

## REGISTERING FOR CLASSES

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

### Placement Testing

All degree-seeking students or students enrolling in a math or English course must provide placement test scores or transcripts showing successful completion of pre-requisite courses before enrolling. ACT, SAT, ASSET, ACCUPLACER and COMPASS completed within three years prior to enrolling are all acceptable placement tests. Students without placement scores or appropriate transcripts on file are given the ACCUPLACER, ASSET, or other suitable initial assessment. 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 developmental courses. Developmental 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).

ACCUPLACER is a computerized test used to measure skills in math, reading and writing. Although COMPASS 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 24 hours for a \$10 fee. Students may not retake the test after the second time without instruction. A student 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 Center for Academic and Vocational Excellence (CAVE) from 8:00 a.m. to 3:00 p.m. any day that the CAVE is open to the public or by appointment. A student wishing to take the exam should go to the NCCC student services office to receive a testing voucher. The tests are not timed, but students should allow two to three hours to take the exam. At the Ottawa Campus students should contact the TLC to arrange a time for testing.

There will be a 24-hour waiting period before a retest may be taken. 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.

### ***Mandatory Placement Policy***

The mandatory placement scores are as follows:

#### Algebra General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
<b>MATH 010 Contemporary Mathematics Concepts</b> (2 Credits; cannot be used for degree requirements)	N/A	0-21 (On Pre-Alg)	0-13 (On Num. Skills)	Math 0-13	0-290
<b>MATH 011 Beginning Algebra</b> (4 Credits; cannot be used for degree requirements)	20-59	1-30	17-32 (On Num. Skills)	Math 14-17	300-470
<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) or grade of "B" or "C" in Beginning Algebra	60-80	31-41	0-8 (On Int. Alg)	Math 18-19	480-520

### Algebra General - Continued

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
<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) or grade of "C" in Intermediate Algebra	81 and above	42-50	9-11 (On Int. Alg)	Math 20-21	530-550
<b>MATH 113 College Algebra</b> (3 Credits; counts for all degrees) or grade of "A" or "B" in Intermediate Algebra	81 and above	51-100	12-25 (On Int. Alg.)	Math 22 or above	560 or above
<b>MATH 150 Analytic Geometry and Calculus 1</b> (5 Credits; counts for all degrees)	At least 75 on College Level Math	At least 50 on Trigonometry Compass test	N/A	Math 26 or above	570 or above

### Reading General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
<b>ENGL 018 Reading Proficiency II</b> (4 Credits; cannot be used for degree requirements) Do not enroll in ENGL 101 English Composition I	20-50	0-64	0-15	Reading 0-13	0-350
<b>ENGL 121 Reading in the Disciplines</b> (3 Credits; can be used for degree requirements) Can enroll in ENGL 101 English Composition I	51-68	65-75	16-17	Reading 14-16	360-440
<b>No requirement</b>	69 and above	76-100	18 and above	Reading 17 or above	450 or above

### Writing General

Course Placement	Accuplacer	Compass	Asset	ACT	SAT
<b>ENGL 013 Fundamentals of Written Communication</b> (5 Credits; cannot be used for degree requirements)	20-52	0-50	0-21	English 0-14	0-360
<b>ENGL 100 Pre-Composition</b> (3 Credits; can be used for degree requirements)	53-68	51-69	22-24	English 15-17	370-420
<b>ENGL 101 English Composition I</b> (3 Credits; counts for all degrees)	69 and above	70-99	25 and above	English 18-36	430 or above
<b>ENGL 125 English Composition I - Honors</b> (3 Credits; counts for all degrees)	N/A	91-99	N/A	English 23 or above	530 or above

Exceptions: 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 appropriate test scores.

## Placement Pilot – 2017/18

During the 2017-18 academic year, Neosho students have the option to use the formal “Mandatory Placement Policy” listed on page 21 of the [college catalog](#), or opt-in to the placement pilot, offered below, by following the steps listed here:

1. Provide proof of HS transcript or GED test score within 3 years of completion.
  - a. If the cumulative HS GPA is a 3.25 or higher, or the GED score is 165+, the student has the option to place directly into ENGL 101 or MATH 113 without placement testing.
  - b. If the cumulative HS GPA is <3.25, or the GED score is <165, the student has the option to use the multiple measures listed below to weight their initial placement score.
2. Students have the choice to use the established Mandatory Placement Policy, or the Placement Pilot 17/18 to enroll into courses.
  - a. Students opting to use the Placement Pilot 17/18 will need final approval from the Dean for Ottawa and Online Campuses (Ottawa/Online) or the Vice President for Student Learning (Chanute).

<b>M</b>	Weighted Adjustment to Placement Score				
	-.14	-.07 <small>(Use if verification not provided prior to testing)</small>	0 <small>(Use for International w/o Corollary GPA)</small>	+.07	+.14
Comprehensive HS/GED Evaluation					
Cumulative HS GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Average	145-149	150-154	154-159	160-164	165+
Performance in Content Area					
HS Math GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Mathematical Reasoning	145-149	150-154	155-159	160-164	165+
<b>M</b>	Weighted Adjustment to Placement Score				
	-.05	-.03 <small>(Use if verification not provided prior to testing)</small>	0 <small>(Use for International w/o Corollary GPA or GED students w/o completed HS Math)</small>	+.03	+.05
Level of Completion					
Highest Math Course Completed “C” or better (@ HS level)	Technical or Applied Math Only (Or none completed)	Algebra I	Algebra II	Geometry/Trig	Pre-Calc/Calculus
Timeframe Since Last Completed Math Course					
Time since last Math Class	>5 years	3-5 years	2-3 years	1-2 years +.03 If “A/B/C” 0 if “D” or lower	<1 year +.05 If “A/B” +.03 If “C” 0 if “D” or lower

**Note to advisors:** to determine placement for multiple measures, use the excel spreadsheet to input original placement score, and designated weights, or assist student with entry of the measures into the ACCUPLACER pre-test questions, and reference the adjusted score on the results page.

## Placement Pilot – 2017/18

During the 2017-18 academic year, Neosho students have the option to use the formal “Mandatory Placement Policy” listed on page 21 of the [college catalog](#), or opt-in to the placement pilot, offered below, by following the steps listed here:

1. Provide proof of HS transcript or GED test score within 3 years of completion.
  - a. If the cumulative HS GPA is a 3.25 or higher, or the GED score is 165+, the student has the option to place directly into ENGL 101 or MATH 113 without placement testing.
  - b. If the cumulative HS GPA is <3.25, or the GED score is <165, the student has the option to use the multiple measures listed below to weight their initial placement score.
2. Students have the choice to use the established Mandatory Placement Policy, or the Placement Pilot 17/18 to enroll into courses.
  - a. Students opting to use the Placement Pilot 17/18 will need final approval from the Dean for Ottawa and Online Campuses (Ottawa/Online) or the Vice President for Student Learning (Chanute).

<b>E/R</b>	<b>Weighted Adjustment to Placement Score</b>				
	-.14	-.07 <small>(Use if verification not provided prior to testing)</small>	0 <small>(Use for International w/o Corollary GPA)</small>	+.07	+.14
<b>Comprehensive HS/GED Evaluation</b>					
Cumulative HS GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Average	145-149	150-154	154-159	160-164	165+
<b>Performance in Content Area</b>					
HS English GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 RLA	145-149	150-154	155-159	160-164	165+
<b>Timeframe Since Last Completed English Course</b>					
Time since last English Class	-.05	-.03 <small>(Use if verification not provided prior to testing)</small>	0 <small>(Use for International w/o Corollary GPA)</small>	+.03	+.05
	>5 years	3-5 years	2-3 years	1-2 years +.03 If “A/B/C” 0 if “D” or lower	<1 year +.05 If “A/B” +.03 If “C” 0 if “D” or lower

**Note to advisors:** to determine placement for multiple measures, use the excel spreadsheet to input original placement score, and designated weights, or assist student with entry of the measures into the ACCUPLACER pre-test questions, and reference the adjusted score on the results page. The measures above are used to adjust both Reading and English placement scores.

# Placement Pilot – 2018/19

During the 2018-19 academic year, Neosho students have the option to use the formal “Mandatory Placement Policy” listed on page 21 of the [college catalog](#), or opt-in to the placement pilot, offered below, by following the steps listed. Students have the choice to use the established Mandatory Placement Policy, or the Placement Pilot 18/19 to enroll into courses.

1. Provide proof of HS transcript or GED test score within 3 years of completion.
2. If the cumulative HS GPA is a 3.25 or higher, or the GED score is 165+, the student has the option to place directly into ENGL 101 or MATH 113 without placement testing.
  - a. If the cumulative HS GPA is <3.25, or the GED score is <165, the student has the option to use the multiple measures listed below to weight their initial placement score.

## Regarding Calculus Placement

3. If the cumulative HS GPA is a 3.75 or higher with completion of Algebra II with a “C” or higher, the student has the option to place directly into MATH 150 – Analytic Geometry & Calculus I without placement testing.
  - a. If the cumulative HS GPA is <3.75 with completion of Algebra II with a “C” or higher, the student has the option to use the multiple measures listed below to weight their initial placement score.

**Note:** Students opting to use the Placement Pilot 18/19 will need final approval from the Dean for Ottawa and Online Campuses (Ottawa/Online) or the Vice President for Student Learning (Chanute) if evaluated using **multiple measures**.

M	Weighted Adjustment to Placement Score				
	-0.14	-0.07 (Use if verification not provided prior to testing)	0 (Use for International w/o Corollary GPA)	+0.07	+0.14
Comprehensive HS/GED Evaluation					
Cumulative HS GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Average	145-149	150-154	155-159	160-164	165+
Performance in Content Area					
HS Math GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Mathematical Reasoning	145-149	150-154	155-159	160-164	165+
	Weighted Adjustment to Placement Score				
	-0.05	-0.03 (Use if verification not provided prior to testing)	0 (Use for International w/o Corollary GPA or GED students w/o completed HS Math)	+0.03	+0.05
Level of Completion					
Highest Math Course Completed "C" average or better (@ HS level) at time of evaluation	Technical or Applied Math Only (Or none completed)	Algebra I	Algebra II <b>OR</b> Geometry/Trig	Algebra II <b>AND</b> Geometry/Trig	Pre-Calc/Calculus
Timeframe Since Last Completed Math Course					
Time since last Math Class	>5 years	3-5 years	2-3 years	1-2 years +0.03 If "A/B/C" 0 if "D" or lower	<1 year +0.05 If "A/B" +0.03 If "C" 0 if "D" or lower

**Note to advisors:** to determine placement for multiple measures, use the excel spreadsheet to input original placement score, and designated weights, or assist student with entry of the measures into the ACCUPLACER pre-test questions, and reference the adjusted score on the results page.

**Using the GPA Calculator:** when using the [GPA Calculator](#), all grades are to be calculated using the following scale.

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

*Note: +/- are not to be used when calculating content area GPA*

E/R	Weighted Adjustment to Placement Score				
	-0.14	-0.07 (Use if verification not provided prior to testing)	0 (Use for International w/o Corollary GPA)	+0.07	+0.14
	Comprehensive HS/GED Evaluation				
Cumulative HS GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 Average	145-149	150-154	155-159	160-164	165+
	Performance in Content Area				
HS English GPA	<2.0	2.0-2.49	2.5-2.99	3.0-3.49	3.5+
GED 2014 RLA	145-149	150-154	155-159	160-164	165+
	-0.05	-0.03 (Use if verification not provided prior to testing)	0 (Use for International w/o Corollary GPA)	+0.03	+0.05
	Timeframe Since Last Completed English Course				
Time since last English Class	>5 years	3-5 years	2-3 years	1-2 years +0.03 If "A/B/C" 0 if "D" or lower	<1 year +0.05 If "A/B" +0.03 If "C" 0 if "D" or lower

**Note to advisors:** to determine placement for multiple measures, use the excel spreadsheet to input original placement score, and designated weights, or assist student with entry of the measures into the ACCUPLACER pre-test questions, and reference the adjusted score on the results page.

**Using the GPA Calculator:** when using the [GPA Calculator](#), all grades are to be calculated using the following scale.

- A = 4
- B = 3
- C = 2
- D = 1
- F = 0

*Note: +/- are not to be used when calculating content area GPA*

NEOSHO COUNTY COMMUNITY COLLEGE

# Placement Information Prep Guide

NCCC Mandatory Placement Policy & Pilot Option (18-19)

=====

ACCUPLACER Computer-Adaptive Placement Test

## MANDATORY PLACEMENT POLICY

Placement testing is mandatory for all students who are: 1) degree seeking, or 2) enrolling in a math or English course. Results from the ACCUPLACER tests determine the placement in college-level coursework or developmental courses. For alternative placement options, please read below.

### PLACEMENT PILOT (OPTIONAL for 2018-19)

During the 2018-19 academic year, Neosho students have the option to use the formal “Mandatory Placement Policy” listed on page 21 of the [college catalog](#), or opt-in to the placement pilot, offered below, by following the steps listed. Students have the choice to use the established Mandatory Placement Policy, or the Placement Pilot 18/19 to enroll into courses.

1. Provide proof of HS transcript or GED test score within 3 years of completion.
2. If the cumulative HS GPA is a 3.25 or higher, or the GED score is 165+, the student has the option to place directly into ENGL 101 or MATH 113 without placement testing.
  - a. If the cumulative HS GPA is <3.25, or the GED score is <165, the student has the option to use the multiple measures listed below to weight their initial placement score.

#### Regarding Calculus Placement

3. If the cumulative HS GPA is a 3.75 or higher with completion of Algebra II with a “C” or higher, the student has the option to place directly into MATH 150 - Analytic Geometry & Calculus I without placement testing.
  - a. If the cumulative HS GPA is <3.75 with completion of Algebra II with a “C” or higher, the student has the option to use the multiple measures listed below to weight their initial placement score.

**Note:** Students opting to use the Placement Pilot 18/19 will need final approval from the Dean for Ottawa and Online Campuses (Ottawa/Online) or the Vice President for Student Learning (Chanute) if evaluated using **multiple measures**.

## TEST ADMINISTRATION

The ACCUPLACER tests are administered on computers in the Teaching & Learning Center (Ottawa) and the Chapman Learning Center (Chanute), Monday through Friday, 8:00 a.m. to 3:00 p.m., or by appointment. You should allow at least 1½-2 hours to complete the entire battery of tests.

## PURPOSE OF THE TESTS

The ACCUPLACER system is composed of tests in three subject areas: sentence skills, reading comprehension, and college-level mathematics. The ACCUPLACER test is NOT a pass/fail test. However, your best effort is extremely important, as the results will determine appropriate placement in writing, reading, and mathematics courses.

## **READING COMPREHENSION PLACEMENT TEST**

The Reading Comprehension test measures a student's ability to understand what he or she has read. There are four content areas on this test: Identifying Main Ideas; Direct Statements and Secondary or Supporting Ideas; Inferences; and Applications. Examinees are presented with a series of 20 questions. Both short and long narratives are provided. The reading passages can also be classified according to the kind of information processing required, including explicit statements related to the main idea, explicit statements related to a secondary idea, application, and inference.

## **SENTENCE SKILLS PLACEMENT TEST**

The Sentence Skills test measures students' understanding of sentence structure, i.e. how sentences are put together and what makes a sentence complete and clear. There are three content areas measured on this test: Recognizing Complete Sentences; Coordination and Subordination; and Clear Sentence Logic.

Each student receives 20 Sentence Skills items of two primary question types. The first question type consists of sentence correction questions and requires an understanding of sentence structure. These questions ask students to choose the most appropriate word or phrase to substitute for the underlined portion of the sentence. The second question type consists of construction shift question. These questions ask that a sentence be rewritten according to the criteria shown, while maintaining essentially the same meaning as the original sentence.

With these two primary question types, the questions are also classified according to the skills being tested. Some questions deal with the logic of the sentence, others with whether or not the answer is a complete sentence, and still others with the relationship between coordination and subordination.

## **ELEMENTARY ALGEBRA PLACEMENT TEST**

The Elementary Algebra test measures a student's ability to perform basic algebraic operations and to solve problems that involve elementary algebraic concepts. Three content areas are measured with this test: Integers and Rationals; Algebraic Expressions; and Equations, Inequalities, and Word Problems.

Students are administered 12 questions on this test. The Integers and Rational Numbers area involves computation with integers and negative rationals, the use of absolute values, and ordering. These questions test students' minimal skill levels. The Algebraic Expressions content area tests minimal skill levels through the evaluation of simple formulas and expressions, and adding and subtracting monomials and polynomials. At all levels of skill, questions are provided involving multiplying and dividing monomials and polynomials, the evaluation of positive rational roots and exponents, simplifying algebraic fractions, and factoring. The Equations content area involves the solution of equations, inequalities, and word problems.

**Calculator Usage:** Some of the mathematics items within the online ACCUPLACER math tests have pop-up calculators for students to use when answering some of the math questions. The items were written so that the use of a calculator will not help the student answer the question, but is provided simply as a tool for the student to use. **NCCC does not allow the use of a handheld calculator when taking an online ACCUPLACER test.** Students with a documented disability may use a calculator if it is a prescribed accommodation.

## HOW CAN I PREPARE FOR THE ACCUPLACER?

It's important that your ACCUPLACER scores accurately represent your skills and knowledge. ACCUPLACER offers tools and resources to help you prepare for the tests. Sharpening your academic skills by answering sample test questions in reading, writing, and math can lead you to improve and can help boost your confidence when you take the actual tests. ACCUPLACER resources at the link provided below include a FREE web-based study app, along with sample questions for each of the sections of the test.

<https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>  
[www.testprepreview.com](http://www.testprepreview.com)

NCCC also has created Massive Open Online Courses (MOOCs) designed to enhance college readiness and prepare students for increased success on college placement tests. These courses are available to students at no cost, and administered through NCCC's Inside NC learning management system. For more information, ask testing center staff, or register today at: <https://web.neosho.edu/ICS/Admissions/MOOCs.jnz>.

## TEST-TAKING TIPS

Your scores on the ACCUPLACER tests will be better if you follow these general guidelines:

- Be well-rested before you test. If you are hungry, eat something before testing.
- If you have children with you, return when you have a sitter.
- If you wear glasses or contacts, be sure to have them with you.
- Read the instructions carefully and follow along carefully with the practice items provided.
- Try to relax. We want to assess your **best** performance through the ACCUPLACER tests.
- Take your time! None of the ACCUPLACER tests are timed.