

## REGISTERING FOR CLASSES

Before registering for classes, students must complete an application for admission and be admitted to the College.

### Mandatory Placement Policy

All degree-seeking students or students enrolling in a math or English course must provide evidence of proficiency prior to enrollment. Only the Vice President for Student Learning on the Chanute campus or the Dean for the Ottawa and Online campuses may authorize enrollment in reading, math or writing courses without demonstrated proficiency through the placement methods below.

NCCC has adopted multiple placement measures to help students select the most appropriate English, Reading and Math courses for their educational goals. Students who provide high school transcripts that meet the following requirements are encouraged to use their cumulative high school GPA instead of placement exams. Historical data native to NCCC suggests students succeed at a higher rate when using multiple measures to determine their placement. Students who wish to take the ACCUPLACER test for additional placement options are welcome to do so. Please meet with an academic advisor prior to enrollment to ensure appropriate course selection.

#### HS transcript requirements for placement:

- Student has completed at least one and a half years of high school coursework
- Student has attended high school within three years of the time of enrollment
- Student transcript must include an unweighted, cumulative GPA based on a 4.0 scale
  - Note: Calculation of content GPAs will not use +/-
- Student transcript must be issued from a high school within the United States
- An official copy must be provided to the Registration office
- An unofficial copy must be provided to the advisor at the time of enrollment

Similarly, students can place using their GED completion scores, given they meet the following requirements.

#### GED test requirements for placement:

- Student can provide section scores for all four sections (Reasoning Through Language Arts, Social Studies, Science, and Mathematical Reasoning) of the GED Test
- Student must have completed GED within three years of the time of enrollment
- Scores must be on a GED 2014 version test

Alternatively, students can provide results from an eligible placement test (ACT, SAT, ACCUPLACER) to be used for college course placement.

#### Placement testing requirements:

Students will need to take a NCCC provided placement test if any of the following are true:

- Previous college transcripts do not include equivalent college level math or English, or equivalent pre-requisite coursework necessary to enroll into college level math or English
- They are currently a high school freshman or sophomore
- The placement test results provided are outside of 3 years at the time of enrollment
- The high school transcripts do not meet the requirements above
- The GED Test scores do not meet the requirements above

ACT, SAT, and ACCUPLACER completed within three years prior to enrolling are all acceptable placement tests. Students who meet the conditions above or desire to take a placement exam for additional options are given the ACCUPLACER. These scores will be used to place students in appropriate math, reading, and writing courses. If these test scores indicate that the student is not fully prepared for college level courses, the student will be required to enroll in appropriate remedial and/or developmental courses. Courses that are considered remedial (any course with a number below 100) do not fulfill graduation requirements, but will be reflected on

a student's transcript and will be included in the career grade point average (GPA). Students whose placement scores require them to enroll in two or more remedial courses are also required to enroll in either Goalsetting, Study and Test-Taking Skills or First Year Seminar.

ACCUPLACER is an untimed, adaptive, computerized test used to measure skills in math, reading and writing. Although ACCUPLACER is comprised of three tests, the tests can be taken all at one time or one at a time.

Students enrolling in courses at NCCC may take the ACCUPLACER exam one time free of charge. Students may retake the ACCUPLACER test after a 24 hour waiting period for a \$10 fee. Students may not retake the test after the second time without instruction. The test may be given a third time after a three-month waiting period is observed, and appropriate classes have been taken and successfully completed.

If a student is not planning to attend NCCC, a \$10 fee will be charged each time the test is taken. One copy of the scores may be transferred to another institution without an additional payment. If a student would like an official copy of their ACCUPLACER scores, they must request a copy from the student services office in writing and pay a \$2 processing fee.

In Chanute, the ACCUPLACER test is administered in the Chapman Learning Center. In Ottawa, testing is administered in the Teaching & Learning Center. Testing is available from 8:00 a.m. to 3:00 p.m. any day that the college is open to the public or by appointment.

Math Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
<b>MATH 011 Beginning Algebra</b> (4 Credits; cannot be used for degree requirements)	<2.0 CUM GPA	<150 Average GED Score	200-249 (QAS)	20-59 (EA)	14-17 (Math)	300-470 (Math)
<b>MATH 112 Intermediate Algebra</b> (4 Credits; counts as degree requirement for AAS and AGS degrees; counts as elective credit for AA/AS degrees)	≥2.0 CUM GPA	≥150 Average GED Score	250-262 (QAS)	60-80 (EA)	18-19 (Math)	480-520 (Math)
<b>MATH 111 College Algebra Workshop</b> Intended for those who have a chance of successfully completing College Algebra at a slower pace than is done in MATH 113 (5 Credits; counts for all degrees)	≥3.25 CUM GPA -- OR -- ≥3.0 CUM GPA	≥165 Average GED Score -- OR -- ≥160 Average GED Score	≥263 (QAS)	≥81 (EA)	20-21 (Math)	530-550 (Math)
<b>MATH 113 College Algebra</b> (3 Credits; counts for all degrees)	+ ≥3.0 Content GPA	+ ≥160 Content Score			≥22 (Math)	≥560 (Math)
<b>MATH 150 Analytic Geometry and Calculus 1</b> (5 Credits; counts for all degrees)	≥3.75 CUM GPA + Algebra II Completion ≥C	Placement Test Needed	≥276 (AAF)	≥75 (CLM)	≥26 (Math)	≥570 (Math)
Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures						

Reading Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
<b>ENGL 018 Reading Proficiency II</b> (4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I	<2.0 CUM GPA	<150 Average GED Score	200-233 (Reading)	20-50 (Reading Comprehension)	0-13 (Reading)	0-350 (Reading & Writing)
<b>ENGL 121 Reading in the Disciplines</b> (3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I	≥2.0 CUM GPA	≥150 Average GED Score	234-254 (Reading)	51-68 (Reading Comprehension)	14-16 (Reading)	360-440 (Reading & Writing)
<b>No requirement</b>	≥3.25 CUM GPA -- OR -- ≥3.0 CUM GPA + ≥3.0 Content GPA	≥165 Average GED Score -- OR -- ≥160 Average GED Score + ≥160 Content Score	≥255 (Reading)	≥69 (Reading Comprehension)	≥17 (Reading)	≥450 (Reading & Writing)

Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures

Writing Course Placement	HS GPA	GED 2014	ACCUPLACER Next Gen (Section)	ACCUPLACER Classic (Section)	ACT (Section)	SAT (Section)
<b>ENGL 013 Fundamentals of Written Communication</b> (5 Credits; cannot be used for degree requirements)	<2.0 CUM GPA	<150 Average GED Score	200-236 (Writing)	20-52 (Sentence Skills)	0-14 (English)	0-360 (Reading & Writing)
<b>ENGL 100 Pre-Composition</b> (3 Credits; can be used for degree requirements)	≥2.0 CUM GPA	≥150 Average GED Score	237-254 (Writing)	53-68 (Sentence Skills)	15-17 (English)	370-420 (Reading & Writing)
<b>ENGL 101 English Composition I</b> (3 Credits; counts for all degrees)	≥3.25 CUM GPA -- OR -- ≥3.0 CUM GPA + ≥3.0 Content GPA	≥165 Average GED Score -- OR -- ≥160 Average GED Score + ≥160 Content Score	≥255 (Writing)	≥69 (Sentence Skills)	≥18 (English)	≥430 (Reading & Writing)

Note: Completion of the preceding course in a sequence with a grade of "C" or better will be accepted for placement in lieu of other measures