

COMMUNITY COLLEGE OF VERMONT

ADMISSIONS

Revised September 15, 2005

March 17, 2005

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See also:

Enrollment

Basic Skills

Complaint Resolution for Students

POLICY

Community College of Vermont is an open admissions institution, providing access to anyone who can contribute to and gain from post-secondary education. Prospective students may complete the admissions process at any time throughout the calendar year and are encouraged to do so before the beginning of the registration period in which they plan to enroll. The College's requirements for enrollment in specific courses are outlined in the Enrollment Policy.

Those who seek admission to CCV must:

1. Submit a complete CCV admissions form;
2. Satisfy the requirements of the Basic Skills policy;
3. Apply according to the requirements of their admissions status, which they must identify on their admissions form:
 - a. Non-degree students. A non-degree student is one who attends the college with no expressed interest, at the time, in pursuing an associate degree.
 - i. High School Student. Those who plan to be enrolled in high school and CCV courses at the same time should apply under the admissions status of High School Student. High school graduates wishing to continue in a degree program at CCV may then formally request a change in their academic program.
 - ii. Students who are pursuing educational goals at another college to which CCV coursework will be applied may elect to be either a non-degree student or a degree student at CCV.
 - b. Degree and certificate students. A degree student is one who has expressed intent to earn an associate degree in accordance with the requirements of the College. Students who are uncertain about their choice of a particular degree program may select a program of Undeclared. A certificate student is one who has expressed intent to earn a certificate in accordance with the requirements of the College. All new degree and certificate students are encouraged to meet individually with an academic advisor or attend a group advising session.

- i. Degree and certificate students must have earned a high school diploma, a GED or declare home-schooled status.
 - ii. Degree and certificate students must apply with one of the following admission statuses:
 1. First-year student. This student is attending college as a degree-seeking student for the first time;
 2. Transfer student. This student has previously earned college credits or has previously attempted college coursework;
 3. Re-admission student. This student has previously attended CCV as either a non-degree student or a degree student, but has not attended for four consecutive semesters.
 - iii. Degree and certificate transfer students must submit official transcripts of all previous college work to the registrar's office for evaluation. Students who are unable to obtain official transcripts should consult with an academic advisor to discuss the circumstances that might warrant a waiver of this requirement.
 1. While non-receipt of official transcripts will not prohibit students from enrolling in their first semester, transfer students will not be permitted to register in subsequent semesters until their transcripts have been submitted to the College or a waiver has been approved.
 2. Students who have previously completed a college degree must submit official transcripts to the registrar's office before enrolling in their first semester.
4. International Students. In addition to the standard requirements for admissions, including the Basic Skills policy, international students seeking admissions to CCV and a F1 Student Visa must:
- a. Submit a CCV I-20 Application Form;
 - b. Demonstrate English language proficiency by submitting official TOEFL scores or other appropriate documentation to the College.
 - c. Submit a declaration of finances signed by a bank official, or a bank statement showing sufficient funds to cover total educational and living expenses for one year, or an Affidavit of Support Form and accompanying documents from a sponsor certifying that s/he will be responsible for the student's educational and living expenses for the duration of coursework at CCV. Upon submission of these documents, full-time students will be issued an INS (United States Immigration and Naturalization Service) form I-20;

- d. After receipt of their I-20, apply to the U.S. Embassy or consulate in their home country for an F1 student visa;
- e. If enrolling with an F1 student visa, apply to CCV with non-resident status and maintain that status for the duration of enrollment at CCV with the F1 visa;
- f. Enroll in at least 12 credits for both fall and spring semesters, with the exception of international students who reside outside of the United States but within 75 miles of a CCV location and are allowed to attend part-time.

Note: According to federal statute and depending on the type of visa there may be additional requirements for international students.

- 5. Students under the age of 16 may be admitted to the college with the permission of the dean of students or his/her designee:
 - a. In addition to the standard requirements for admissions, prospective students who are under the age of 16 must provide an academic reference and schedule a pre-enrollment meeting with an academic advisor;
 - b. The academic advisor may also meet with the student's parent or guardian to review CCV course content and expectations.