

ADMISSIONS



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General Information

In general, OWC 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 OWC may obtain appropriate admission forms from any OWC location, at any high school in the OWC district, on the OWC web site www.owc.edu or by applying via an electronic admission form at www.facts.org. Each applicant will be notified of acceptance or non-acceptance for admissions.

Steps in Applying for Admission to the College:

(Several programs at the College have supplementary admission requirements – see Programs with Additional or Other Admission Requirements for more information.)

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 OWC.

(NOTE: 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.)

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 College, and who has not been in attendance within one (1) year, must submit a Readmission form, to the Office of Enrollment Services to update personal data, verify educational goals and residency, and to 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 OWC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWC'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, international student applicants, or any program with special admission criteria.)

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 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 official 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 25). Falsification or failure to furnish correct information on admissions papers will subject applicants to denial of admission or immediate dismissal.

One of the opportunities available to high school seniors about to graduate is Conditional Enrollment at OWC 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 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. OWC administers the Florida College Placement Test (FCPT) as the primary placement test.

• General Information (continued)

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 or Associate of Applied Science Degree Programs must be a high school graduate and may be admitted with one of the following:

A. High School Diploma

Florida high school graduates must have earned a standard high school diploma or the CPT eligible Certificate (which must be designated on the student's transcript). Non-Florida high school graduates must have earned a high school diploma. An official high school transcript with high school graduation date is required.

B. 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.

C. 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 OWC's Office of Enrollment Services. Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma should 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 career and technical 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.

• Baccalaureate Degree Programs

Okaloosa-Walton College is approved by the State of Florida Board of Education and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer a Bachelor of Applied Science degree in Project Management and to provide upper division coursework for a Bachelor's degree in Nursing. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Okaloosa-Walton College.

A Bachelor of Science in Elementary Education and a Bachelor of Science in Middle Grades Math and Science have been approved by the State of Florida Board of Education and are currently undergoing additional program requirements for projected start in Fall 2008.

Bachelor of Applied Science in Project Management

The Bachelor of Applied Science degree program in Project Management is designed to provide a career ladder for those who have already completed an associate degree and who wish to continue their education at the bachelor's level.

An applicant for admission to the Bachelor of Applied Science (BAS) in Project Management degree program may be admitted with the following:

- Completion of OWC admission and residency materials and the BAS Supplemental Application.
- Completion of an Associate of Science (AS) or an Associate of Applied Science (AAS) degree (with a minimum of 60 semester hours)

in a professional/technical field. AA degree students may be asked to complete additional credits in a professional area (e.g., accounting, computer science, general business, etc.) in lieu of the additional general education required of the AS/AAS student.

- Completion of a minimum of 15 credit hours of transferable general education credit hours.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 68 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at OWC, or enrollment in future credits may be restricted.

Bachelor of Science in Nursing

An Okaloosa County based Bachelor of Science in Nursing degree is a joint program between OWC and the University of West Florida, with all coursework available in Okaloosa or Walton counties. It is designed as an AS to BS degree career ladder and is open to applicants who currently hold a valid Florida Registered Nursing license and have completed an accredited ADN program. An accelerated program is available to students currently enrolled in an A.S. nursing program. OWC provides upper division instruction (3000 and 4000 level courses) for the clinical courses as well as for a portion of the theory classes. The University of West Florida awards the degree. Admission to the bachelor's degree nursing program is currently limited to 24 applicants annually. The program can be completed in three to four semesters.

Program admission requirements parallel the State of Florida AS to BS Articulation Agreement and the University of West Florida AS to BS admission standards, as well as incorporate the special aspects of the "Okaloosa Track" within those programs and includes the following:

• **Baccalaureate Degree Programs: Nursing (continued)**

- Completion of an associate degree in nursing or commensurate diploma in nursing and a Florida RN license is required prior to beginning clinical courses.
- Completion of all admission forms for both OWC and UWF by the established deadline.
- Submission of all official transcripts by the established deadline
- Minimum cumulative Grade Point Average (GPA) of 2.75 in all college credit course work and a minimum grade of "C" in all Florida Common Course Prerequisites applicable to the AS to BSN degree program. However, if space is available, students with a GPA of less than 2.75 may be admitted on a provisional basis.
- Completion of the standard Florida foreign language upper division admission requirement. If a student has not completed two years of the same foreign language in high school or eight credits in college, or qualify for a waiver (see page 68 for more information), the student may be admitted but will need to complete eight credits of foreign language before completing the program.
- Completion of Florida CLAST requirements. If, at the time of admission, the student has not completed CLAST requirements, the student will need to meet this criterion by the completion of 36 upper division credit hours at OWC, or enrollment in future credits may be restricted.

(Additional pre-enrollment conditions (e.g. proof of immunizations, CPR verification, etc.) must be satisfied prior to registration.)

• **Programs with Additional or Other Admission Requirements**

In order to meet selected programmatic certification and professional accreditation standards, certain OWC 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 Career and Technical or Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement (FDLE). OWC is designated as 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, successfully complete the Florida Basic Abilities Test (FBAT), as well as satisfy all other OWC admission standards. Students who have completed a Correctional Basic Recruit Training Program and are certified as a Correctional Officer in the State of Florida may qualify for admission to the Cross-Over Corrections to Law Enforcement Basic Certificate Program. Students should contact the Division of Public Safety for additional information at (850) 729-5378.

Dental Assisting Program

The Dental Assisting program is accredited by the Commission on Dental Accreditation. The Commission on Dental Accreditation is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or 211 East Chicago Avenue, Chicago, IL 60611. The program is a three semester limited admission career and technical or vocational credit program. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Students should contact the Dental Assisting Coordinator or the Health Technology Division for more information at (850) 729-6444.

Educator Preparation Institute (EPI)

The Educator Preparation Institute (EPI) is an alternative fast-track route to Florida teacher certification. The program is designed for students who have at least a bachelor's degree from a regionally accredited college or university, but who may lack the education courses necessary to become teachers in Florida. Students must complete a level 2 background screening which includes fingerprints sent to the Florida Division of Law

Enforcement and the Federal Bureau of Investigation before beginning field experience. Other program requirements are obtaining an Official Statement of Status of Eligibility from the Florida Department of Education Bureau of Educator Certification and completion of the Florida Teacher Certification Exams. Students should contact the Coordinator of Educational Services at (850) 729-5322 for more information.

Emergency Medical Technician (EMT)

Emergency Medical Technicians are part of the Emergency Medical Services team. EMT's are trained to provide basic life support and transportation to the sick and injured. The EMT program at OWC prepares students to apply for the examination to become a Florida licensed and National Registry Emergency Medical Technician Basic. The program offers students the opportunity to enter the exciting world of Emergency Services through education in the college's state-of-the-art health program facilities. The OWC program blends classroom instruction with hands-on skills training and real world clinical education to prepare students as entry level Emergency Medical Technicians. The Emergency Medical Technician program is a limited admission program that is 11 credit hours and is conducted over one (1) semester. Applicants to this program must have a high school diploma or GED and meet other applicable admission criteria. All eligible applicants will be accepted unless the number exceeds the space available, in which case a random lottery will be used to determine admission. Contact (850) 729-4924 for more information.

Emergency Medical Services

The Associate of Science in Emergency Medical Services (EMS) is limited to students that are licensed EMT/ Paramedics. For additional information on this program contact the EMS office for more information at (850) 729-4924.

Fine and Performing Arts

Some Fine and Performing Arts classes are open only by audition. Students should contact the Humanities, Fine and Performing Arts Division for additional information at (850) 729-5382.

Medical Coder Advance Technology Diploma (ATD) Program

Medical coder specialists are technicians who assign a code to each diagnosis and procedure documented

• **Programs with Additional or Other Admission Requirements: Medical Coder (continued)**

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 OWC admission standards. Students should contact the Division of Business and Computer Technology for additional information at (850) 729-5369.

Nursing Program

The Nursing (RN) program is fully approved by the Florida Board of Nursing. 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 matriculation criteria (including a criminal background check, drug screen, and CPR). A certain number of slots are reserved for beginning students and a certain number of slots are reserved for licensed practical nurses (LPN's). Beginning students (including LPN's) will apply for admission to the program in the Spring term and are admitted for enrollment in the Fall term.

Graduates of the program receive an Associate of Science in Nursing Degree and may become eligible to apply to write the licensing examination to become a Registered Nurse (RN). Students should contact the Health Technology Division for additional information at (850) 729-6400.

Paramedic

Paramedics are the highest trained and educated pre-hospital provider of emergency medicine. In the OWC Paramedic program, students are provided the highest quality education to prepare to become competent leaders in the high pace work of Emergency Medical Services. The OWC Paramedic program is three full semesters beyond the Emergency Medical Technician Basic level and prepares students to apply

for the Florida or National Registry Paramedic board examination. The Paramedic Certificate program is a limited admission College Credit Certificate. Students admitted to this program must have a high school diploma or GED and meet other applicable admission criteria (including documentation of current Florida Emergency Medical Technician (EMT) Certification, fingerprinting, a background check and a drug screen). If the number of qualified applicants to the program exceeds the number of openings, students will be accepted using a combination of application points and a random selection process. The curriculum for this program forms the core of the Emergency Medical Services Associate of Science degree program. Students should contact the EMS office for more information at (850) 729-4924.

Radiography

The Radiography Program is a limited access, two-year Associate of Science degree program. New students are accepted annually for enrollment in the fall term. Students admitted to this program must meet specific admission criteria (including a background check and drug screen). The students with the highest point totals are admitted first. If there is a tie among point totals prior to reaching program capacity, a random lottery among the tied students will determine who is admitted. Graduates of the program will be eligible to sit for the American Registry of Radiologic Technologists (ARRT) certification exam. Students should contact Health Technology Division for more information at (850) 729-6400.

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 OWC and a U.S. citizen. Students should contact the ROTC Office for additional information at (850) 729-6022.

Surgical Technology

The Surgical Technology Program at OWC is a limited access, 12 month, career and technical or vocational program leading to a Certificate in Surgical Technology. The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Commission can be contacted at (312) 553-9355 or 35 East Wacker Drive, Suite 1970, Chicago, IL 60601. Applicants must possess a high school diploma or its equivalent, as well as satisfy other admission criteria. Students should contact the Surgical Technology Program or the Health Technology Division for more information at (850) 729-6444.

• **Transient Students**

Currently enrolled OWC students may request approval from the Senior Vice President 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 OWC Center/Campus or from the Office of Enrollment Services at the Niceville Campus. An electronic version of the form is available for students attending a Florida public institution at www.FACTS.org. Approval of transient study requests is determined by the Associate Dean, Student Services/Registrar and the Senior Vice President according to established guidelines. Guidelines are available from the Office of Instructional Services or Enrollment Services.

• **Non-Degree Students**

Applicants who do not wish to earn a degree or certificate from OWC and wish to take college or career and technical 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 all 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. No student will be permitted to enroll in any college credit English, humanities, mathematics, or Gordon Rule social

• Non-Degree Students (continued)

science course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on an approved placement test or by producing evidence that they have met the prerequisite. Upon changing to degree-seeking status at OWC, 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 College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college term. 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: \$16,500 for the 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 400 for the paper-based TOEFL, 97 for the computer-based TOEFL and 32 on the internet-based TOEFL. Students, who have evidence of English proficiency in lieu of a passing TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWC does NOT give the TOEFL test. *At catalog press time, TOEFL availability for International Students was under review. Contact the International Student Advisor at (850) 729-6922 for more information on other recognized language proficiency examinations.*
5. Health Information: Health insurance with hospitalization coverage and a repatriation clause 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. Final approval for Visa is determined by the American Embassy or consulate representative.

OWC does NOT provide on campus housing; therefore, international students must arrange housing accommodations in the community. The United States Citizenship and Immigration Service (USCIS) regulations require that foreign students enroll in a full-time course of study during two of the yearly terms. USCIS 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.

• OWC Collegiate High School

OWC 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 OWC. The OWC 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 OWC 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 OWC 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 OWC Collegiate School office at (850) 729-4949 or visit www.owcollegiatehigh.org.

• Simultaneous Enrollment for High School Students

OWC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the following admission categories :

• Simultaneous Enrollment for High School Students (continued)

Dual Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Okaloosa-Walton 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. Prospective students and their parents should consult the Dual Enrollment Office at (850) 729-5205 or visit www.owc.edu/dual for the most current admission information and procedures, and a list of approved college courses.

Early Admission, a form of dual enrollment, provides the opportunity for qualified high school students from Okaloosa and Walton counties, who are not currently taking classes in high school, to enroll in Okaloosa-Walton College courses on a full-time basis, taking courses that are applicable toward the high school diploma and the associate degree. Early Admission courses are taught on the college campus and students must meet special admission criteria.

Concurrent Enrollment provides the opportunity for qualified high school students from Okaloosa and Walton counties to enroll in Okaloosa-Walton 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, college policies and procedures 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, Early Admission or Concurrent Enrollment programs. Student success in these programs is dependent upon both academic readiness and social maturity. Prospective students should consult the Dual Enrollment Office at (850) 729-5205 for the most current admission information and procedures or visit www.owc.edu/dual.

• Florida Residency Classification

Students are classified as Florida residents, Border State residents or as non-Florida residents for the purpose of fee assessment at the time of initial registration. Criteria for determining residency status are detailed in the Florida Statutes and the administrative rules of the State Board of Education. A Florida resident for tuition purposes is a person who has, (or a dependent person whose parent or legal guardian has) established and maintained legal residence in Florida for the 12 months immediately preceding the first day of classes of the term for which enrollment is requested. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

To qualify as a Florida resident for tuition purposes you must be a U.S. citizen, lawful permanent resident, or certain individuals granted indefinite stay by the U.S. Citizenship and Immigration Service. Living in or attending school in Florida does NOT establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents unless one parent has established legal residence in Florida for more than 12 months. Documents supporting the establishment of legal residence must be dated, issued, or filed 12 months before the first day of classes of the term for which FL residency is sought. Students cannot hold out-of-state driver's licenses, vehicle registrations, etc. and be eligible for Florida residency.

Information on residency is available at the Registrar/Admissions Office, Building C1, Niceville campus and at all other OWC campus locations. Students may also review the residency guidelines at www.owc.edu or at www.facts.org.

Providing false residency information is a violation of Florida State law and could result in disciplinary action being initiated. The college will correct the fees assessed those students who misrepresent their place of legal residence. An invoice will be issued for the increase in tuition.

Dependent/Independent

A dependent student is any person, under 24 years of age, who is eligible to be claimed by his or her parent as a dependent under the federal income tax code and who receives at least 51 percent of their cost-of-living expenses from his or her parent. Students classified as dependent must have a parent or legal guardian complete the Residency Classification form. A copy of the student's or parent's most recent tax return or other documentation may be required to establish dependent/independent status. Some students under the age of 24 may be classified as "independent" if they meet certain criteria listed below. Documentation for exceptions must be attached to the Residency Classification form.

- The student is married
- The student has children who receive more than half of their support from the student
- The student has other dependents that live with and receive more than half of their support from the student
- The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Both of the student's parents are deceased or the student is or was (until age 18) a ward/dependent of the court
- The student is classified as an independent student by the OWC Financial Aid Office

Exceptions/Qualifications

Other persons not meeting the 12 month legal residence requirement may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature [Florida Statute S.1009.21(11)]. These exceptions are listed below.

Note: Documentation in support of these exceptions is required.

1. A student who intends to make Florida his/her permanent home and is married to someone who meets

• **Florida Residency Classification (continued)**

- the requirements for classification as a resident for tuition purposes.
2. Active duty service members of the U.S. stationed in Florida (spouse and dependent children included).
 3. Active duty service members of the U.S. not stationed in Florida but whose legal state of residence certificate (DD2058) is Florida (spouse and dependent children included).
 4. Full-time instructional and administrative personnel employed by the State public schools system, community college system, or university system (spouse and dependent children included).
 5. A dependent child who has lived with an adult relative (who is not a parent or legal guardian) for at least five years.
 6. Persons who were enrolled as Florida residents at a state institution of higher learning but who abandon Florida residency for less than one year.
 7. Latin American/Caribbean Scholars.
 8. U. S. citizens living on the Isthmus of Panama who have completed 12 consecutive months of college-level coursework at the FSU Panama Canal Branch (spouse and dependent children included).
 9. Full-time employees of state - agencies or political subdivisions of the State when the student fees are paid by the agency or subdivision for the purpose of job-related law enforcement or corrections training.
 10. Qualified beneficiaries under the Florida Pre-Paid Postsecondary Expense Program as provided in Florida statute.
 11. A dependent child whose parents are divorced, separated, or otherwise living apart, will be considered a resident for tuition purposes if either parent is a legal resident of Florida, regardless of which parent claims the minor for tax purposes.
 12. Full-time instructional or administrative employees of a Florida public school, community college or institution of higher education (spouse and dependent children included).

The law allows non-U.S. citizens such as lawful permanent residents, temporary permanent residents, asylees, parolees, and refugees who have applied for and been approved for such status and who otherwise meet the 12 month legal residence requirements, to be eligible to establish Florida residency for tuition purposes. For a list of non immigrant categories (visa categories and INS classifications) eligible to establish Florida residency for tuition purposes contact the Registrar/Admissions Office or consult the Residency Guidelines under Admissions on www.facts.org.

• **Reclassification**

Students determined to be classified as out-of-state residents for tuition purposes, may re-apply for in-state residency at such time as they have completed the requirements for establishing legal Florida residency by submitting an updated Residency Classification form and supporting documentation to the Registrar/Admissions Office at the Niceville campus. Records are not adjusted until the next term of enrollment.

• **Alabama Border State Fee**

The Florida legislature allows the option of providing Alabama residents a different tuition assessment for postsecondary classes at the freshman and sophomore level. At OWC the Alabama Border State Fee, at a rate of an additional \$1.00 per credit hour to the current in-state tuition rate, will be assessed for all eligible Alabama residents enrolled in courses at the freshman and sophomore level. Alabama residents enrolled in courses that are part of the college's baccalaureate programs at the junior and senior level will be assessed the out-of-state tuition rate for those courses.

To be eligible for the Alabama Border State Fee the student must complete the Alabama Residency Form and provide verification of an Alabama driver's license, Alabama vehicle registration, or Alabama voter's registration card.

• **Servicemembers Opportunity College (SOC)**

Okaloosa-Walton College, through the Servicemembers Opportunity College (SOC), extends to United States service members (and their dependents) stationed throughout the world an opportunity to contract with OWC 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 OWC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

• **Effective Catalog Policy**

Students who maintain continuous OWC 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 re-admittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Associate Dean, Student Services/Registrar to the Senior Vice President.

• **Evaluation of Transfer Credit**

All credits at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript) as follows:

- For students pursuing an associate degree or college certificate, all attempted credits at the freshman and sophomore level, and
- For students pursuing a baccalaureate degree, all attempted credits at the freshman, sophomore, junior and senior level.

Credits awarded at institutions not regionally accredited may be accepted by OWC 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 OWC.

The acceptability of college courses for transfer credit at OWC shall be at the discretion of the Associate

• Evaluation of Transfer Credit (continued)

Dean, Student Services/Registrar, 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, OWC 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 OWC, satisfied OWC 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) OWC 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.

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 OWC course number may also be indicated. When OWC does not offer an equivalent course or if the course differs substantively from the suggested OWC 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-Regionally Accredited Institutions

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon recommendation from the OWC instructional department responsible for the course subject area(s). The recommendation will be submitted to the Associate Dean, Student Services/ Registrar for final review and recommendation.

Application of Transfer Credits to the Bachelor of Applied Science (BAS) Degree Program

Lower division college credits in technical areas not generally applicable at the baccalaureate degree level will be reviewed according to the following factors prior to their acceptance as satisfying BAS requirements.

- 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.)

Where questions of applicability remain following such review, the credits may still be used to meet lower division BAS requirements subject to one or more of the following conditions:

- a) Successful completion of related higher-level courses in the student's program of study;
- b) Successful completion of subsequent courses in the subject/course sequence;
- c) Successful completion of complementary lower division coursework in the subject or related area;
- d) Demonstration of specific lab/clinical skills or other applied competencies;
- e) Completion of additional supplemental independent/directed study in the subject area which augments the skills/content of the technical course;
- f) Presentation of a portfolio of work substantiating the breadth, depth and rigor of the course content to include both theory and applied competencies;
- g) Analysis of clusters of course credits where a combination of technical courses may represent baccalaureate level competencies when viewed as a package (e.g. eight credits in technical coursework may correspond to a three credit traditional transfer course in a given subject area);
- h) Verification of faculty credentials at the transferring institution.

Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by written request to the Senior Vice President. 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 Senior Vice President in consultation with the Associate Dean, Student Services/Registrar. 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.