Admission and Enrollment Information

Recruitment Statement

UACCB does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admissions activities, or making decisions regarding the award of student financial assistance. UACCB also refrains from high–pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing service member enrollments.

Admissions Process

The University of Arkansas Community College at Batesville (UACCB) welcomes all individuals who meet the following criteria:

1. All students must meet one of the following criteria:
    a. Have a high school diploma from an accredited high school or home school.
    b. Have a General Education Development® diploma (GED).
    c. Be a high school, home school, or GED student who meets the requirements for Concurrent, Dual Enrollment, Integrated Education and Training (IET).
2. In addition, all students must meet one of the following additional criteria:
    a. A composite score of 15 or higher on the ACT.
    b. An average score of 220 or higher on the Accuplacer.
    c. Or other approved placement test scores.

To complete the application for admission process, students must submit the following information prior to registration:

- A completed application for admission.
- An official transcript of high school grades, credits, and date of graduation and/or college work; or GED transcript.
- Proof of two (2) immunizations against measles, mumps, and rubella (MMR). The first immunization dated at least one year after date of birth.
    - Individuals born before January 1, 1957, are exempt from the MMR requirement.

    - Students who do not submit adequate immunization records within the first 30 days of the semester are subject to administrative withdrawal for noncompliance with state statute.
- ACT, Accuplacer, Classical Learning Test (CLT), or SAT scores.
- Proof of Identification (i.e., driver's license with state, state ID, passport, or other official form of identification that includes a photo).

Submission of Documents

All required documents must be official and received before a student can be admitted. A student may be enrolled as a non-degree seeking student until the required documents are received. Any student who has not submitted all of the above documents by the end of the second week of the semester may be administratively dropped from all courses or will be placed on an admissions hold and will not be allowed to register for subsequent semesters until all required documents are received.

Placement scores are required for all associate degree seeking and certificate seeking students prior to registration. Financial aid applications will not be processed if a student is on an admissions hold.

1. Admission to college does not guarantee admission to a specific course or program. Such admission may be dependent upon meeting additional criteria.
2. Students that have a placement score below the scores indicated above have the opportunity to complete a program through the adult education department and retest after improving their Test of Adult Basic Education (TABE) score, or they can retest.
3. Official transcripts bearing the school seal and/or the signature of a school official must be forwarded directly from the sending institution or delivered by the student in a sealed tamper resistant envelope.
4. Immunization records must be signed by a physician or agent of the health department or sent by the secondary school or another college directly to UACCB. In lieu of receiving vaccine, immunity can be shown by providing documented evidence (such as a letter from the Arkansas Department of Health approving serology as proof of immunity) of appropriate serological testing. Proof that the student has applied for or received a medical or non-medical exemption for those vaccines he/she has not received will be accepted in lieu of receiving vaccine.
5. Test scores must either be identified on the official high school transcript, sent directly from the testing agency, presented by the student on official testing agency stock or be a test taken and scored at UACCB or another college.

6. Facsimile (FAX) Transmission or personal e-mail of Admission Documents cannot be accepted as official.
7. Records submitted within the first 30 days of the semester are subject to administrative withdrawal for noncompliance with state statute.

Conditional Admission

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

To receive unconditional admissions, the student must have:

1. A public high school diploma, having successfully completed the high school core curriculum, and a minimum composite score of 15 on the ACT OR average of 220 on the Accuplacer.
2. A minimum composite score of 19 on the ACT OR average of 246 on Accuplacer for home school, private school, or parochial school.

All students graduating after May 1, 2002—including graduates of Arkansas public high schools, out-of-state schools, home schools, and private schools, as well as GED recipients—shall be evaluated to determine conditional, unconditional, or conditional-prep admission status.

Act 1290 of 1997 (A.C.A.§ 6-60-208) requires students to have completed the core curriculum or an equivalent standard for unconditional admission to a college.

- A student seeking an Associate of Arts, Associate of Science, or Associate of Arts in Teaching degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete twelve (12) hours of core academic courses and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours.
- A student seeking an Associate of Applied Science degree who fails to successfully meet standards for unconditional admission will be admitted as a conditional student. The student must complete six (6) hours of core academic courses, and six (6) hours of technical courses required for the Associate of Applied Science degree and any necessary remedial courses with a cumulative grade point average of 2.0 within the first 30 semester hours.
- Students enrolling in non-credit courses, Certificate of Proficiency programs, or Technical Certificate programs are exempt from these requirements. Students who are admitted conditionally and do not earn a 2.0 grade point average and/or do not complete the required coursework by the end of the 30-semester credit hour time

period will be allowed to re-enroll with limited course enrollment until the deficiency is removed.

- Transcripts of out-of-state and private in-state school graduates will be evaluated for meeting the standards of unconditional admission. Those students who do not meet the requirements will be admitted conditionally.
- The Registrar, or their designee, will review applicants' transcripts and scores and inform students of their admissions status prior to enrolling in courses.
- The Registrar, or their designee, will be responsible for admitting students as either conditional or unconditional and will notify conditionally admitted students of the academic requirements and standards they must meet.
- The Registrar, or their designee, will be responsible for monitoring conditionally admitted students' progress toward meeting the required academic requirements and standards.

Immunization Record Waiver

Act 141 of 1987 requires that all entering part-time and full-time students must provide college proof of two (2) measles, mumps and rubella (MMR) immunizations or a positive MMR titer according to the guidelines specified under the admissions requirements unless approved for a waiver based on the following criteria:

- Religious or philosophical reasons
- Medical conditions

To obtain an immunization record waiver, the student may visit the Arkansas Department of Health website at www.healthy.arkansas.gov and complete the online application. Waivers must be renewed each academic year. Immunization records are generally available from the student's family physician, the student's public-school records, or county health departments. Specific programs may require additional immunizations and must be submitted to the program director. Check individual programs for more details.

Selective Service Registration

The Arkansas 81st General Assembly enacted Act 228 of 1997 requiring all persons to register with the Selective Service System in accordance with the provisions of the Military Service Act, as a condition for enrollment in a public institution of higher education.

Applicants are required to certify one of the following:

- The applicant is registered with the Selective Service System.
- The applicant is not required to register with the Selective Service System because of one of the following:

- Under 18 years of age.
- On active duty in the armed forces of the United States, other than a reserve or National Guard unit.
- Female.
- A legal alien.
- A permanent resident of the Trust Territory of the Pacific Islands or the Northern Mariana Islands.
- Excused for another reason provided by federal law.

Nursing Program Applicant Information

All nursing programs at UACCB are selective admission programs and require a separate application and prerequisite completion. For complete information on the application process and requirements for the nursing programs, please visit: www.uaccb.edu/nursing.

New Student Orientation

All new students enrolling are required to participate in New Student Orientation (NSO). Re-admitted students with unsatisfactory academic performance must attend orientation. The following students are excluded from mandatory orientation:

- Non-degree seeking students.
- Visiting Students.
- Students accepted into specialized programs in which orientation is included.

Student Orientation will consist of staff or faculty-led sessions on various topics designed to help the students succeed in combination with an Open House. At Open House students will have the opportunity to meet with faculty in charge of their area of study in either a one-on-one setting or a roundtable setting to discuss the program.

Admission Status Types

First Time Freshman

A student who has completed high school or secondary school and has not taken a college or university course (excluding concurrent high school/college courses) is considered a freshman for purposes of admission and must meet regular admission requirements.

Readmission Student

Students who wish to return to UACCB after an absence of one regular semester (excluding summer terms) must meet the following guidelines:

- Re-apply by completing a new application for admission.
- Have a complete admissions file including official transcripts reflecting any additional credit earned from schools attended during the absence from UACCB.
- Fulfill updated immunization requirements.

High School Concurrent Enrollment

Qualified students are encouraged to enroll in UACCB's Concurrent Enrollment program, which allows high school students to enroll in college classes offered at their respective high school campuses. When a high school student successfully completes a course, UACCB awards and records college credit on an official transcript. Such credit will count towards graduation from UACCB if the course(s) taken is (are) a requirement of the degree program the student seeks. The student may also receive high school credit awarded by his/her high school and apply toward requirements for high school graduation.

A qualified high school student is one who:

- Has successfully completed the eighth grade
- Completes an application for admission
- Submits test scores from the ACT, SAT, Accuplacer, ATLAS, or Classical Learning Test (CLT) tests
- Possesses a high school grade point average no lower than a cumulative 3.0 on 4.0 scale. If the student does not have at least a 3.0 GPA, he or she must have written permission from the high school counselor or principal.
- Meets all placement test score and prerequisite requirements for the course as outlined in the UACCB catalog
- Submits an official, in-progress high school transcript
- Submits an Early College Enrollment Form from the student's high school principal, superintendent, counselor, or career coach (must submit an updated form each semester of enrollment)

- Submits proof of two (2) immunizations against measles, mumps, rubella (MMR)

Academic Standards: Concurrently enrolled students are expected to meet the same standards of achievement as the traditional student body of the institution.

The UACCB Director of Early College Programs is responsible for verification that a high school student is eligible for concurrent enrollment. The Provost and the Chancellor are the only institutional officials authorized to make exceptions to the above requirements.

Secondary Career Center

UACCB has a variety of courses available in the Secondary Career Center (SCC) that high school students can participate in for free. Students may start an SCC program based upon the general high school admissions requirements but still must satisfy all existing placement scores for individual courses.

High School Dual Enrollment

Dually enrolled students are high school students who are enrolled in UACCB classes offered on the UACCB campus directly and not participating in a concurrent or secondary career center program. Dual Enrollment students must meet the same qualifications as Concurrent Enrollment students. Awarding of high school credit for classes successfully completed as a Dual Enrollment student is at the discretion of the student's high school administration. Students and their parents are responsible for paying for these courses.

Academic Standards: Dually enrolled students are expected to meet the same standards of achievement as the traditional student body of UACCB.

Transfer Student

A student that has attended another institution of higher learning and plans to enroll at UACCB is considered a transfer student and must meet regular admission requirements. Students who have completed twelve (12) or more transferable credit hours are waived from having to submit an official high school transcript. Students who have completed transferable college level English and/or math are waived from those testing requirements, respectively.

Transfer students with a cumulative GPA of less than 2.0 may be admitted on academic probation. Transfer students must be eligible to return to the institution from which they are transferring, or the student must have been separated from all academic institutions for at least one semester (excluding summer terms).

Visiting Student

A visiting student is a student seeking a degree at another college or university and is also taking classes at UACCB. The student with this status may take classes at UACCB during a regular semester or summer term. The intent of taking courses at UACCB is to transfer the UACCB academic work back to their home institution. It is the responsibility of the students to verify with their home institution for approval of such course work to be applied toward graduation requirements. Visiting students do not qualify for federal or institutional financial aid and must meet all placement score and prerequisite requirements for courses as outlined in the UACCB catalog. Visiting students must meet the following requirements:

- Submit a UACCB application for admission.
- Submit an immunization record showing two immunizations for measles, mumps, and rubella (MMR).
- A current official transcript from the institution in which they are enrolled full-time.

Non-Degree Seeking Student

A part-time student who does not plan to enroll in a degree or certificate program or who has no plans to transfer credit to another institution may enroll for personal enrichment as a continuing education student. He/she may be admitted upon submission of an application for admission and immunization records without a transcript(s) of previous work and shall be classified as a continuing education student.

Students attending under this designation may not register as full-time students. If a student should later decide to complete a degree or certificate program, he/she must meet all admission requirements. Non-Degree Seeking students do not qualify for federal or institutional financial aid and must meet all placement score and prerequisite requirements for courses as outlined in the UACCB catalog.

International Student

All international students must meet the same admissions criteria as required of U.S. citizens, complete all paperwork required by the U.S. Citizenship and Immigration Services, and provide evidence of adequate financial support prior to being allowed to enroll in classes at UACCB.

Foreign born students must also submit a negative tuberculosis test result from a testing performed within the last six months or appropriate treatment for positive skin test result.

Students from non-English speaking countries are required to submit TOEFL scores (a minimum score of 500 for paper- based exam, a minimum score of 173 for computer based, or minimum 3.5or 61 internet-based Test of English as a Foreign Language TOEFL

exam) or International English Language Testing System (IELTS) scores (minimum score of 5.5), before being unconditionally admitted to the College.

Students who have entered the United States on either a Student Visa (F-1) or a Visitor Visa (B-1 for business or B-2 for pleasure) may not be allowed to enroll in any ESL course receiving public funds. A special provision is made for a student who enters the United States on a visitor visa if that student is the relative of someone who is a permanent resident of the local program's community. In this case, the student may enroll in adult education and literacy classes for the limited time of the person's visitor visa if there is space available in the class.

International students interested in attending UACCB should contact the Welcome Center for more information.

Acceptance of Transfer Credit

Transfer of credit may be accepted from students who provide official transcripts with a current post date from institutions fully accredited by an approved regional accrediting agency or Arkansas Division of Higher Education, if these credits fit the program of studies selected at UACCB and the student received a grade of "C" or higher.

The college will not accept developmental courses for transfer except when the course serves as a prerequisite or for placement. Final approval of transfer credits rests with the Provost.

Transfer credit will be indicated on the student's UACCB transcript; transfer credit is not calculated as a part of the student's cumulative GPA.

Documents received from other institutions are the property of UACCB and cannot be re-issued or copied.

Students transferring from other institutions must meet the general admission requirements of UACCB.

Transfer students seeking a UACCB degree must adhere to the graduation requirements, specifically the completion of a minimum of 25% of credit hours as a student at UACCB towards an associate degree (Associate of Arts, Associate of Science, or Associate of Applied Science), Certificate of General Studies, Technical Certificate, or Certificate of Proficiency.

Students may submit course descriptions, course outcomes, and/or syllabi of transfer courses if there is any question concerning the acceptance of credits. The college reserves the right to revise any credit awards upon receipt of additional information.

Arkansas Course Transfer System (ACTS)

The Arkansas Course Transfer System contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer, and institutional policies may vary. ACTS may be accessed by going to the ADHE website Course Transfer page.

Reverse Transfer Process

The purpose of this procedure is to outline the process for students to receive reverse transfer credit. This reverse transfer credit procedure allows students to transfer credit back to UACCB from another regionally accredited 2-year or 4-year college or university to satisfy remaining requirements to complete a UACCB credential. Students must meet all graduation requirements as set forth in the Academic and Student Responsibility section of the UACCB College Catalog to be eligible for graduation.

Identification of Reverse Transfer Candidates and Eligibility

The University of Arkansas Community College at Batesville may acquire lists of students eligible for reverse transfer the following ways:

- Student tracker lists generated through the National Student Clearinghouse; or
- Lists of potentially eligible students provided by other Arkansas public 2-year or 4-year colleges or universities; or
- Lists provided by the Arkansas Department of Higher Education; or
- Any new delivery system developed in accordance with the appropriate institution, coordinating, or governing body.

In addition, all students eligible for reverse transfer must have satisfied the following:

- Complete any remaining requirements for graduation; and
- Ensure reverse transfer credit aligns with the standards for evaluation and transcription established in the UACCB College Catalog.

Submission of Documents and Consent to Participate

To complete the reverse transfer process, students must submit the following information to the Registrar's Office prior to consideration:

- An official transcript for all college work being reviewed;
- Consent or confirmation of participation in the reverse transfer process.

Basic Skills Requirements

Arkansas state law requires that all students enrolling in state supported colleges and universities must demonstrate mastery of basic skills in English, reading, and mathematics.

All basic skills courses must be completed with a grade of "C" or better before a student can complete an associate degree or technical certificate program. Students who are admitted to UACCB but who score below established levels on the placement tests, as described in the Placement Policy, will be required to successfully complete basic skills courses.

Basic skills and/or preparatory courses may not be used to fulfill any degree/technical certificate or elective course requirement in a program of study.

Satisfactory Completion of Basic Skills

Satisfactory completion of basic skills courses requires the student to earn a grade of "C" or better. Students who do not successfully complete basic skills courses will be required to re-enroll in those courses.

Students must be on track to complete basic skills requirements within the first 30 hours of coursework. If, at the end of that time period, the student has not completed all basic skills course requirements, he/she will not be allowed to enroll in any other course until the requirements have been met.

Placement Policy

The purpose of this policy is to identify the process by which students are placed in the appropriate level English, reading, and mathematics courses. Arkansas state law requires that all first-time entering degree or technical certificate-seeking students demonstrate proficiency in these areas or be placed in courses/programs that will help students prepare for college-level coursework. The minimum test scores used for placement were established by the Arkansas Division of Higher Education. A student may retest on one or more sections of a placement exam after a minimum of 14 days in order to allow time for the person to study before attempting the exam again. Placement score requirements are as follows:

Reading Course Placement

Course	ACT Reading	Accuplacer Next Generation Reading	GED Reasoning Through Language Arts	ATLAS English Language Arts (ELA 10)*
College Level Courses	19-36 Or 13-18 with Approved High School GPA[1]	237-300	Minimum of 165[2]	1073 or higher
Integrated Reading and Writing	0-18	200-236	Minimum of 165[2]	1042 or higher

[1]High School Cumulative GPA of 3.25 or higher AND a grade of "B" or higher in English 12 (413000) or higher-level English course; or English 10 and 11 sequence completed with a "C" or better; or English 9 and 10 sequence completed with a "B" or better.

[2]Alternate placement examination scores required if not 165.

*ATLAS based placement limited to concurrent or dual enrollment students only.

Students who test into Integrated Reading and Writing must enroll in the course during their first or second semester in college and each subsequent semester, if necessary, until the course is completed with at least a grade of "C."

Integrated Reading and Writing is a prerequisite for English Composition I for students who score below 19 on the ACT Reading or below 237 on the Accuplacer Next Generation Reading, unless the student meets the high school GPA requirements. Students must successfully complete Integrated Reading and Writing with a "C" or better to enroll in English Composition I when test scores require.

English Course Placement

Course	ACT English and Reading	Accuplacer Next Generation Writing & Reading	GED Reasoning Through Language Arts	ATLAS English Language Arts (ELA 10)*
College Level (English Composition I)	19-36 in English Or 13-18 in English with Approved High School GPA[3] AND 19-36 in Reading Or 13-18 in Reading with Approved High School GPA[3]	250-300 in Writing AND 237-300 in Reading Or 220-236 in Reading with Approved High School GPA[3]	Minimum of 165[4]	1073 or higher
English Composition I with Writing Studio	16-18 in English AND 16-18 in Reading	237-249 in both Writing & Reading	Minimum of 165[4]	1060 or higher
Integrated Reading and Writing	0-15 in English AND 0-15 in Reading	200-236 in both Writing & Reading	Minimum of 165[4]	1042 or higher
Technical Writing for the Workplace	16 or higher in English AND 16 or higher in Reading	237 or higher in both Writing & Reading	Minimum of 165[4]	1060 or higher

[3]High School Cumulative GPA of 3.25 or higher AND a grade of "B" or higher in English 12 (413000) or higher-level English course.

[4]Alternate placement examination scores required if not 165.

*ATLAS based placement limited to concurrent or dual enrollment students only.

Math Course Placement

Course	ACT Math	Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics (QAS)	GED Mathematical Reasoning	ATLAS Mathematics*
College Algebra (College Level)	19-36 Or 13-18 with Approved GPA[5]	264-300	Minimum of 165[6]	1069 or higher in Algebra I Or 1068 or higher in Geometry
College Algebra with corequisite Math Skills	16-18	249-263	Minimum of 165[6]	1060 or higher in Algebra I Or 1060 or higher in Geometry
Quantitative Literacy (College Level)	19-36 Or 13-18 with Approved High School GPA[5]	264-300	Minimum of 165[6]	1069 or higher in Algebra I Or 1068 or higher in Geometry
Quantitative Literacy (College Level) with corequisite Math for Life	16-18	249-263	Minimum of 165[6]	1060 or higher in Algebra I Or 1060 or higher in Geometry
Technical Math	16 or higher	249 or higher	Minimum of 165[6]	1060 or higher in Algebra I Or 1060 or higher in Geometry
Math for Healthcare Professions	16 or higher	249 or higher	Minimum of 165[6]	1060 or higher in Algebra I Or 1060 or higher in Geometry

Course	ACT Math	Accuplacer Next Generation Quantitative Reasoning, Algebra, and Statistics (QAS)	GED Mathematical Reasoning	ATLAS Mathematics*
Essentials of Math	12-15	220-248	Minimum of 165[6]	1048 or higher in Algebra I Or 1049 or higher in Geometry

[5]High School Cumulative GPA of 3.25 or higher AND a grade of "B" or higher in Algebra II (432000) or higher-level math course.

[6]Alternate placement examination scores required if not 165.

*ATLAS based placement limited to concurrent or dual enrollment students only.

Additional Placement Support

UACCB has a free Adult Education Program available to improve basic skills.