REGISTRATION INFORMATION

COURSE PLACEMENT TESTING

Applicants and students are required to complete a course placement examination prior to enrollment in any English, reading, or mathematics course unless the student qualifies for an exemption listed below. Course placement testing is mandatory; students may not enroll for any course above the level designated by the placement exam.

Placement testing is available using untimed computerized testing. Individual computerized testing appointments may be scheduled by calling the Advising Centers.

DECATUR CAMPUS
Monday - Thursday (Appointment Necessary)
8:30 a.m., 10:30 a.m., 1:30 p.m., and 3:30 p.m.
Friday (Appointment Necessary)
8:30 a.m.
Chasteen Student Center
256/306-2648

HUNTSVILLE/RESEARCH PARK
Monday - Thursday (Appointment Necessary)
9:00 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., and 4:00 p.m.
Friday (Appointment Necessary)
8:30 a.m.
Room 101P
256/890-4770

EXEMPTIONS

1. A student has ACT or SAT 1 scores at a minimum level (see chart below). ACT/SAT 1 scores must be on file before an exception to the placement testing requirement will be approved. **NOTE:** Placement testing scores from ACT, SAT 1, or COMPASS must have been within the last three years.

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT 1</th>
</tr>
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<tbody>
<tr>
<td>English</td>
<td>Verbal</td>
</tr>
<tr>
<td>20</td>
<td>480</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics</td>
</tr>
<tr>
<td>20</td>
<td>480</td>
</tr>
</tbody>
</table>

2. An ACT English score of 20 or better or an SAT Verbal of 480 or better is necessary for placement in English 101, and exempts students from taking the placement test. A lower ACT score can be used for placement in a developmental English course.

   An ACT mathematics score of 20 or better or an SAT mathematics score of 480 or better is necessary for placement in MTH 110 or MTH 112, and exempts students from taking the placement test. An ACT score of 18 can be used for placement in MTH 100. An ACT math score of 17 or below requires placement testing.

EXIT TESTING

Any student pursuing an Associate in Applied Science degree or a certificate may be required to successfully complete an exit examination before the degree or certificate will be awarded. Currently, the primary exit testing involves the use of ACT’s WorkKeys.

ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur Campus and on the Huntsville/Research Park campus. The personnel manning the centers will help students plan their schedule, plan their program of study, and register for classes. New students are required to meet with Advising Center personnel.

DECATUR CAMPUS
Chasteen Student Center (256) 306-2648
Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday
8:00 a.m. - 11:45 a.m. Friday

HUNTSVILLE/RESEARCH PARK CAMPUS
Room 101R (256) 890-4770
Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday
8:00 a.m. - 11:45 a.m. Friday

WEB ADVISOR
www.calhoun.edu/webadvisor

Calhoun has installed a Web system, known as WEBADVISOR, accessible by the internet that allows eligible students to

- Register for classes
- View and print their schedule for a specific term
- Check their grades by term
- View and print a student transcript
- Drop and add classes during specific time periods
- Search for open classes
- Pay tuition and fees online
- Degree audit
- View financial aid status
- Update Address
- Request for Transcript
- Request Degree Verification

In order to use Calhoun’s Web system, eligible students must have

- An assigned username
- A password
- Access to the internet, and an e-mail address (students
2. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Public High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

3. An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT composite score of 16 or a total score of 790 on the SAT; or (See Admission to Courses Creditable . . . minimum requirements)

4. An official transcript showing graduation from high school with an Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT composite score of 16 or a total score of 790 on the SAT; or

5. An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with §36-26-15.1 of the Code of Alabama of 1974 (as amended).

CONDITIONAL ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Provided the applicant meets the admission standards for a first-time college student, a conditional admission may be granted for one term to an applicant who does not have on file at the college at least one of the items listed under “Unconditional Admission of First-Time College Students” above.

No student shall be allowed to enroll for a second term unless all required admission records have been received by the college prior to registration for the second term. It is the student’s responsibility to contact the appropriate high school and/or agencies and have the official required documents mailed directly to Calhoun Community College Admissions Office.

If all required admission records have not been received by the college prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation will be removed only upon receipt of all required admission records.

ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another postsecondary institution which is accredited by a regional accrediting agency or by The Council on Occupational Education will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. Calhoun Community College may require submission of documents required of first-time college students to verify completion of a high school diploma, a GED, and the required ACT or SAT test scores.

A transfer student who meets requirements for admission to degree creditable courses and programs shall be classified as “degree-eligible.” A transfer student who does not meet the admission requirements will not be granted admission to Calhoun Community College.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon written appeal to the College Admissions Committee.

Written appeals, along with official or unofficial college transcripts, must be submitted at least thirty days before the term of intended enrollment.

UNCONDITIONAL ADMISSION OF TRANSFER STUDENTS

1. For Unconditional Admission, transfer students must have submitted to the college an application for admission, official transcripts from all required sources, and any other documents required for admission.

2. Transfer students who attend another postsecondary institution and who desire to earn credits for transfer to that parent institution may be admitted to the college as transient students. Transient students must submit an application for admission and a transient letter from the institution they have been attending which certifies that the credits they earn will be accepted as a part of their academic program. Students are not required to submit transcripts since the transient approval letter will serve in lieu of transcripts.

3. Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree. NOTE: If the student intends to obtain a degree or certificate from Calhoun Community College, transcripts from all institutions must be submitted for evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution, transcripts from those institutions must be submitted for evaluation prior to enrolling in those courses at Calhoun Community College.

CONDITIONAL ADMISSION OF TRANSFER STUDENTS

1. Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional required documents may be granted a Conditional Admission for one term. No transfer student shall be allowed to enroll for a second semester unless all required admission records have been received by the College prior to registration for the second semester.

2. If all required admission documents are not received by the end of the first term, continued enrollment will be denied. Grades for the first term will be posted to a transcript and annotated to read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSION RECORDS. This notation will be removed only upon receipt and review of all required admission records.

INITIAL ACADEMIC STATUS OF TRANSFER STUDENTS

1. An initial academic status cannot officially be determined until all official documents are received and reviewed. Once records are received, an initial status will be determined for the student’s first term of enrollment. Submission of incorrect or false information on the application for admission could result in immediate removal from the college and forfeiture of all tuition, fees, and other monies.

2. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted with “Clear” academic status.

3. A transfer student whose cumulative grade point average at the transfer institution is less than a 2.0 on a 4.0 scale but is not on academic suspension/dismissal will be admitted on Academic Probation. The Calhoun transcript will be annotated to read ADMITTED ON ACADEMIC PROBATION.