

# ENROLLMENT AND SCHEDULING

## ADVANCE PLACEMENT POLICY

Students may be awarded college credit for scoring a three (3) or above on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. Credit will be awarded only for courses listed in the College Catalog.

For an Advanced Placement score of three (3) on the examination, students may be awarded three or four semester hours of credit. For an Advanced Placement score of four (4) or five (5) on the examination, students may be awarded six or eight semester hours of credit. The Registrar evaluates Advanced Placement credit and administers the awarding of credit.

Credits are recorded on the student's transcripts and may apply toward meeting graduation requirements. No grades or quality points are given for Advanced Placement credits. These credits are not used in calculating grade point averages.

## ADVANCED PLACEMENT POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the LPN to RN Track of the Associate Degree Nursing program. An LPN admitted to the LPN to RN Fast must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, the LPN to RN student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on the recipient's possession of a valid and current practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Traditional Track of the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

## AUDITING COURSES

A student audits a course when the student enrolls in a course, selecting not to receive any academic credit for participation in said course during a particular semester. No credit or grade will be assigned for courses taken on an auditing basis. Once a student has enrolled in a course for audit, no future credit will be granted for participation in an audited course. Students auditing a course must pay fees specified in the fee schedule. A student must notify the Registrar/Director of Admissions and Records prior to registering to audit a class.

## CHANGE OF STUDENT SCHEDULE

An official change in schedule may be made after securing the signatures of the student's advisor or the department chair and the appropriate instructional dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the Academic Calendar. No student will receive credit for a course in which he is not enrolled. Any student who continues to be officially enrolled but does not attend a course will receive a grade of "F". A fee must be paid for each change in schedule after classes begin.

## CLASSIFICATION OF STUDENTS

The classification of students at Coahoma Community College is defined as follows:

1. **Freshman:** A student who has fewer than 28 semester hours.
2. **Sophomore:** A student who has earned at least 28 semester hours.
3. **Full-time Student:** A student who is enrolled in 15 or more semester hours of course work in a given semester.
4. **Part-time Student:** A student who is enrolled in fewer than 15 semester hours of course work in a given semester.
5. **Cleared Student:** A student has submitted appropriate documents to the Office of Admissions and Office of Financial Aid and has a zero balance in the Business Office.
6. **Returning Student:** A student who has previously attended Coahoma Community College and earned credits, stopped attending, did not attend last semester, and is now returning.
7. **Transfer Student:** A student who has earned credit at another accredited institution and is now enrolled at Coahoma Community College

## EARNING A SECOND DEGREE OR CERTIFICATE

A student who has received an AA or AAS degree or Certificate of Completion may earn a second degree or certificate in a different curriculum by completing the degree requirements of the second degree or certificate as listed in the College Catalog at the time of matriculation for the second degree/certificate. A student who wishes to earn a second degree should request a transcript evaluation by his department chairperson or advisor prior to enrolling for courses.

## INSUFFICIENT CLASS ENROLLMENT POLICY

Coahoma Community reserves the right to cancel any course with insufficient enrollment. Insufficient enrollment is considered to be an enrollment of less than ten (10) students.

## STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is fifteen (15) during the fall and spring semesters. The "normal student class load" is fifteen (15) to nineteen (19) hours during a regular semester. The "normal student class load" for summer school is six semester hours per term. The "normal student class load" is twelve (12) hours for students enrolled in **all** online classes in a summer term.

In order for a student to carry a load in excess of the "normal student load," the student must have a 3.0 cumulative grade point average and must receive permission from the appropriate instructional dean.

*Note: Students who have been placed on academic probation are limited to 15 semester credit hours in a regular semester; 3 hours for a summer term; and 6 hours for all online courses.*

## MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is strongly recommended for students whose declared program of study is academic or technical and who began their college studies after the *spring semester* of 1996.

The college will utilize ACT sub-scores or a placement examination for placement purposes. Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. Students who score below standards are placed according to the following placement scale:

PLACEMENT SCALE	
English ACT Sub-score & Reading ACT Sub-score	Placement
<ul style="list-style-type: none"> <li>- A student who makes a sub-score of <b>14 or less</b> in English on the ACT is required to take <u>ENG0114</u> Beginning English &amp; Reading*.</li> <li>- A student who makes a sub-score of <b>15-16</b> in English on the ACT is required to take <u>ENG0124</u> Intermediate English &amp; Reading*.</li> <li>- A student who makes a sub-score of <b>17 or more</b> in English on the ACT is advised to enroll in <u>ENG 1113</u> English Composition I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p>
Math ACT Sub-score	Placement
<ul style="list-style-type: none"> <li>- A student who makes a sub-score of <b>15 or less</b> in Math on the ACT is required to enroll in <u>MAT0123</u> Beginning Algebra*.</li> <li>- A student who makes a sub-score of <b>16-18</b> in Math on the ACT is required to enroll in <u>MAT1233</u> Intermediate Algebra*.</li> <li>- A student who makes a sub-score of <b>19</b> in Math on the ACT is advised to enroll in <u>MAT1313</u> College Algebra.</li> <li>- A student who chooses to major in Mathematics, and makes a sub-score of <b>21 or above</b> in Math on the ACT, is advised to enroll in <u>MAT1613</u> Calculus I.</li> </ul>	<p>Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.</p> <p><i>Note: Advisors will place students based upon ACT sub-score</i></p>

*\*NOTE: Beginning English, Reading, Beginning Algebra, do not transfer and do not count toward requirements for graduation.*

## **WITHDRAWAL PROCEDURES**

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the withdrawal form. The withdrawal process must be completed by the dates designated in the Academic Calendar.

Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain withdrawal form from the Office of Admissions and Records.
3. Obtain signatures from the appropriate instructional dean, Financial Aid Director, Housing Director (dormitory students only), and Chief Financial Officer.
4. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.