

### The “Open Door” Policy

Randolph Community College is an “open door” admission institution. This means that any person, whether a high school graduate or nongraduate, who is 18 years old or older and who is able to profit from further formal education will be served by the institution. Counseling and advising services are available to help students decide which programs best serve their needs and objectives in life, as indicated by their background, abilities and expressed interests.

The “open door” policy does not mean that there are no restrictions on admission to specific programs. It does mean that these restrictions are flexible enough to allow students opportunities to improve their educational status by eliminating deficiencies through remedial work. When students are able to meet the specific admission requirements for a given curriculum they may then be enrolled in that curriculum and remain in the program as long as they make satisfactory progress and remain enrolled on a continuous basis as required by their curriculum.

Although the College follows an “open door” policy, there will be no compromise with academic standards set by the State Board of Community Colleges and the Randolph Community College Board of Trustees.

The College reserves the right to limit enrollment in a curriculum to a number that can be accommodated by the resources of the College. The Dean of Student Services is designated as the Admissions Officer for the College.

### Undocumented Student Admission Policy

Any undocumented student applying for admission to Randolph Community College must be a high school graduate from an accredited United States high school. The college will also accept any undocumented student with a United States high school equivalency diploma.

Each undocumented student will be assigned a college identification number for student identification purposes. Because the undocumented student is not considered a legal resident of the state of North Carolina, he or she will be assessed at the out-of-state tuition and fees rate for curriculum/credit programs. He or she must also meet all necessary requirements as specified by any particular curriculum program or continuing education program.

### General Admissions Requirements for Curriculum Programs

Applicants for admission to Randolph Community College must be 18 years of age or high school graduates. The College will accept students with a high school equivalency diploma. A high school diploma or the equivalent is required of all applicants enrolling in curriculum courses.

Special consideration may be given on an individual basis to students not meeting these specific entrance requirements. For students who have not earned a high school diploma or GED certificate, taking an ability-to-benefit test may be an option. If so, the student will be referred to the appropriate office for further discussion. If the ability-to-benefit test is taken, a passing score must be achieved in order to enroll.

Randolph Community College will admit high school students between the ages of 16 and 18 to appropriate courses at the College. Guidelines established by RCC and area schools will be observed.

Persons intending to enroll in a specific curriculum are encouraged to submit their applications at least two months prior to the term in which they wish to enroll. Applicants are not admitted into specific curriculum programs, and thus, not eligible for financial aid until admission requirements are met (i.e. transcripts, testing, etc.). Applications can be obtained from high school counselors and from Student Services. This office is open from 8 a.m. – 8 p.m., Monday through Thursday, and from 8 a.m. – 5 p.m., on Friday. For admissions information, call Student Services, (336) 633-0224. If needed, individual appointments may be made by personally speaking with a counselor at (336) 633-0224.

Developmental Studies courses exist as prerequisites to General Education courses. Removal of these prerequisites is subject to the approval of the chair of the General Education Department. The College uses the Assessing Student Success Entry Transfer/Computerized Adaptive Assessment and Support System (ASSET/COMPASS) test to determine whether students have met Developmental Studies

prerequisites for General Education courses. This test is given as part of RCC's admissions process. In place of the College's testing, students may present appropriate, prior college credit or adequate SAT or other standardized test scores to document their meeting these prerequisites. See the ASSET/COMPASS Placement Testing section on pages 14 – 15 for additional information.

Students who do not remove prerequisites through test scores or prior credit must take the appropriate math, reading, or English courses in Developmental Studies prior to enrolling in certain General Education courses. Developmental Studies classes are offered day and evening to accommodate every student who needs them. Grades earned in Developmental Studies are not included in the student's grade point average and credit hours earned do not count toward graduation.

At the time of testing, the test administrator will help applicants who are affected by any situation that might reduce test performance to make arrangements for alternate testing. Applicants with diagnosed learning disabilities are especially encouraged to make an appointment for untimed testing. It is the applicant's responsibility to make the test administrator aware of any special testing needs.

Applicants for the **Associate Degree Nursing** program, the **Basic Law Enforcement Training** program, and the **Radiography** program have additional admissions requirements. For more information, see pages 15 – 21. Applicants for the **Physical Therapist Assistant** program have additional admissions requirements. For more information contact Student Services at (336) 633-0224, or the Health Occupations Department at (336) 633-0264.

Information regarding transfer student admissions is on page 22.

## In order to enroll, the student should:

- complete an RCC application,
- provide official copies of high school transcript and/or GED test scores and all college transcripts,\*
- call (336) 633-0224 to discuss placement testing,
- meet with someone in RCC's financial aid office if necessary,
- meet with your faculty advisor (during specified registration period),
- register for classes (during specified registration period).

\*Applicants who are high school graduates should request their high school counselors to submit a copy of their high school transcript. In cases where the last six weeks' work is not completed, a supplemental transcript should be forwarded to the College after the student's graduation. GED graduates must submit official copies of their GED test scores. Students transferring from other colleges or post-high school institutions must submit official transcripts from all such institutions attended. For transcript release forms, call Student Services, (336) 633-0224. Transcripts are not official unless they are sent directly from the high school or college attended.

## ASSET/COMPASS Placement Testing

### ■ What is ASSET/COMPASS?

ASSET/COMPASS is a series of short placement tests covering the areas of English, reading, and mathematics developed by American College Testing (ACT).

### ■ Who Takes ASSET/COMPASS?

All students applying for an associate degree program at Randolph Community College are required to take the ASSET/COMPASS tests unless determined to be exempt. Possible exemptions are listed below.

1. Students who have attended another accredited postsecondary institution and have earned credit for
  - entry-level English composition (exempt from Reading and Writing Skills),
  - math (exempt from Numerical Skills), or
  - college algebra (exempt from Numerical Skills, Elementary & Intermediate Algebra).
2. RCC will accept ASSET/COMPASS, SAT, ACT accuplacer test scores from another school taken within a five-year period. These scores should be received prior to tests taken on this campus.
3. Students who have taken the SAT within the last five years will be placed into appropriate college-level English and math courses if their scores are
  - 480 (new score) or above on the verbal portion (exempt from Writing & English Skills),
  - 480 (new score) or above on math portion (exempt from Numerical Skills & Elementary Algebra), or
  - 520 (new score) or above on math portion (exempt from all developmental math requirements).

**■ When Do You Need to Take ASSET/COMPASS?**

Students required to take ASSET/COMPASS should do so before they register for their first semester at RCC. Students unable to test before the term begins may not register for English or math courses before testing and are permitted to register for one term only before testing.

**■ Why Do You Need to Take ASSET/COMPASS?**

RCC counselors and advisors use test scores as an assessment of an applicant’s skill level in reading, English, and math. Students’ scores on ASSET and COMPASS determine placement into or exemption from Developmental Studies courses. For more information about Development Studies courses, see page 58. The test scores for exemption from Developmental Studies courses follow:

| Developmental Studies Course          | ASSET Test | COMPASS Test |
|---------------------------------------|------------|--------------|
| ENG 085 Reading & Writing Foundations | *70        | *109         |
| ENG 090 Composition Strategies        | 40         | 70           |
| MAT 060 Essential Mathematics         | 41         | 47           |
| MAT 070 Introductory Algebra          | 44         | 46           |
| MAT 080 Intermediate Algebra          | 43         | 66           |
| RED 090 Improved College Reading      | 40         | 81           |

\*Indicates combined scores of reading and writing.

**■ Retest Procedure**

Retesting is allowed in many community colleges in North Carolina. At RCC, a student may retest once. He/she may not retest after enrolling in the Developmental Studies course(s) recommended from the original test score. Students must wait at least two weeks from the original test date before retesting. Students must successfully complete their Developmental Studies course work before enrolling in English and/or math classes required for their program. Should a student be required to enroll in ENG 085, an additional retest may be given after successful completion of the course.

**■ Special Needs & Accommodations for Testing**

Testing accommodations for students with special needs are available upon advance request and with appropriate documentation. Contact the Information Center at (336) 633-0224 before scheduling placement testing.

**Basic Skills Programs Referral Policy**

RCC offers two levels of remedial instruction. In addition to Developmental Studies, the College offers Basic Skills. Following College placement testing, the RCC Admissions Counselors will advise students who would be better served in Basic Skills. Basic Skills staff will administer the CASAS placement test, and students who show need below the ninth grade level may work in Adult Basic Education. After working in ABE, these students will enter the Developmental Studies program as needed and will take other curriculum courses as may be appropriate. There is no charge for instruction in Basic Skills Programs.

**Additional Admissions Information**

**■ Associate Degree Nursing Admissions Policies & Procedures**

**Admissions Requirements**

1. Complete general admission requirements for the College including placement testing.
  - a. Students currently enrolled as high school seniors are included in the applicant pool for the ADN program contingent upon satisfactory completion of high school requirements and achievement of high school diploma.
  - b. Achieve the cutoff score listed below on either ASSET or COMPASS Tests.
  - c. Students who do not meet the cut scores on placement test(s) must complete Developmental Studies classes as indicated.
  - d. SAT/ACT scores may be used to fulfill general admission requirements as published in the Randolph Community College Catalog.
  - e. Prior college level math and English credits will be considered as possible testing exemptions as published in the Randolph Community College Catalog.

**Note:** Affiliating clinical agencies may require a criminal background check and drug screening as a prerequisite for clinical learning experiences. Positive results can result in the clinical agency denying the student access to clinical practice in the facility. Any student who is denied access to any clinical facility will not be allowed to progress in the program.

| Placement Test Cut-Off Scores<br>(Testing must have been completed within the past 5 years.) |       |     |     |         |            |
|--|-------|-----|-----|---------|------------|
| TEST   | ASSET | SAT | ACT | COMPASS | ACCUPLACER |
| Writing  | 40    | 480 | 21  | 70      | 86         |
| Reading  | 40    | 480 | 21  | 81      | 80         |
| Numerical  | 41    | 480 | 21  | 47      | 57         |
| Elementary Algebra   | 44    | 520 | 23  | 46      | 57         |

2. Evidence of "C" or greater in the following:
  - High school biology, or equivalent biology in Basic Skills Programs, or college-level general biology, or SCI 095.
  - High school chemistry or equivalent chemistry in Basic Skills Programs or college-level general chemistry, or SCI 095.
  - High school algebra, or college algebra, or has met the ASSET/COMPASS cut score for MAT 070, or successfully complete MAT 070.

**NOTE: Once a student has met requirements 1 & 2, his/her name is added to the admission list.**

3. Attend information session.
- \* 4. Certification as a Nursing Assistant I and listing on the North Carolina Department of Human Services Division of Facility Services Health Care Personnel NAI Registry.
5. NAI certification must be completed by May 31 of the year in which the student registers for the initial nursing course. *The student must provide documentation on agency letterhead of forty (40) hours of practice as a Nursing Assistant I in the twelve (12) months prior to May 31 of that year. Effective for 2007 admission.*
- \* 6. Current CPR certification for adults and children.
- \* 7. Completion of student medical information form and evidence of physical and emotional health as defined by the North Carolina Board of Nursing Standards for Educational Unit in Nursing.
- \* 8. Evidence of health insurance/accident insurance.
- \*\*9. Purchase liability insurance.
10. **If a student declines admission or withdraws from nursing classes, he/she is required to reapply and become a part of the new applicant pool.**
11. A student who has not completed BIO 168 and/or BIO 169 prior to admission into the ADN program may request for his/her name to be held for **one year** in order to complete BIO 168 and/or BIO 169 prior to admission into the ADN program.
12. Effective Fall semester of 2006, a GPA of 2.5 or greater will be required for admission into the ADN program.
  - \* *Evidence of CPR certification, NAI certification, completion of medical information form, and evidence of health/accident insurance must be presented prior to admission to the ADN program and prior to registration for initial nursing classes.*
  - \*\* *Liability insurance is purchased at the time fees are paid annually each fall while enrolled in the ADN program.*

### Ranking Process for Nursing Admissions

1. Admissions are on a first-come, first-served basis for all qualified applicants who have met all the admission requirements.
2. Two dates are used to rank applicants for admissions: the date of the original application and the date the applicant completes all admission requirements in #1 and #2 of above listed admissions requirements.
3. Placement INTO an Applicant Pool:  
First, the date of completing #1 and #2 admission requirements places a prospective student into a pool of applicants along with all others who completed their admission requirements that same semester. There is a separate pool of applicants for each semester, comprised of all who completed their admission requirements that semester, regardless of the date of the original application.
4. Placement WITHIN an Applicant Pool:  
Applicants are then ranked within their own pool of applicants according to the date of their original application.

- The date of the original application is used only to rank a student within the pool of applicants he/she qualified for by completing all admission requirements. The date of the original application CANNOT be used to qualify a student for an earlier semester's pool of applicants.

**Example:**

The fall 2005 pool of applicants is considered before the spring 2006 pool of applicants, which is considered before the summer 2006 pool of applicants, etc.

Therefore, the admissions ranking list for the fall 2005 class might look similar to this:

Fall 2005 (applicants who completed all admission requirements during the fall 2005 semester, ranked within the fall 2005 applicant pool according to the date of the original application):

- (1) Ms. Brown (Date of Application: 3-18-04)
- (2) Mr. Smith (Date of Application: 10-14-04)
- (3) Ms. Howard (Date of Application: 1-15-05)
- (4) Ms. Franklin (Date of Application: 2-1-05)
- (5) Mr. Hamilton (Date of Application: 11-16-05)

Spring 2006 (applicants who completed all admission requirements during the spring 2006 semester, ranked within the spring 2006 applicant pool according to the date of the original application):

- (6) Ms. King (Date of Application: 4-28-03)
- (7) Mr. White (Date of Application: 2-23-04)
- (8) Ms. Jones (Date of Application: 8-10-04)
- (9) Ms. Edens (Date of Application: 3-15-05)

Summer 2006 (applicants who completed all admission requirements during the summer 2006 semester, ranked within the summer 2006 applicant pool according to the date of the original application):

- (10) Ms. Clark (Date of Application: 6-19-01)
- (11) Mr. Atkins (Date of Application: 5-22-04)
- (12) Ms. Hedrick (Date of Application: 2-24-06)
- (13) Ms. Clifton (Date of Application: 2-25-06)

**In Summary:**

- Students are placed into an applicant pool according to the semester they complete #1 and #2 admission requirements, regardless of the date of original application.
- Within their own applicant pool, they are then ranked according to their date of original application.
- Applicants from earlier semesters' applicant pools are considered before applicants from later semesters' applicant pools, regardless of the date of the original application.
- The date of original application affects a student's ranking only within his/her pool of applicants, but cannot qualify the student to move to an earlier semester's pool of applicants.

**Removal of Names from Admission List**

Students whose names are on the admission list are expected to take care of any deficiencies in a timely manner (for example, repeating BIO 168, BIO 169 and/or PSY 110 to remove a grade less than a "C" in these courses, GPA less than 2.5, not meeting NAI requirements). In the event that a student has not cleared a deficiency at the time that he/she would receive a letter of invitation for admission into the nursing program, then his/her name will be removed from the admission list. *Effective for 2007 admission.*

**Notification of Admission/Information Session**

When items 1-2 of the admission requirements are successfully completed, applicants will be scheduled to attend an information session. The purpose of the information session is to answer questions about the program and for representatives from the ADN program to share important information.

Letters of notification of admission into the ADN program will be mailed by February 15 for fall admission of the same year. These letters are for admission into the Fall semester and will be mailed to the top forty (40) students on the admissions list. If any applicant who receives an admissions letter declines his/her position, the space will be filled according to the highest ranked student on the admissions list.

**Readmissions**

If a student declines admission from nursing classes, he/she is required to reapply and become a part of the new applicant pool. Readmission to the ADN program is on a space-available basis. Readmission is limited to a maximum of one time. Only in extreme circumstances will an application for second readmission be considered. Those circumstances must be documented in writing. The documentation must include a compelling reason why a second readmission should be granted. For more information, see page 37.

**No Reactivations**

The ADN curriculum will follow Randolph Community College's procedure regarding students who do not follow through with the admissions process as outlined by the College.

**Physical & Emotional Health**

The Board of Nursing Standards for Educational Units in Nursing require that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe nursing care to the public. This is documented initially on the medical form completed by a physician.

**Guidelines for Evaluation of Physical Health**

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Initial assessment of physical health is based on a completed physical/health form. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The for the Program Director ADN program will provide, each applicant with a copy of the physical examination form during the required information session. This examination may be performed by a licensed physician, a registered physician's assistant, or a certified nurse practitioner. Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

**Guidelines for Evaluation of Emotional Health**

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stress effectively, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Initial assessment of emotional health is based on physician information provided through the completed health history form.

If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional. The recommendation of the professional is utilized to determine whether admission or continued enrollment in the program is appropriate.

Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

**Courses**

While waiting for admission into the ADN program, students may take courses in the General Occupational Technology Curriculum which would apply toward the Associate Degree in Nursing.

If a student elects to take BIO 168, BIO 169, PSY 110, he/she must make a grade of "C" or better. If the student earns less than a "C," the course must be repeated with a grade of "C" or better BEFORE the student can be admitted into the ADN curriculum. The student's name and rank will be retained on the admissions list, however, he/she will not be accepted into the ADN curriculum until that course(s) has been repeated with a grade of "C" or better.

**Transfer Credit for Nursing Courses**

Students requesting transfer credit for a nursing course from another college or university are required to submit a copy of the course outline and syllabus for the course. The student is required to successfully complete a written and practical competency exam for the course prior to transfer credit being granted.

**Advanced Placement for Licensed Practical Nurses**

Licensed practical nurses requesting advanced placement will be granted credit for NUR 110, NUR 120, and NUR 130 under the following conditions:

1. Current unrestricted license as an LPN in North Carolina;
2. Graduate of an approved practical nurse education program with no grade less than "C";
3. Documentation by supervisor on agency letterhead of at least six months full-time experience within the past 12 months in a position which includes responsibilities representative of the legal scope of practice for LPNs;
4. Meet admission criteria required of the Associate Degree Nursing program;
5. Complete with a minimum of "C" BIO 168, BIO 169, PSY 110;
6. Successfully complete ENG 111, PSY 150, and SOC 210;
7. Successfully complete NUR 187 and NUR 189.

Qualified LPNs will enter NUR 210 on a space-available basis after readmitted students have been given a space in the program. Qualified LPNs will be ranked according to the date of application and date of completion as explained above in the section **Ranking Process of Nursing Admissions**.

■ **Basic Law Enforcement Training Admissions Requirements**

In addition to the admissions requirements on pages 13 – 14, Basic Law Enforcement Training students must be 20 years of age by the first day of class. Also, they must submit health history and physical examination forms that are available in the BLET information packet from RCC.

■ **Radiography Admissions Requirements**

1. Have completed general admission requirements for the College including placement testing.
  - a. Students currently enrolled as high school seniors may be included in the applicant pool for the Radiography program contingent upon satisfactory completion of high school requirements and achievement of high school diploma.
  - b. Have achieved the cutoff score listed below on either ASSET or COMPASS Tests.
  - c. Students who do not meet the cut scores on placement test(s) must complete Developmental Studies classes as indicated.
  - d. SAT/ACT scores may be used to fulfill general admission requirements as published in the Randolph Community College Catalog.
  - e. Prior math and English credits will be considered as possible testing exemptions as published in the Randolph Community College Catalog.

| <b>Placement Test Cut-Off Scores<br/>(Testing must have been completed within the past 5 years.)</b> |       |     |     |         |            |
|--|-------|-----|-----|---------|------------|
| TEST   | ASSET | SAT | ACT | COMPASS | ACCUPLACER |
| Writing  | 40    | 480 | 21  | 70      | 86         |
| Reading  | 40    | 480 | 21  | 81      | 80         |
| Numerical  | 41    | 480 | 21  | 47      | 57         |
| Elementary Algebra   | 44    | 520 | 23  | 46      | 57         |

2. Evidence of “C” or greater in the following:
  - High school biology, equivalent biology in Basic Skills Programs, or college-level general biology
  - High school chemistry, equivalent chemistry in Basic Skills Programs, or college-level general chemistry
  - High school algebra, college algebra, has met the ASSET/COMPASS cut score for MAT 070, or has successfully completed MAT 070, if required.

**NOTE: Once a student has met requirements 1 & 2, his/her name is added to the admission list.**

3. Attend information session.
4. Twelve hour observation experience in radiography. This experience will be set up through the Health Occupations Department at Randolph Community College.
5. Basic computer skill knowledge demonstrated through competency testing.
- \* 6. Current CPR certification.
- \* 7. Completion of student medical information form (including immunizations and negative TB test).
- \* 8. Evidence of health insurance/accident insurance.
- \*\*9. Purchase liability insurance.
10. **If a student declines admission or withdraws from Radiography classes, he/she is required to reapply and become a part of the new applicant pool.**
11. Effective Fall semester of 2006, a GPA of 2.5 or greater will be required for admission into the Radiography program.
- \* *Evidence of CPR certification, completion of medical information form, and evidence of health/accident insurance must be presented prior to admission to the Radiography program and prior to registration for initial Radiography classes.*
- \*\**Liability insurance is purchased at the time fees are paid annually each fall while enrolled in the Radiography program.*

**Ranking Process for Radiography Admissions**

1. Admissions are on a first-come, first-served basis for all qualified applicants who have met all the admission requirements. This is a limited enrollment program; 20 students will be admitted each fall beginning with fall 2003.

2. Two dates are used to rank applicants for admissions—the date of the original application and the date the applicant completed all admission requirements.
3. Placement INTO an Applicant Pool:  
First, the date of completing all admission requirements places a prospective student into a pool of applicants along with all others who completed their admission requirements that same semester. There is a separate pool of applicants for each semester, comprised of all who completed their admission requirements that semester, regardless of the date of the original application.
4. Placement WITHIN an Applicant Pool:  
Applicants are then ranked within their own pool of applicants according to the date of their original application.
5. The date of the original application is used only to rank a student within the pool of applicants he/she qualified for by completing all admission requirements. The date of the original application CANNOT be used to qualify a student for an earlier semester's pool of applicants.

**Example:**

The fall 2005 pool of applicants is considered before the spring 2006 pool of applicants, which is considered before the summer 2006 pool of applicants, etc.

Therefore, the admissions ranking list for the fall 2005 class might look similar to this:

fall 2005 (applicants who completed all admission requirements during the fall 2004 semester, ranked within the fall 2004 applicant pool according to the date of the original application):

- (1) Ms. Brown (Date of Application: 9-10-03)
- (2) Mr. Smith (Date of Application: 10-14-03)
- (3) Ms. Howard (Date of Application: 1-15-04)
- (4) Ms. Franklin (Date of Application: 2-1-04)
- (5) Mr. Hamilton (Date of Application: 9-16-04)

Spring 2005 (applicants who completed all admission requirements during the spring 2005 semester, ranked within the spring 2005 applicant pool according to the date of the original application):

- (6) Ms. King (Date of Application: 4-28-04)
- (7) Mr. White (Date of Application: 6-23-04)
- (8) Ms. Jones (Date of Application: 8-10-04)
- (9) Ms. Edens (Date of Application: 10-10-05)

Summer 2005 (applicants who completed all admission requirements during the summer 2005 semester, ranked within the summer 2005 applicant pool according to the date of the original application):

- (10) Ms. Clark (Date of Application: 1-22-04)
- (11) Mr. Atkins (Date of Application: 5-22-04)
- (12) Ms. Hedrick (Date of Application: 10-24-04)
- (13) Ms. Clifton (Date of Application: 2-25-05)

**In summary:**

1. Students are placed into an applicant pool according to the semester they complete all admission requirements, regardless of the date of original application.
2. Within their own applicant pool, they are then ranked according to their date of original application.
3. Applicants from earlier semesters' applicant pools are considered before applicants from later semesters' applicant pools, regardless of the date of the original application.
4. The date of original application affects a student's ranking only within his/her pool of applicants, but cannot qualify the student to move to an earlier semester's pool of applicants.
5. This is a limited enrollment program; 20 students will be admitted each fall beginning with fall 2004.

**Removal of Names from Admission List**

Students whose names are on the admission list are expected to take care of any deficiencies in a timely manner (for example, repeating BIO 163 and/or PSY 150 to remove a grade less than a "C" in these courses, GPA less than 2.5). In the event that a student has not cleared a deficiency at the time that he/she would receive a letter of invitation for admission into the radiography program, then his/her name will be removed from the admission list. *Effective for 2007 admission.*

**Notification of Admission/Information Session**

When items 1-2 of the admission requirements are successfully completed, applicants will be scheduled to attend an information session. The purpose of the information session is to answer questions about the program and for representatives from the Radiography program to share important information.

Letters of notification of admission into the Radiography program will be mailed by March 15. These letters are for admission into the Fall semester and will be mailed to the top twenty (20) students on the admissions list. If any applicant who receives an admissions letter declines his/her position, the space will be filled according to the highest ranked student on the admissions waiting list.

### **Readmissions**

If a student declines admission or withdraws from Radiography classes, he/she is required to reapply and become a part of the new applicant pool. Readmission to the Radiography program is on a space-available basis. Readmission is limited to a maximum of one time. Only in extreme circumstances will an application for second readmission be considered. Those circumstances must be documented in writing. The documentation must include a compelling reason why a second readmission should be granted. For more information see page 37.

### **No Reactivations**

The Radiography curriculum will follow Randolph Community College's procedure regarding students who do not follow through with the admissions process as outlined by the College.

### **Physical & Emotional Health**

It is required that there be evidence that the physical and emotional health of the student be such that he/she can be expected to provide safe care to the public.

Evaluation of health will continue throughout the program. This will be the responsibility of the Radiography faculty. An applicant or student who presents problems in physical or emotional health which have not responded to appropriate treatment within a reasonable time may be denied admission or asked to withdraw. The student is denied admission or asked to withdraw to protect his/her own health and that of clients to whom he/she is assigned.

#### **Guidelines for Evaluation of Physical Health**

Physical health is defined as being free of disabling or contagious disease, being able to perform fine and gross motor skills, and being able to perform normal weight-bearing activities.

Initial assessment of physical health is based on a completed physical/health form. A physical examination performed no more than one year prior to the prospective date of entry into the program is required. The Admissions Office will provide each applicant with a copy of the physical examination form. This examination may be performed by a licensed physician, a registered physician's assistant, or a certified nurse practitioner. Completion of the health form for the state of North Carolina is required.

If a physical health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the student is referred to an appropriate professional. The recommendation of the professional is utilized to advise the student regarding admission or continued enrollment. Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

#### **Guidelines for Evaluation of Emotional Health**

Emotional health is defined as reacting appropriately to stressful situations, coping with everyday stress effectively, using healthy coping mechanisms, and understanding one's own ability to cope with stressful situations.

Initial assessment of emotional health is based on a physician information provided through the completed health history form.

If an emotional health problem threatens to prevent or prevents satisfactory classroom or clinical performance, the applicant or student is referred to an appropriate professional. The recommendation of the professional will be utilized to advise the applicant or student regarding admission or continued enrollment.

Applicants or students may be denied admission or continued enrollment until the identified problem is satisfactorily corrected.

### **Courses**

While waiting for admission into the Radiography program students may take courses in the General Occupational Technology Curriculum which would apply toward Radiography.

If a student elects to take BIO 163 and/or PSY 150, he/she must make a grade of "C" or better. If the student earns less than a "C," the course must be repeated with a grade of "C" or better BEFORE the student can be admitted into the Radiography curriculum. The student's name and rank will be retained on the admissions list, however, he/she will not be accepted into the Radiography curriculum until that course(s) has been repeated with a grade of "C" or better. A student who chooses to take BIO 168 and BIO 169 instead of BIO 163 will receive credit for BIO 163 if he/she earns a grade of "C" or better.

### ■ Transfer Student Admissions

Transfer students must

1. apply to the institution;
2. submit evidence of placement testing (ASSET/COMPASS, SAT, ACT accuplacer), prior credit for English and/or math, or make arrangements to be tested by RCC; and
3. request official transcripts from high school or school awarding GED and all colleges attended.

Applicants who have attended other institutions of higher learning may transfer credit earned in comparable courses or programs of study. Transfer credit may be granted if the student is transferring from a regionally accredited institution, a member of the North Carolina Community College System, an institution accredited by the Board of Governors, or a nonaccredited institution of higher learning that meets the SACS guidelines (accredited by other accrediting associations such as “Bible Colleges or Business Schools”). Any exception to this credit transfer policy must have the approval of the appropriate instructor (when necessary for evaluation purposes), the Departmental Chair, the Dean of Curriculum Programs, and the Dean of Student Services or designee. Transfer students will be informed of transfer credit prior to the end of the first academic term in which they are enrolled, if official transcripts are received in a timely manner. Transfer credit from other institutions may not exceed 75% of course requirements for completion of a degree, diploma, or certificate program.

No course with a grade lower than “C” may be transferred. Randolph Community College reserves the right to accept or reject credits earned at other universities, colleges, and institutions. The final decision on transfer credit will be determined by the Dean of Student Services. Transfer credit from other colleges may satisfy course requirements, but will not influence a student’s grade point average on the Randolph Community College transcript.

For more information about transfer student admissions, contact Grover Yancey at (336) 633-0246.

### ■ International (F-I Visa) Student Admissions

In addition to the admissions procedures required of native students, international applicants must demonstrate English comprehension. International applicants, for whom English is not a native language, may demonstrate adequate comprehension of English by one of two methods.

1. Submission of a TOEFL score of 500 or above paper based or 173 or above computer based.
2. Successful completion of one or more years of a U.S. high school or postsecondary education and a TOEFL score of 450 or above paper based or 133 or above computer based.

In addition, international applicants must submit an RCC application for admissions, high school/ GED evidence of completion, and college transcripts if applicable, and take the College’s placement test.

Please note: International applicants are responsible for having their transcripts translated into English, if needed, and evaluated by an approved transcript evaluation service if requested. The international student counselor in Student Services can provide assistance in locating such services.

Application materials for admission should be received from international applicants two months prior to the semester in which the student wishes to enroll. Also, U.S. Immigration law requires proof of financial support for the student’s entire program of study. Once all requirements have been met, RCC will issue the I-20 immigration form.

For more information about international student admissions, contact Grover Yancey by phone at (336) 633-0246, by fax at (336) 629-4695, or by e-mail at [gfyancey@randolph.edu](mailto:gfyancey@randolph.edu).

### ■ Special Students

Students who have not applied for admission into a specific curriculum, but are otherwise qualified to enroll in Curriculum classes, are classified as Special Students. Special Students are required to submit an application for admission and are eligible to take an unlimited number of courses. A maximum of 25 percent of the courses required for a degree or a diploma can be earned while students are under the classification of Special Student.

Should a Special Student desire to declare a major, he/she should contact the College’s Admissions Office, provide the appropriate transcripts, and participate in placement testing.

The responsibility for initiating the change from Special Student status to a major lies with the student. Any questions should be directed to the Admissions Office.

### ■ Accommodations for Students with Disabilities

Randolph Community College is committed to providing reasonable accommodations for all students with documented disabilities. Applicants with disabilities who wish to request accommodations in compliance with the Vocational Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990 must identify themselves to the Admissions Counselor before placement testing.

If you would like to receive a Request for Accommodation form, a copy of the College's policy on accommodations for students with disabilities, or would like more information, e-mail Student Services at [tpweaver@randolph.edu](mailto:tpweaver@randolph.edu) or call (336) 633-0200.

Currently enrolled students with disabilities who wish to request accommodations under ADA must contact Student Support Services in sufficient time for the College to assist if necessary. Contact Student Support Services at (336) 633-0230.

### ■ Housing

Randolph Community College has no residence hall facilities. Students who must live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing. Students are encouraged to use campus bulletin boards, local newspapers, and realtors as aids in obtaining housing.

### ■ General Admissions Requirements for Continuing Education Programs

1. Participation in RCC's Continuing Education programs is open to any adult, 18 years or older, who is not currently enrolled in the public school system. (In some cases, high school students between 16 and 18 years old may participate on a space available basis with written permission from their principals.)
2. Preregistration and pre-payment are due before the first class in Continuing Education programs. For more information, contact Continuing Education, (336) 633-0267.

## Cooperative Programs

The purpose of Cooperative Programs (Huskins and Concurrent Enrollment) is to provide an opportunity for selected high school students to enroll in college credit courses not otherwise available at the high school. College tuition is waived for high school students enrolled in Cooperative Programs courses. Responsibility for the costs of textbooks, materials, and other fees is determined by the applicable board of education. High school students enrolled in Cooperative Programs courses are considered college students in all aspects and receive college credit for courses taken. Cooperative Programs students are required to meet all prerequisite and course admission requirements.

### ■ Huskins

Huskins courses are college-level courses designated specifically for high school student enrollment. To be eligible for the Huskins program students must

1. be juniors or seniors in high school,
2. be at least 16 years of age,
3. have attained the academic and social maturity to succeed in a college-level course,
4. be enrolled in high school courses for at least one-half of the school day and making progress toward graduation (or, in the case of courses offered in the summer, must have been enrolled in high school courses for at least one-half of the school day during the preceding year),
5. be able to benefit from the enrichment opportunity, and
6. be recommended by their high school principal and approved by the President of the College.

Randolph Community College offers Huskins courses in a variety of academic, technical, and advanced vocational subject areas.

### ■ Concurrent Enrollment

Concurrent Enrollment allows high school students to enroll in regularly scheduled college credit courses. To be eligible for Concurrent Enrollment students must

1. be at least 16 years of age,
2. have attained the academic and social maturity to succeed in a college-level course,
3. be enrolled in high school courses for at least one-half of the school day and making progress toward graduation (or, in the case of courses offered in the summer, must have been enrolled in high school courses for at least one-half of the school day during the preceding year),
4. be able to benefit from the enrichment opportunity, and
5. be recommended by their high school principal and approved by the President of the College or the President's designee.

Concurrently enrolled students may take any course (numbered 100 and above from the Common Course Library) offered in Vocational, Technical, College Transfer, or Continuing Education programs as long as it does not duplicate course work at the high school and their enrollment does not displace adult college students.

## ■ Placement Testing for Cooperative Programs Students

High school students desiring to enroll in a Cooperative Programs English or math course are required to take the ASSET placement test or present acceptable SAT scores. Placement test scores will not be used to place Cooperative Programs students, but will be used to determine eligibility to enroll in college credit courses.

Those students who do not achieve the current cutoff score(s) on the placement tests will need to work with the RCC counselor and a counselor from their home school to decide their eligibility for other classes.

Students seeking admission to Cooperative Programs courses that require placement tests must make an appointment for placement testing before the registration dates. Call Student Services for placement testing times and dates, (336) 633-0224.

## Tech Prep

Tech Prep is defined as a combined secondary and postsecondary program that builds student competencies in math, science, and communications and leads to an associate degree, two-year certificate, two-year registered apprenticeship and leads to employment. This course of study in the high school allows high school students to earn community college credit for certain courses taken while in high school. In order for community college credit to be awarded, a grade of "B" or higher must be attained for the course and a raw score of 80 or higher must be achieved on the standardized VoCATS post-assessment test. Official standardized VoCATS scores are required to verify that the criteria has been met to award credit for articulated course work. In order to receive articulated credit, students must enroll in a community college within two years of their high school graduation date. The student must inform the RCC Registrar that he/she wishes to receive Tech Prep credit. The courses covered by Tech Prep articulation agreements vary from school to school. Consult the high school guidance counselor to see what courses offered are covered by the Tech Prep articulation agreement.

## Student Services

Randolph Community College strives to create an atmosphere where the student is the focus of the academic community. The College's attention is thereby fixed on the student and his/her life at the College. Student Services serves as a facilitator to the student for the various areas of campus life, including the following:

- An effort to assist the student in making the adjustment to the more specialized and/or general postsecondary education of Randolph Community College;
- personal guidance of students that will encourage openness and involvement, and will aid in developing self-reliant, responsible behavior;
- a testing and placement program in keeping with the needs of the College to accurately recommend proper classes;
- up-to-date and accurate records on all students of the College with necessary security and confidentiality enforced;
- accurate and informative recruiting/marketing programs;
- seeking avenues of financial aid for eligible students;
- leadership and encouragement for the development of student organizations and activities;
- health promotion activities appropriate to the needs of the student body;
- information and aid to students for career development, job referral, and program advisement.

## Orientation

Orientation is provided to promote an understanding of the philosophy and standards of Randolph Community College. All new students are advised to participate in orientation. The objectives of orientation are:

- to acquaint students with the physical, academic, and social environments of the College;
- to present school policies, regulations, and procedures to the students;
- to provide an opportunity for staff and faculty to welcome and get acquainted with students; and
- to acquaint students with the enrollment procedures to insure a smooth beginning in their college experience.

## Faculty Advisors

Students enrolling in a curriculum program of study will be assigned a faculty advisor as part of the admissions process. Once an application for admission has been received by the Admissions Office, an advisor is assigned based on the choice of curriculum area made by the student. (Faculty in certain programs, i.e., Interior Design, Photographic Technology, Advertising & Graphic Design, may assign different advisors after the student has been enrolled.) Students will meet with their advisor prior to enrolling each term. For students who are undecided about their major, an Admissions Counselor will be assigned to help with course selection.

## Registration

Registration is the process of enrolling in a schedule of courses, or a program, at the beginning of each semester or at other specified times. Certain days are set aside in the academic calendar for the purpose of registration. On these days, personnel are available to aid students in completing forms and to collect tuition and fees. **Registration is not complete until all tuition and fees are paid.**

## Counseling

Professionally trained counselors are available to assist students at Randolph Community College with academic/educational, occupational, and personal problems. Counseling services are available during the College's day and evening operating hours, except weekends, and may be used by applicants and the general community, as well as by current and former students. Those in need of counseling services are encouraged to contact a member of the counseling staff. Individual appointments are recommended and most often can be made at a time convenient to the student.

Admissions counseling is provided to assist students to understand the various types of training programs available at the College and to clarify matters which pertain to qualifications and prerequisites.

Career counseling is provided to students to assist selection of a college major and vocational objective. Counselors may utilize interest inventories, aptitude testing, and personal interviews to obtain a vocational history and other pertinent information while exploring career alternatives with a student. Interest inventories may be correlated with current RCC programs.

## English Writing Lab

The English Writing Lab is staffed by full-time English instructors and is located in the small computer lab in the RCC library. During each semester, the Writing Lab is open during morning, afternoon, and evening hours to best accommodate the needs of students. The purpose of the Writing Lab is to help students with their writing by providing more individualized assistance. Specifically, the Writing Lab offers guidance in prewriting, drafting, and revising. Additionally, help is provided in the area of research, specifically MLA and APA styles of documentation.

## Career Development/Placement

RCC offers career assessments, vocational guidance, occupational resource information, job listings, and career decision-making instruction through the JobLink Career Center, Student Support Services and the Student Services counseling staff.

### ■ JobLink Career Center

The JobLink Career Center, located on Randolph Community College's Asheboro Campus, is a partnership among the Employment Security Commission (ESC), Department of Social Services (DSS with WorkFirst program), Vocational Rehabilitation (VR), Regional Consolidated Services (RCS with Job Training Partnership Act or JTPA program), public schools (with JobReady/School-to-Work program), and Randolph Community College. Operating hours are Monday – Friday, 8 a.m. – 5 p.m.

JobLink's convenient location in the Administrative/Educational Center, Room 123, provides students and residents with easy access to a variety of resources and services offered by the partner agencies. Typical services include academic/vocational assessments, job-seeking and keeping skills, employment referral, job openings in print and on computer, and career counseling. In addition, students may seek assistance through programs such as JTPA, VR, and WorkFirst; and English as a Second Language (ESL) and Human Resources Development (HRD) classes.