. Summer transient students are only required to submit only an application, high school transcript, shot records, and proof that they have successfully completed any prerequisites.

**C. Conditional Transfer Admission (Probation or Suspension).** Students who are on academic probation from their previous postsecondary institution will be placed on Conditional Admission status. Upon successful completion of 12 semester hours of college-level courses (1000 levels or higher) with a grade point of 2.0 or higher, students admitted conditionally shall be given regular admission status. Students who fall into the category of "Probation" or "Suspension" as defined in SouthArk's catalog are subject to those guidelines. All students who are on probationary status must see a counselor to develop an academic plan prior to enrollment.

### **3. High School Students**

**A. Dual Enrollment.** Any qualified student in a public or private high school may enroll in college-level courses with written permission from his/her high school principal. The Office of Enrollment Services approves as *qualified* those students who have completed the application for admission and presented placement scores for either ACT, SAT, ASSET, or COMPASS. Specifically, the following restriction is placed on enrollment of students in the concurrent enrollment category:

To enroll in college-level courses, students must meet the appropriate placement guidelines set forth by the college. Refer to the Course Placement Test Scores in the Registration and Enrollment Section for additional information.

### **4. Unclassified**

**A. First Time in College (Non-Degree-Seeking).** This category is intended for students who have never attended college, are not sure that they will ultimately seek a college degree or certificate, and wish to enroll in a limited number of college credit courses. A student in this category who has completed high school\* must follow all regular application procedures with the exception of the placement test. The student may take up to 10 semester hours of credit under these conditions, if the courses taken do not require placement scores in English, Math, or Reading. After completion of 10 semester hours, the student must take the COMPASS or otherwise provide placement test scores and must change his/her status to Regular Admission (Degree/Certificate Seeking).

*\*Note: Non-high school graduates must take the placement test to show ability to benefit before enrolling in college and, therefore, cannot be exempt from this requirement.*

**B. Business and Industry.** This category is intended for students who wish to enroll in specific courses that have been scheduled by/for business and industry or courses business and industry have specified for their employees. Generally, students in this category will enroll or be registered at the request of an employer. Business and Industry students must submit the application for admission and proof of two MMR (measles, mumps, and rubella) shots only; they are exempt from placement testing and transcript requirements as long as they remain in this category. Business and Industry students are ineligible to receive financial aid. The business/industry/employer is responsible for determining that all appropriate prerequisites are met. Should a Business and Industry student wish to change to degree or certificate-seeking status, all requirements of Regular Admissions (readmission) will then apply.

**C. Other Educational Objectives.** This category is reserved for students who:

1. hold an associate or bachelor degree and are not seeking an additional degree at SouthArk;
2. are seeking teacher certification;
3. are concurrently enrolled at another college or university;
4. are enrolled for enrichment purposes only;
5. are attending college with an Over 60 waiver. \*\*

*\*\*Students in this category must complete an application for admission and proof of graduation, if applicable. Students taking advantage of the Over 60 waiver who wish to earn a degree or certificate must follow guidelines for Regular or Transfer Admission. Persons over 60 are exempt from basic skills requirements unless enrolled in a degree program.*

### **Re-Admission (Former Students of SouthArk)**

Students previously enrolled at SouthArk who have been out of school for one or more semesters should contact the Office of Enrollment Services. They must provide official transcripts from all institutions attended since their previous enrollment at SouthArk along with current demographic information.

### **International Students**

SouthArk has established its International Student Program (F-1 Visa) according to the Department of Immigration and Naturalization Service. We welcome students from all over the world. The college will consider for admission international students who apply from their native countries, as well as international students who have completed a program of study in the United States and wish to transfer to SouthArk. For more information contact [admissions@southark.edu](mailto:admissions@southark.edu).

## **CREDIT TRANSFERS**

### **Acceptance of Transfer Credits**

Transfer credit will be evaluated by the Office of Enrollment Services and added to the permanent record only for persons who are enrolled as degree-seeking students. Credit earned at another college will be transferred to SouthArk if the institution is accredited by one of the six regional agencies and the student successfully completed the course with a “C” or higher. Credits earned at other institutions will not be calculated in the student’s SouthArk cumulative GPA. To receive a degree from SouthArk, a student must complete any 30 hours or the last 15 hours at SouthArk.

### **Advanced Placement Program**

South Arkansas Community College participates in the Advanced Placement Program (AP) of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. Credit permitted will be allowed for the corresponding course or sequence of courses at the college, but no grade will be assigned to the approved credit nor will the hours meet residency requirements. Students who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas. Twelve hours of credit must be completed at South Arkansas Community College before AP credit is listed on the transcript.

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

The college awards credit on the basis of the College-Level Examination Program. Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript. Students may not test out of Composition II or any basic studies courses. See the Testing Center section of SouthArk’s website for more details ([www.southark.edu](http://www.southark.edu)). The CLEP exam is given at the Testing and Learning Center (TLC), (870) 864-7196.

### **Credit by Examination**

SouthArk offers credit by examination for some of its introductory courses. In order to receive such credit, the student must petition the department involved. The following guidelines are used for awarding college credit to students:

1. Examinations are offered during the first week of each semester unless other arrangements have been made with the department involved.
2. A non-refundable fee of \$12 per semester credit plus a \$7 testing fee must be paid to the cashier in the Bookstore before the test is administered. The Bookstore will provide the student a receipt authorizing testing.
3. Examinations are not available for basic studies courses, performing music and studio art courses, physical education courses, or courses covered by the CLEP exam.
4. Credit will be awarded to students making a minimum score of 80 percent on the examination. Credit earned is awarded on a pass/fail basis only.
5. A student may earn a maximum of 30 combined CLEP and credit-by-examination hours.
6. Students must earn 12 semester credits applicable to a degree or certificate at SouthArk before petitioning for credit by examination to be posted to their transcripts. Students are responsible for requesting that credit by examination be recorded on the transcripts.
7. Students are not permitted to receive credit by examination for courses in which they have previously been enrolled.
8. To receive credit by examination, students must request a change-of-course form from the Vice President for Learning.

### **Credit for Previous Training or Experience**

Students with knowledge or skills equivalent to those required in courses taught at SouthArk may be awarded credit in those courses. In order to earn such credit, the student must petition the department involved and the Vice President for Learning. The department will make its recommendation upon the evaluation of a portfolio completely defining the experience or training for which credit is sought. The college will also consider granting credit based on the *College Credit Recommendations* published by the University of the State of New York, the *Guide to the Evaluation of Educational Experiences in the Armed Services*, and the *American Council on Education*, or other similar guides. The maximum number of credits awarded for previous experience including that demonstrated by CLEP examinations shall not exceed 30 credits.

### **Applying to Medical Programs**

Students applying for admissions to some programs in the Health Sciences Division may be required to have a background security check. Students may be charged a fee to apply to these programs. The background check is a requirement for students to participate in clinical sites. The fee will be \$53, but the amount may change at any time and is not refundable. The results of the background check will become part of the student's confidential file. To be accepted at clinical sites, students must sign a Release of Information form that will allow the college to transfer this specific information to clinical sites. The college may refuse to admit students whose background checks limit full participation at established clinic sites.

Many of the health-science programs are selective-admissions programs, which require specific criteria. Admission and selection specific to each health-science program can be

obtained from the respective program's faculty or from the advisor for health sciences.

Most of the health-science programs also have policies in addition to ones listed in the catalog. These may include grading criteria, requirements for progression through course of studies, conduct, attire, attendance, and others.

### **Withdrawing from College**

The college recognizes and understands that circumstances sometimes require a student to withdraw from the college. Students need to discuss withdrawal with their advisors to determine if alternatives may be available. If instructors or faculty advisors are not available, students should seek assistance at the Office of Enrollment Services. The procedure for withdrawal is outlined below. Failure to complete this procedure constitutes improper withdrawal and could result in failing grades on students' permanent academic records and cause future problems with financial aid.

To withdraw from the college, the student must:

1. Complete an add/drop/withdrawal form;
2. Obtain the faculty advisor's signature;
3. Turn in the completed form to the Enrollment Services Office;
4. Retain student copy for future reference.