

# ADMISSIONS, REGISTRATION & RECORDS



Vance-Granville Community College maintains an “open door” admissions policy. Placement of students in the various academic programs of instruction is selective with special emphasis on career guidance and individual admissions counseling. The College serves all individuals who can profit from instruction, regardless of race, creed, sex, age, religion, national origin, disability or other non-relevant factors.

Admission to a specific program of study is based upon guidelines developed to help the student determine his/her chances of success in that career field. Before the student is admitted to any curriculum degree, diploma, or certificate program, placement testing and academic advising are required. Students who are uncertain about a program of study are referred to the Career Center for assistance. When placement test scores or other evidence indicate a lack of readiness to pursue a specific curriculum, the student will be placed in developmental courses or may be encouraged to reevaluate occupational and/or educational goals.

Students entering all programs are required to be high school or GED graduates. Correspondence and internet-based high schools must be regionally or nationally accredited institutions as recognized by the United States Department of Education or the Council for Higher Education Accreditation.

#### General Admissions Procedures

1. Submit a completed admissions application.
2. Submit official transcripts of all secondary and post-secondary education. Home-schooled students must produce evidence of completion of a state registered home school program.
3. Students who have graduated from institutions outside the United States must document completion of a nationally recognized secondary school diploma.
4. Take placement test unless exempt by college credit or standardized test scores. (See page 24)
5. Document NC State residency if requested by the Admissions office.
6. Meet with academic advisor to schedule classes.

The College reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the applicant and the College.

*Note: Students who have an associate degree or higher from an accredited college or university are not required to submit high school transcripts. (Exception: Students entering allied health fields must submit high school transcripts.)*

#### Selective Admissions

Selective admissions are used for programs of study that have limited openings. In addition to the standard procedures required of all applicants, students seeking enrollment in Associate Degree Nursing, Basic Law Enforcement Training (BLET), Medical Assisting, Pharmacy Technology, Practical Nursing, and Radiography must meet specific departmental requirements. For selection to specific programs of study, students should direct inquiries to the Admissions/Records Office.

#### Selective Admissions Procedures

1. Applicants must qualify on placement examinations as prescribed by the program of study.
2. Applicants must meet secondary school or post-secondary course requirements as established for specific programs of study.
3. After all admissions requirements have been met by the applicant, official admission is contingent upon proof of satisfactory physical health as required by regulatory agencies.
4. Final selection will be determined by the number of openings in the program of study and by the applicant’s evaluation and ranking.
5. Successful clinical placement requires a “clean” criminal background check conducted and reviewed by the clinical site.

#### Transfer Admissions

The student who has successfully completed courses at other post-secondary institutions must adhere to the same procedures as an incoming freshman. The student is responsible for submitting an application for admission and official transcripts of all previous educational experience. (An official transcript is one that is mailed directly from the previous high school, college or university to Vance-Granville Community College, or is submitted by the applicant in an officially sealed envelope from the educational institution.)

Upon receipt, all official transcripts from accredited, post-secondary institutions will be evaluated by the Registrar in accordance with the following statements:

1. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study.
2. All credit to be transferred must be equivalent to course offerings in the applicant’s chosen major or program of study as stated on the Application for Admission.
3. No grade lower than a “C” will be transferred.
4. Eligible college credit which was completed over 10 years prior to the semester in which the student is admitted to VGCC will not be transferable unless the applicant has completed that coursework as part of a completed associate degree or higher. Additionally, applicants to the selective admissions Health Sciences programs must have completed BIO-prefix classes within ten years prior to the most recent application to the College, and NUR-prefix classes within three years to be considered transferable. Finally, the transferability of all computer information systems or any software-related coursework is subject to approval by the Academic Dean due to the rapid technological changes in this area of study.
5. Transfer credit will not influence the student’s quality point average or grade point average, and will not be evaluated in graduation honors or awards. Transfer credit is recorded on the VGCC transcript with a grade of “TR.”
6. Students with questions regarding transfer credit should contact the Registrar. Students have a right to appeal transfer credit decisions to the appropriate Academic Dean by submitting a transfer credit appeal request form to the Registrar’s office.

**Readmission Procedures**

A student who previously attended VGCC but was not enrolled during the previous three years must submit a new application for admission to the Admissions/Records Office. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript to the Admissions/Records Office.

A former student will not be readmitted until all former and current indebted obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

Students seeking readmission into Health Sciences programs must meet additional requirements. Students may contact a counselor for details concerning these requirements.

**ADMISSIONS UNDER SPECIAL CONDITIONS**

**Admission of Undocumented Aliens:** As of July 2010, undocumented immigrant students are admissible to North Carolina Community Colleges with the following limitations: 1) Community Colleges shall only admit an undocumented immigrant if he or she attended and graduated from a United States public high school, private high school or home school that operates in compliance with State or local law. 2) Any undocumented immigrant student is required to pay the out-of-state tuition rate regardless of the number of years he or she has resided in the state. 3) Additionally, undocumented immigrant students are not permitted to have registration priority over students who are lawfully present in the United States. Consequently, undocumented immigrant students are not permitted to register until the conclusion of the last published registration period.

In order to comply with these regulations, undocumented immigrant students should follow the same admission and residency classification procedures as all other students, but will not be allowed to register for classes through WebAdvisor or during any early registration period. Instead all students classified as undocumented immigrants should bring their completed registration forms to the Registrar to be held until the end of registration. After the close of registration, undocumented immigrant students will be registered into any available classes. This procedure is in keeping with numbered memo CC10-026 which was published by the North Carolina Community College System on July 12, 2010. The full version is viewable at the NCCCS website at [http://www.ncccommunitycolleges.edu/Numbered\\_Memos/index.html](http://www.ncccommunitycolleges.edu/Numbered_Memos/index.html).

**Special Credit Students:** Students not seeking a certificate, diploma, or associate degree may enroll as a special credit student for a maximum of twelve (12) semester hours of credit. Students enrolled in this status are not required to take the placement test for enrollment into curriculum courses that do not have prerequisites and do not have to meet the transcript requirements for curriculum programs. Special students must take the placement test in order to enroll into courses which have prerequisite requirements.

Students classified as "special credit students" are ineligible to receive most types of financial aid. Students who plan to take more than twelve (12) semester hours of credit must take the placement test, complete the regular admission requirements, and declare an academic program of study.

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**Dual or Concurrent Enrollment Students:** Qualified high school students at least 16 years of age may enroll in courses at the 100 level or above if written permission (dual enrollment form) is obtained from their school principal. These courses allow students to earn college credit and may also count as high school credit at the discretion of the high school administration. Dual enrollment students must have satisfactory results on the placement examination, ACT or SAT scores for their particular classes taken. These students are not allowed to displace adult students, and therefore must register on the last day of late registration during designated hours.

**Learn and Earn Online - Online Learning for High School Students:** Qualified students in participating high schools can take online VGCC courses at no cost, at their school, as part of their regular school day. Courses are taught by VGCC faculty, and when students successfully complete an online course, they will earn college credit and potentially high school credit. The college credit will transfer to VGCC and other community colleges, as well as some four-year universities, depending on the specific course. Public high school students at all grade levels are eligible to take Learn and Earn Online courses; however, college requirements and prerequisites for courses will apply. High school students should talk with their school guidance counselors about how to participate in Learn and Earn Online. Specific guidelines are also available at <http://www.vgcc.edu/Learn-Earn>.

**Cooperative Programs for High School Students:**

Cooperative program classes are curriculum classes numbered 100 level or above that are requested by the local school systems that may be difficult to offer as a regular high school course due to expensive equipment, facilities, or staffing. Students must be qualified high school students in grades 9-12, and must have satisfactory results on placement test (if required) for their particular classes. High school students enrolled in these classes receive college and high school credit under the guidelines of the Huskins Bill.

**INTERNATIONAL STUDENTS ADMISSIONS**

International students are admitted in accordance with federal US Immigration and Customs Enforcement (USICE) regulations that govern non-immigrant student visa (F-1) status. Vance-Granville Community College is authorized by the USCIS to issue I-20 Forms to qualified international applicants for Associate degree programs. In summary, before being admitted, an international student must:

1. Submit an Application for Admission with the applicant's original signature;
2. Present official TOEFL, SAT or ACT scores that document academic English ability, or acceptable scores in English, Reading and Mathematics on the college placement test battery. (This option is only available to international applicants who are already in the U.S. on another valid non-immigrant visa type);
3. Submit official secondary and/or high school and college or university transcripts (if applicable). Transcripts must be submitted with the application for admission in sealed envelopes or mailed directly to VGCC from the overseas institution, and must be translated to English if necessary;

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4. Submit an Affidavit of Support completed by the applicant's sponsor and accompanied by an original bank letter or statement that certifies the availability of sufficient funds to cover all expenses, food, housing, and transportation.
5. Submit a one semester tuition deposit (approximately \$3,500 to \$4,000.)

All admissions requirements must be met before the College can issue an I-20 Form to an international applicant.

International students are considered out-of-state for tuition purposes as long as they hold a non-immigrant visa, and are not eligible for state or federal financial aid. International students are required to study on a full-time basis (at least 12 hours) every fall and spring semester, and are not eligible for employment except under limited circumstances. All necessary forms and additional details regarding the application process for international applicants are available on the VGCC web site at: [www.vgcc.edu/forms/internationalstudents.htm](http://www.vgcc.edu/forms/internationalstudents.htm).

#### STUDENT ASSESSMENT AND PLACEMENT TESTING

The purpose of placement testing is to match the academic readiness of the incoming student with the academic requirements of the curriculum. Any new applicant to a certificate, diploma, or degree program is required to take a placement test prior to the initial registration. Special credit students may be exempt from placement testing in some instances based on exemptions listed on page 22, *Admissions under Special Conditions*. A returning student who has not been at VGCC during the past three calendar years and who has not successfully completed any General Education course numbered 111 or higher must retake the placement test and enroll in courses as indicated by his or her scores.

Placement scores will be used for the purpose of academic advising and appropriate course placement, including remediation if needed, as indicated by the placement test results. Prior preparation is strongly advised before taking the placement test. Study guides are available in Student Affairs at the main campus, at each satellite campus, and online at <http://www.vgcc.edu/TestingCenter/testing-studyguides.cfm>. Students who lack basic academic skills necessary to be successful in college course work as indicated by the results of the placement test will be given an opportunity to remediate academic deficiencies through developmental courses. Students who place at the Adult Basic Skills level in reading and/or writing will not be allowed to enroll in any curriculum program, including developmental courses until additional assessment and remediation has been completed.

Students may test and retest once prior to the semester in which they are enrolling. Retesting must be scheduled prior to the first day of the semester. The higher score will be used for placement. There is a minimum wait of ten days between the first and second administration of the test to ensure time for review.

Students who have not enrolled in a developmental English, reading, or math class for twelve months after testing may test and retest prior to the semester in which they are enrolling. The most recent scores (or higher of the most recent test-retest scores) will be used for placement. Once a student has enrolled in developmental classes, retesting is not allowed to place out of those courses. Any additional testing beyond the initial test-retest will require special approval through the Dean of Arts & Sciences and/or the VP of Instruction. Placement test scores are valid for three years.

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#### WAIVER OF PLACEMENT TESTING

The placement test may be waived for the following applicants:

1. Transfer students who have successfully completed transferable college or university-level courses in English and/or mathematics from an accredited post-secondary institution.
2. Applicants who scored 500 or better, on the Scholastic Assessment Test (SAT) on the critical reading, writing, and mathematics sections, or 19 on the American College Test (ACT) with neither English, reading, or mathematics below a 19. Only scores less than five (5) years old at the time of application will be accepted.
3. Applicants who have taken placement tests within three years at another NC Community College may transfer those scores to VGCC.

#### TESTING SCHEDULE

The placement test is periodically scheduled throughout each academic term. Testing sessions are scheduled at all campuses during a variety of times to accommodate students. Students are scheduled for placement testing once their Application for Admission is received by the college. Applicants who may need special accommodations should contact the Director of Counseling prior to their scheduled test date.

**Note:** *Applicants should not bring children to testing sessions.*

#### RESIDENCE STATUS FOR TUITION PURPOSES

The tuition charge for persons who have been legal residents of North Carolina for at least 12 months is less than for non-residents. G.S.116-143.1 of N.C. State Statutes covers the requirements for determining resident status for tuition purposes. A portion of G.S.116-143.1 is quoted as follows:

To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his/her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to his/her length of residence in the State. To be eligible for classification as a resident for tuition purposes, a person must establish that his/her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

An individual shall not be classified as a resident for tuition purposes "... until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution..."

Information relating to claimed North Carolina residence for tuition purposes shall be required from all applicants claiming to be North Carolina residents, and a determination shall be made by the Registrar as to whether or not the applicant qualifies for in-state tuition rates. Should the ruling be contrary to the applicant's expectation, it may be appealed to the Student Affairs Committee of the College. Should the Student Affairs Committee's ruling be contrary to the applicant's expectation, it may be appealed to the State Residence Committee. In the event that an appeal is deemed necessary, full information on procedures shall be provided by the Vice President of Student Affairs.

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**The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification.**

Decisions by the College will be based on the requirements of the General Statutes of North Carolina and regulations specified in "A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes." Applicants with questions not covered by this section should contact the Director of Admissions and Records/Registrar.

## REGISTRATION

Registration is the process of enrolling in a schedule of courses or a program at the beginning of each term or at other specified times. Enrollment in a course is determined by proper registration and subsequent payment for that course.

### New Students

For registration purposes, "new students" are defined as those students who are enrolling at VGCC for the first time. New students should:

1. Complete an Application for Admission and apply for financial aid as early as possible. (2 to 3 months before the start of classes);
2. Attend orientation;
3. Schedule an appointment to meet with their academic advisor;
4. Register on the designated registration dates;
5. Obtain a student I.D. and parking permit; and
6. Complete the registration process by paying tuition and fees.

### Returning Students

For registration purposes "returning students" are defined as those students who are currently enrolled or who have been previously enrolled during the last 3 years in the same academic program. All returning students are given priority registration and are encouraged to preregister with their academic advisor for the following term as soon as notification is given. Returning students need to follow steps 3 through 6 listed above (under New Student section.) Students must reapply for Financial Aid every year by March or April to ensure that funding is in place in time for registration.

### Change of Academic Program

There are times when a student's aptitude and interests may be better served by a change of major. A student who is considering a change from one program to another must meet with a member of the Counseling Services staff to explore the possibilities and implications of such a change, and complete a Change of Major form. Students should consider carefully before changing their academic program, and are discouraged from changing more than once per year.

Students who change their academic program will have their transcript(s) re-evaluated for possible transfer credit. Previously granted transfer credit from other colleges or universities may be revised as a result of a change of academic program.

Veterans should consult with the Veterans' Officer before making a change; the Veterans Administration will not pay for some types of training.

**Note:** Federal financial aid regulations require that all hours taken in all majors will be counted toward the maximum allowed for payment. (See Financial Information, beginning on page 43, for a complete explanation.)

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## Readmission of Students

A student who previously attended Vance-Granville Community College but was not enrolled during the previous three years must reactivate an application with the Admissions/Records Office. If the applicant was enrolled in another college during the interval, he/she must request that college to send an official transcript of academic work to the Admissions/Records Office. Students need to complete a new application for admission or reactivation form and follow steps 3 through 6 listed above (under New Student section).

## CHANGE IN REGISTRATION

Any changes in registration must be approved by the academic advisor. Course changes proposed by the student and approved by the academic advisor must be shown on the Change of Registration (Drop/Add) form.

**Note:** Adding or dropping a class may affect the financial aid award.

### Drop and Add

Courses may be added during the registration dates and published drop/add dates at the beginning of each term. To add or drop classes, a student must follow the steps below or complete the procedure through WebAdvisor:

1. Obtain a Change of Registration (Drop/Add) form from the Admissions/Records Office, satellite campus office, or website, and fill it out completely;
2. Have academic advisor or counselor approve the change and sign the form;
3. Sign the form and return it to the Admissions/Records Office or satellite campus office for updating registration;
4. If adding, take the form to the Business Office/Cashier for tuition payment, if appropriate; and
5. If adding, attend next scheduled class meeting with proof of registration and payment. Due to varied departmental attendance requirements, classes missed prior to registration may count as absences.

### Request for WP Grade

A student can petition in writing for a WP Grade to the Vice President of Student Affairs after the 75-percent point of a term, if mitigating circumstances warrant. Approval can only be granted with permission of the instructor, academic dean, Vice President of Instruction and Vice President of Student Affairs. The burden of explanation and documentation of mitigating circumstances lies with the student. Students should obtain "WP" forms from the Vice President of Student Affairs or Campus Deans.

### Class Cancellation Policy

Vance-Granville Community College reserves the right to cancel any class due to low registration and/or attendance.

### Drop and Withdrawal from a Course(s)

Official withdrawal from a course(s) is permissible at any point during the term with certain restrictions. No grade will be recorded for dropping a class during the refund period of each term (see note below). Official withdrawals after the refund period of the term and on or before the 75-percent point of the term will be recorded as a "WP" grade if the student initiates and properly completes the official withdrawal process. If the student stops attending without officially withdrawing from a course before

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or after the 75-percent point of the term, the student may receive a "WF" grade for the course. After the 75-percent point in the term, a "WF" grade may be assigned by the instructor for excessive absences or a student may elect to receive a "WF" grade prior to the beginning of the exam period.

There is no academic penalty for a "WP" or "WF" grade; however, for federal financial aid purposes, the course(s) given "WP" and "WF" grades may count as hours attempted but not earned. Any student who is receiving Veteran's benefits needs to check with the Veteran's Officer prior to withdrawing from any course since benefits will not be paid for a "WP" or "WF" grade.

**Note #1:** Curriculum students who officially withdraw from the College prior to the first day of the semester are eligible for a 100-percent refund of tuition. Students who withdraw after the beginning of the term but by the 10-percent point are eligible for a 75-percent refund.

**Note #2:** Students are advised that all signatures required to complete a Change of Registration form must be obtained by the student. Students must realize that instructors are not available at all times and gathering signatures on the final day of the withdrawal process may not be possible. Deadlines are enforced.

**Auditing Courses**

A student may elect to audit a course or courses by checking the appropriate column on the Registration form. This option may only be selected during the official registration or drop/add period of each term. Those students who audit receive no credit and do not have to take any examinations; otherwise, participation in class is on the same basis as a credit student. The fee for auditing is the same as the fee for credit.

**Note:** No federal or state financial aid or veterans' benefits are payable for audit courses.

**Collection of Social Security Numbers**

Vance-Granville Community College is legally authorized to collect student social security numbers in order to comply with certain federal and state reporting requirements, and to meet the business imperatives of the college. Beginning fall semester 2007, the college will no longer use student social security numbers as the primary method for student identification, but rather use a unique computer generated ID number. Questions concerning the use of social security numbers should be directed to the Vice President of Student Affairs or the Registrar.

**Course Load**

A student's normal load will be from 12 to 16 credit hours per term. Students enrolled for 12 or more credit hours will be considered full-time students. Students who wish to carry credit hour loads of more than 21 hours per term must obtain approval of their academic advisor and academic Dean.

**Course Substitution**

Under extenuating circumstances, a student may apply to his/her advisor for approval of a course substitution. A course substitution requires final approval by the appropriate academic Dean and the Vice President of Instruction, and the completed Course Substitution form must be on file in the Registrar's office. A student in technical or vocational programs

may take higher level courses than those required for graduation in his/her curriculum in the following areas: math, English, humanities, science, or social sciences.

**Release of Information**

Written approval of the student is required before a transcript or any information from his/her official record may be released. Exceptions to the above include:

1. The Admissions/Records Office may release information from official records to faculty and staff members of Vance-Granville Community College whose responsibilities require this information.
2. The Admissions/Records Office may honor appropriate requests for directory-type information from student records. VGCC defines the following as directory:
  - Name
  - Address
  - Dates of Enrollment
  - Participation in sanctioned campus activities or athletics
  - Program of Study
  - Degrees and awards received
  - E-mail addresses
3. The Solomon Amendment requires by federal law that the college release the following information, in addition to directory information, to military recruiters when requested:
  - Date of Birth
  - Telephone Number

Each student has the right to inspect or review the educational records maintained by the college that are directly related to that student. Educational records include admission documents, registration documents, grades, and other supporting documents maintained by the college. Educational records also include tests, assignments, and grade calculations maintained by faculty.

All requests to inspect and review educational records shall be made by the student in writing to the Registrar with the exception of requests for tests, assignments, and grade calculations for specific courses. Those requests shall be made to the appropriate academic or campus dean. The college will comply within a reasonable time period not to exceed forty-five days after the request is made. It should be noted that some records such as tests, assignments, and grade calculations maintained by the faculty are only kept for a limited time and are not maintained permanently. Students may also request in writing to the Registrar to amend their educational record if they feel the record is in error. Such request will be reviewed by the Registrar and Vice President of Student Affairs, who will render a decision.

Students may file a written complaint with the Family Policy Compliance Office regarding an alleged violation by the college to comply with requirements of FERPA. The Office's address is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202.

**Release of Information: Family Educational Rights & Privacy Act (FERPA)**

Vance-Granville Community College, in compliance with the Family Educational Rights and Privacy Act of 1974, releases no personal, identifiable information about students without the written approval from the student. Exceptions to this practice are those types of information defined by law as "directory information."

The directory information may be published or made available without the consent of the student. However, any student not wishing any of these types of information released may request in writing to the Vice President of Student Affairs that it not be released.

**Student Records**

An official record of all the student's courses, credits, grades, official transcripts, and other relevant documentation is kept in the Admissions/Records Office. Each student should maintain a record of courses, credits, and grades each term and periodically check to see that his/her records agree with that of the College.

**Transcript Request**

When an official request in writing or through WebAdvisor is made by the student, transcripts of the student's record will be sent to other colleges, universities, employers, and to the student. A Transcript Request form should be submitted to the Admissions/Records Office a minimum of three days prior to the time a student wants his/her transcript mailed. *A fee of \$2.00 will be charged for each official transcript requested by the student.*

In order to assure that transcripts will not be mailed until a student has discharged all obligations to the College, the student must complete a Transcript Request form (available in the Admissions/Records Office or at <http://www.vgcc.edu/Registration-Records/Forms/transcript-request.pdf>). Transcripts received by VGCC from other secondary or post-secondary institutions cannot be released to the student.