

ADMISSIONS

♦ General Information

In general, OWCC is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by OWCC may obtain appropriate admission forms from any OWCC location, at any high school in the OWCC district, or on the OWCC internet site (<http://www.owcc.edu>). Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission:

1. Complete an *Application for Admission & Residency* form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, DANTES, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT) or take the Florida College Placement Test (FCPT) at OWCC.
4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Register for classes.

Readmission

Any student who has previously attended Okaloosa-Walton Community College, and who has not been in attendance within one year, may need to submit a Change of Status form to the Office of Enrollment Services to update personal data, verify educational goals and residency, or receive a registration appointment. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university.

The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

Transfer Students

A student who has attended any college or university prior to enrolling at OWCC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work

be sent directly to OWCC's Office of Enrollment Services.

All forms and supporting documents must be submitted in sufficient time to permit processing and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided below. (This does not apply to dual enrollment and international student applicants.)

Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" Status for one (1) term to allow for the these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither grades, transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 23). Falsification or failure to furnish correct information on admissions papers will subject applications to denial of admission or immediate dismissal.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at OWCC for the Summer Term. Under this specialized enrollment, graduating seniors may enroll at their own expense in courses at the college during May of the year they are to graduate. Dual Enrollment, Federal Financial Aid and most scholarship opportunities are not available under Conditional Enrollment status.

Entry-level testing:

First-Time-In-College (FTIC) students, who have not received a state of Florida College-Ready diploma, seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science programs are required to participate in the **placement testing program** prior to registering for their first term. No

student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social science course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on the placement test. OWCC administers the Florida College Placement Test (FCPT) as the primary placement test. Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.

♦ Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs

An applicant for admission to the Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs must be a **high school graduate** and may be admitted with one of the following:

- A. Standard High School Diploma**
High school graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.
- B. College-Ready Diploma**
Students who have received the State of Florida College-Ready diploma, are entitled to admission to the Associate of Arts, Associate of Science and Associate of Applied Science degree programs without placement testing for up to three (3) years after earning the diploma.
- C. State Equivalency Diploma (GED)**
Students who have received the General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.
- D. Home Educated Students**
Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from OWCC's Office of Enrollment Services.

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma may contact the Office of Enrollment Services to discuss alternative admissions options.

♦ Certificate and Applied Technology Diploma Programs

An applicant for admission to Applied Technology Diploma (ATD) or college credit or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts or GED diploma and, if a transfer student, a copy of transcripts from all previously attended postsecondary institutions must be provided.

♦ Programs with Additional or Other Admission Requirements

In order to meet selected programmatic certification and professional accreditation standards, certain OWCC programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

Criminal Justice Training Programs

The Law Enforcement Basic and Corrections Basic Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement. OWCC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements (including fingerprinting and background check), possess a high school diploma or its equivalent, as well as satisfy all other OWCC admission standards. Students should contact the Division of Public Safety for additional information.

Medical Coder Advance Technology Diploma (ATD) Program

Medical coder specialists are technicians who assign a code to each diagnosis and procedure documented in a patient's medical record. The need for competent medical coders is increasing with the growth of health care in the United States. According to the U.S. Department of Labor, the program prepares students for employment in hospitals, medical offices, home health care agencies, and medical services. Applicants for employment in this field must be high school graduates; therefore, students enrolling in this program must possess a high school diploma or its equivalent, as well as satisfy all other OWCC

admission standards. Students should contact the Division of Business and Computer Technology for additional information.

Fine and Performing Arts

Some Fine and Performing Arts classes are open only by audition. Students should contact the Fine and Performing Arts Department for additional information.

Nursing Program

The Registered Nursing (RN) program began at OWCC in Fall 2001 under provisional approval by the Florida Board of Nursing. Full approval of the program is expected following graduation of the first class and successful passing of the RN licensure examination by the graduates of the first class. Applicants to the nursing program will be provided with requirements for RN licensure as published by the Florida Board of Nursing and with program standards.

The Associate of Science Degree in Nursing is a limited admission program. Students enrolling in this program must meet admission criteria (including fingerprinting and a background check). A certain number of slots are reserved for beginning students and a certain number of slots are reserved for licensed practical nurses (LPNs). Beginning students will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term. LPNs will apply for admission in the Spring term and be admitted for enrollment in the Summer term between the first and second year of the nursing program. After successfully completing an orientation course, LPN's will join the sophomore nursing students.

Graduates of the program receive an Associate of Science in Nursing Degree and become eligible to apply to write the licensing examination to become a Registered Nurse (RN). Students should contact the Nursing Department for additional information.

Dental Assisting Program

The Dental Assisting Program will begin at OWCC in Spring 2003 under provisional approval by the ADA Commission on Dental Accreditation. The program will be a limited admission vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Students should contact the Dental Assisting Coordinator or the Office of Technical Education for more information.

Reserve Officer Training Corps (ROTC)

The U.S. Army Reserve Officers' Training Corps (ROTC) program provides an outstanding opportunity for military leadership training. Students may

also begin leadership training at the college level. Participation in the program does not require a commitment to enter the U.S. Army for non-scholarship students. Additionally, the four courses in the program are transferable to any ROTC program in different branches of the military, and participants in the program are able to transfer seamlessly for upper division studies.

To enroll, a student must be physically and morally qualified, a full-time degree-seeking student at OWCC and a U.S. citizen. Students should contact the ROTC Office for additional information.

♦ *Transient Students*

Currently enrolled OWCC students may request approval from the Vice President for Instruction to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an Application for Transient Study form prior to enrolling at the other institution. These forms can be obtained from any OWCC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. Approval of transient study requests is determined by the Director of Enrollment Services and the Vice President for Instruction according to established guidelines. Guidelines are available from the Office of Instruction or Enrollment Services.

♦ *Non-Degree Students*

Applicants who do not wish to earn a degree or certificate from OWCC and wish to take college or vocational credit courses may not need to provide evidence of prior educational work. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of prior educational work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed Application for Admission and a Florida Residency form. Upon changing to degree-seeking status at OWCC, high school/ college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

♦ **Adult General Education**

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 years old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)

♦ **International Students**

Okaloosa-Walton Community College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college semester. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 or M-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. *Application for Admission and Residency* form.
2. **Transcripts:** Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. **Financial Support:** An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$15,000 for the 2002-2003 academic year.)

4. **Language Proficiency:** Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 500 for the paper-based TOEFL and 173 for the computer-based TOEFL. Transfer students, who have evidence of English proficiency in lieu of a 500 TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWCC does NOT give the TOEFL test.

5. **Health Information:** As a prerequisite to admission, applicants must provide official documentation of good health as shown by a physical examination conducted by a qualified physician. In addition, health insurance with hospitalization coverage is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1 or M-1) Visa.

OWCC does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The U.S. Immigration and Naturalization Service (INS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. INS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

♦ **OWCC Collegiate High School**

OWCC operates an innovative charter high school on the Niceville Campus. This public school is part of the Okaloosa County School District. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at OWCC. The OWCC Collegiate High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Collegiate school students enroll in regular OWCC college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an OWCC educational advisor. The program of study meets the Florida

statutory requirements for both a high school diploma and an associate degree. A pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the OWCC Collegiate School Office at 729-4949 or visit www.owcharterhigh.org.

♦ ***Simultaneous Enrollment for High School Students***

OWCC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the admission categories listed below.

Dual Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton Community College courses while simultaneously enrolled in high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Public school students have books provided by the student's high school. Private and home school students must purchase their own college textbooks. Eligibility criteria and enrollment procedures comply with Florida law and regulations, and are defined in the appropriate District Articulation Agreement.

Concurrent Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton Counties to enroll in Okaloosa-Walton Community College courses while simultaneously enrolled in high school. Unlike the dual enrollment, college credits earned through concurrent enrollment do not apply to the student's high school diploma. Credits earned under this enrollment category count only for college degree credit purposes and do not carry simultaneous high school unit credits. Students concurrently enrolled pay standard college tuition, matriculation, laboratory and textbook fees.

Please note the terms and eligibility criteria of these high school enrollment programs are defined by state regulation and current articulation agreements and may vary between Okaloosa and Walton counties, private and home schooled students. As such, they are subject to change.

Students must meet the admission requirements in order to enroll in either the Dual or Concurrent Enrollment Program. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment Office at 729-OWCC (6922) for the most current admission information and procedures.

♦ ***Servicemembers Opportunity College (SOC)***

Okaloosa-Walton Community College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWCC to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with OWCC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

♦ ***Effective Catalog Policy***

Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met, or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

♦ ***Evaluation of Transfer Credit***

Credits earned at other colleges or universities accredited by one of the six regional accrediting bodies may be accepted by OWCC and placed on the student's permanent record (transcript) if the credit is in an area and level normally considered within the first two years of college (e.g. developmental/college preparatory, vocational credit/clock hour courses, freshman and sophomore level courses.) Credits awarded at institutions not regionally accredited may be accepted by OWCC and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at OWCC.

The acceptability of college courses for transfer credit at OWCC shall be at the discretion of the Director of Enrollment Services, in consultation with the instructional personnel as appropriate.

The following factors will be considered in the evaluation of credits for transfer. The factors will be used in determining whether the course is transferable at all and in determining whether course is recorded as a specific or unclassified course.

- Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.
- Qualifications of the faculty member(s) providing the instruction
- Age of Credits
- Recommendations through other established credit assessment bodies (e.g. ACE)
- Institutional accreditation via other professional assessment/accrediting bodies (e.g. AMA, NLN, state agency)
- Secondary documentation of course competencies (e.g. professional certification, standardized exam scores, etc.)

Recording Transfer Credits on the Student's Permanent Record (Transcript)

When evaluating credits, OWCC reserves the right to delay recording the transfer credits on the student's permanent record until the student has successfully completed college-level coursework at OWCC, satisfied OWCC residency requirements and/or provided documentation or verification of student competencies. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

- a) OWCC residency requirement;
- b) higher-level courses in the same or a related subject area;
- c) subsequent courses in the subject/course sequence;
- d) demonstration of specific lab/clinical skills or other applied competencies;
- e) additional independent/directed study in the subject area.

Credits with a "C" or above from a college or university accredited by the appropriate regional accrediting body will generally be accepted at OWCC. Credits with a grade of "D" from an accredited institution may be accepted on a provisional basis, except for courses where OWCC students are required to earn a grade of "C" or higher. The student must bring the GPA up to at least 2.0 while at OWCC.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Where appropriate, an equivalent OWCC course number may also be indicated. When OWCC does not offer an equivalent course or if the course differs substantively from the suggested OWCC course, the transfer credits may be listed on the transcript as an "unclassified" course. The unclassified credits will be further described as an open elective, a subject area elective, a general education elective or a general education subject area course, as appropriate.

Acceptance of Transfer Credits from Non-Accredited Institutions

Acceptance of credits from non-accredited institutions of higher education will be based upon recommendation from the OWCC instructional department responsible for the course subject area(s). The recommendation will be submitted to the Director of Enrollment Services for final review and recommendation.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Vice President for Instruction. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter in question. The review process will parallel that applied to the general evaluation of credits for transfer; however, the final determination will be made by the Vice President for Instruction in consultation with the Director of Enrollment Services. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.