Admission’s Office Policy & Procedure Manual

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT
It is the official policy of the Alabama State Department of Education and J. F. Drake State Technical College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. J. F. Drake State Technical College complies with nondiscriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, and Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1990.

COLLEGE MISSION STATEMENT
J.F. Drake State Technical College is a student-centered, two-year public institution of higher education offering certificate and associate degree programs, as well as specialized training for business and industry. Additionally, the college seeks to satisfy the diverse needs and academic pursuits of the community by offering adult education and transitional studies, noncredit short-term courses, college/university transfer, and continuing education courses that provide the citizens of north Alabama with flexible and innovative, academic, career and technical education at a reasonable cost.

Local policies developed by the college and documented herein are intended to supplement and enforce policies adopted by the Alabama State Board of Education and guided by guidelines adopted by the Alabama State Department of Postsecondary for the Alabama Community College System. Any new policies or revisions to existing policies adopted by the Alabama State Board of Education supersede the local policies of the college.

Revised July 2011
Admissions/Registrar Office Mission Statement

To ensure access to education for all people throughout their lives with special effort made to seek diversity of population and to support the historically underserved.
If an individual wishes to enroll in one or more credit courses offered by Drake State Technical College, he/she must first apply for admission to the College. If a citizen of the United States or a permanent resident, the applicant must apply for admission through the Drake State Office of Admissions. If an international student, the applicant must apply for admission through the Drake State Admissions Office. **NOTICE: Financial aid applicants must request that each college attended mail an official academic transcript to Drake State Records Office. Failure to submit official academic transcripts prior to registration will negatively affect the applicant’s financial aid.**

- **First Time Students**
  An applicant who has never enrolled at Drake State Technical College must submit the following documents:

  - **Application** - A completed admission **application** (available online at [www.drakestate.edu](http://www.drakestate.edu) or from the Admissions office)

  - **Required transcripts**
    - A first-time college student must have a high school transcript with date of graduation or a GED transcript (or other documents required for first-time students) sent directly to the Admissions Office.
    A high school student enrolled in the accelerated program must have the appropriate recommendation from the high school certifying official.
    - A high school student enrolled in the dual credit program must have the appropriate recommendation form from the high school principal and the local superintendent of education.
    - A transfer student must have official transcripts from all colleges or universities previously attended mailed directly to the Admissions Office. If the postsecondary institutions are not regionally accredited, high school or GED transcripts must be submitted in addition to college transcripts.
      **EXCEPTION:** An applicant who has a baccalaureate degree will need to submit only a transcript from the institution awarding the degree.
    - A transient student must submit a transient letter from the parent institution.
- Completed and signed residency form (supporting documentation may be required) plus one Primary Form of Documentation or two Secondary Forms of Documentation. (State Board Policy 801.01)

- Official documentation of compliance with the Selective Service Act, if applicable

NOTICE: Credentials for admission, such as transcripts, should be mailed directly to Drake State Technical College Admissions Office. (All transcripts must be received prior to the issuance of the first semester grades.)
Policy Name: Procedure for Admissions of Returning Students

Effective Date: September 2009

Date Reviewed and Revised: February 2011

- **Returning Students**
  A student who has previously enrolled at Drake State Technical College but who has not been in attendance for one year must submit the following items before further enrollment.

  - A **re-admit application**
  
  - **Official transcripts** from all institutions attended since original admission to our institution. (Transcripts must be received prior to the issuance of the grades for the first returning semester.)

  - A **signed residence form** plus one Primary Form of Documentation or two Secondary Forms of Documentation. (Policy 801.01)

  - Official documentation of compliance with the Selective Service Act, if applicable
Policy Name: Admission Requirements and Procedures U.S. Citizens

Effective Date: September 2009

Date Reviewed and Revised: February 2011

The requirements and procedures for admission are recommended by the Registrar for approval by the Admissions Committee, which acts under the policies of the Alabama State Board of Education. Persons seeking admission must complete and submit to the Admissions Office the Drake State Application for Admission form and submit appropriate documentation as required for the classification appropriate to their status and/or goals. In addition, one Primary Form of Documentation or two Secondary Forms of Documentation are required as of September 2008. (State Board Policy 801.01)

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).

Even if students are admitted to Drake State, they will have to satisfy additional admission requirements if they wish to enter one of the following areas: any HEALTH-RELATED program and REALTIME REPORTING.

For more information about these programs, those interested should see the appropriate program director.

- **Admission of U.S. Citizens**

  U.S. Citizens seeking admission to Drake State must apply at the Office of Admissions (3421 Meridian Street North, Bldg. 700; Room 704—Huntsville, Alabama 35811) or online at [www.drakestate.edu](http://www.drakestate.edu). For admission information, applicants may also refer to the website for the current catalog and current schedules; telephone 256.551.3109 or call toll-free 1.888.413.7253 or 1.888.41.DRAKE; or e-mail [www.drakestate.edu](http://www.drakestate.edu).

  All applicants will be placed into one of the following categories:

  - **First-time freshmen** have completed high school or the equivalent but have never attended any college. First-time students must request and ensure that their high schools mail official transcripts of their high school scholastic records directly to the Drake State Admissions Office, or the students must request that official copies of the GED scores be mailed to the Admissions Office. In addition, students must comply with all admission requirements listed elsewhere in this catalog.
Transfer students have attended one or more regionally accredited colleges or universities other than Gadsden State but wish to continue their education at Drake State. Transfer students must request that each regionally accredited college and/university previously attended mail directly to the Drake State Admissions Office official transcripts of their academic records. If, however, students are transferring from one or more colleges or universities not accredited by a regional agency, students must request that each such institution mail an official transcript to the Drake State Admissions Office. Furthermore, students must request that official high school transcripts or official GED transcripts be mailed to Drake State Admissions Office. If a student has completed the baccalaureate degree from a regionally accredited institution, however, Drake State needs only a transcript from the institution granting the degree.

Transient students desire to enroll at Drake State for only one semester, fully intending to return to their previous colleges or universities to complete their studies. Transient students must request and ensure that the Registrar of their regular (permanent) college or university send directly to Drake State Admissions Office a letter of transience (or good standing), indicating that the course(s) to be taken at Drake State will be acceptable at that institution. This status is not available for consecutive terms, except during the summer. Students seeking admission for consecutive terms, other than summer, must meet standards as applied to “transfer students.” Letters of transience must be on file prior to the student’s registration for courses. Transient students are not eligible for federal student aid.

Re-admit students are those former Drake State students who have not attended Drake State within the past full academic year. Re-admit students must complete the re-admission application and the residency status form plus one Primary Form of Documentation or two Secondary Forms of Documentation if the students have not enrolled within a year. If students have attended one or more colleges and/or universities since their original admission to Drake State, they must arrange for an official transcript from each institution to be mailed to the Drake State Admissions Office. This documentation must be received by the end of the re-enrolled term.

Accelerated students are high school students who have completed the tenth grade and who have been approved to enroll for college credit in Drake State courses while they are still attending high school. Accelerated students must see that all documents specified in the section for “Accelerated Students” are submitted to the Drake State Admissions Office. Accelerated students are not eligible for federal student aid.
➢ **Dual enrollment students** are high school students who have completed the **ninth** grade and who have been approved to enroll for dual credit (college and high school) in Drake State courses while they are still attending high school. Dual enrollment students must see that all documents specified or alluded to in the “Dual Enrollment Students” section of this catalog are submitted to the Drake State Admissions Office. Dual enrollment students are not eligible for federal student aid.

➢ **Personal enrichment students** are students who desire to take courses but who do not intend to fulfill the requirements for a degree. Personal enrichment students must complete the same documents required of the first-time freshman and/or the transfer student. Personal enrichment students are not eligible for federal student aid.

➢ **Senior adult students** are students who qualify for tuition assistance scholarships because they are sixty (60) years of age or older. Senior adult students must complete the same documents required of the first-time freshman and/or the transfer student.
Policy Name: Admission Requirements to Associate Degree Courses

Effective Date: September 2009

Date Reviewed and Revised: February 2011

- **Admission Requirements to Associate Degree Courses**

To be eligible for admission to a course creditable toward an associate degree, first-time college students must meet **ONE** of the following criteria:

- A student holds the Alabama High School Diploma, a high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent document issued by a non-public regionally and/or state accredited high school.

- A student holds a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school **and** has passed either the Alabama Public High School Graduation Examination or has achieved a minimum ACT score of 16 or a score of 790 on the SAT.

- A student holds an Alternative Adult High School Diploma or an equivalent diploma issued by a regionally and/or state accredited high school.

- A student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or a score of 790 on the SAT or has passed all parts of the Alabama High School Graduation Exam.

- A student holds a GED certificate issued by the appropriate state education agency.

Students who meet one of the above criteria shall be classified as “**degree-eligible.**”
Policy Name: Admission Requirements to Non-Degree (Certificate) Courses

Effective Date: September 2009

Date Reviewed and Revised: February 2011

**Admissions Requirements to Non-Degree (Certificate) Courses**

An applicant to a course not creditable toward an associate degree and to a program comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and has specifically documented *ability-to-benefit*. In addition, a student may be allowed to enroll in such “institutional credit only” courses as developmental English, mathematics, and reading. For additional information, applicants may contact the Office of Admissions.

A student shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented *ability-to-benefit*. Students who are enrolled in training programs provided through Adult Education and the Skills Training Division may not be required to have on file documented *ability-to-benefit*. Successful completion of the CPAT exam or appropriate scores on the COMPASS Placement Test will satisfy this requirement.
Policy Name: Admission Requirements Unconditional Admission of First-Time Students

Effective Date: September 2009

Date Reviewed and Revised: February 2011

- **Unconditional Admission of First-Time College Students**

For unconditional admission, applicants must have on file at the College a completed application for admission and **AT LEAST ONE** of the following:

- An official transcript showing graduation with the Alabama High School Diploma, a high school diploma of another state equivalent to the Alabama High School Diploma or an equivalent diploma or a diploma issued by a non-public regionally and/or state accredited high school

- An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama High School Examination

- An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or a score of 790 on the SAT

- An official transcript showing graduation with an Alternative Adult High School Diploma or an equivalent diploma issued by a regionally and/or state accredited high school

- An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma equivalent of another state equivalent to the Alabama Occupational Diploma, an equivalent diploma issued by a non-public high school **and** a minimum ACT score of 16 or a score of 790 on the SAT or successful completion of all parts of the Alabama High School Graduation Exam

- An official GED certificate

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).
Conditional Admission of First-Time Students

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the documents as described in the “Unconditional Admission of First-Time College Students” section. Conditional admission is a strictly temporary circumstance in which the student will be permitted to enroll and attend classes until such time as the necessary documents are received by the College. All admission documentation must be received prior to the completion of the first semester of enrollment.

If all required admissions records have not been received by the College prior to issuance of the first semester grades, the grades will be reported on the transcript, but the transcript will note “Continued Enrollment Denied Pending Receipt of Admission Records.” This notation will be removed from the transcript only upon receipt of all required admission records. Students attending under conditional admission are not eligible for federal student aid.
• **Admission of Non-Native English Speakers**

All non-native speakers of English must provide proof of language proficiency by meeting one of the following options:

- TOEFL (Test of English as a Foreign Language)—Minimum score of 500 PBT (paper-based) or 61 (Internet-based). Official score should be sent to Drake State, institution code 1262.

- IELTS (International English Language Testing System) score of 5.5.

- STEP (Society for Testing English Proficiency) Eiken score Pre-First

- Alabama Language Institute (ALI): Students who study in ALI may meet the language requirement by completing the advanced level classes with a grade of A or B.

- Completion of English Composition: Students transferring from another U.S. institution may meet the language requirement through completion of at least 3 credit hours in English Composition (101) with a grade of “C” or higher.

This policy applies to all non-native English speakers entering Drake State Technical College who have not received an American high school diploma or GED or who do not have credit for English Composition (101) from a regionally accredited U.S. institution.
• **Admission of Transfer Students**

An applicant who has previously attended another regionally accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students. If a student transfers to Drake State from one or more colleges or universities that were not accredited by a recognized regional agency, the student must submit the following: official transcripts from all such institutions and official high school transcripts (noted in “Admission Requirements”) or official GED scores.

**NOTICE:** An applicant who graduated from a non-accredited high school must also submit ACT or SAT minimum requirements, and that applicant’s Carnegie Units must meet admission criteria, or he/she must submit documentation of having passed the Alabama Public High School Graduation Examination.

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a “degree-eligible student.” A transfer student who does not meet these requirements shall be classified as a “non-degree-eligible student.”
• **Unconditional Admission of Transfer Students**

A transfer student must have submitted to the College an application for admission and official transcripts from all regionally accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time students.

A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the institution certifying that the credits earned at the College will be accepted as a part of its academic program. Such a student is not required to file transcripts of previously earned credits from other postsecondary institutions.

An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. Under no circumstance will credit be granted until the student is admitted unconditionally.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported to the transcript, but the transcript will note “Continued Enrollment Denied Pending Receipt of Admission Records.” This notation will be removed from the transcript only upon receipt of all required admissions records. Students attending under conditional admission are not eligible for federal student aid.
<table>
<thead>
<tr>
<th>Policy Name:</th>
<th>Initial Academic Status of Transfer Students</th>
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<tbody>
<tr>
<td>Effective Date:</td>
<td>September 2009</td>
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<tr>
<td>Date Reviewed and Revised:</td>
<td>February 2011</td>
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- **Initial Academic Status of Transfer Students**

A transfer student whose cumulative grade point average (GPA) at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **clear** academic status. A transfer student whose cumulative GPA at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on academic probation only. The transcript will read “**Admitted on Academic Probation**.”

An applicant who has been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on academic probation. The transcript will read “**Admitted upon Appeal – Academic Probation**.”
• **Admission of Transient Students**

Any student from another college may attend Drake State as a transient student during any semester. A transient student is a student attending Drake State utilizing a letter of transience. The letter should contain the courses approved by the student’s parent institution for transfer. A letter of transience is valid for one semester only and must be on file in the Admissions Office prior to the student’s registration.

A student who enrolls for an additional semester becomes a transfer student and must meet the criteria for transfer students as stated in this catalog.
• **Transfer of Credit**

Whether one is a U.S. citizen or an international student, the following principles relating to transfer of credit earned at one institution to another institution apply:

- Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

**NOTICE:** The student may check for transfer credit on the website by logging into the Student Online System.

- A course completed at another regionally accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

- A transfer grade of “D” will be accepted only when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative GPA of 2.0 or above, the “D” grade will be accepted the same as it would be for “native” students. The exception to this rule is a grade of “D” in English Composition I, English Composition II, and/or any math course at the one hundred (100) level and above, none of which will be transferred.

- Non-traditional credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Evaluations are made by qualified faculty and approved by the appropriate chief instructional officer.

- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation
of transfer credits after completing fifteen (15) semester hours with a cumulative GPA of 2.0 or above.
Policy Name: Early Admission for Accelerated High School Students

Effective Date: September 2009

Date Reviewed and Revised: February 2011

- Early Admission for Accelerated High School Students

  ➢ A student is eligible for early admission if he/she meets ALL of the following criteria:
    ▪ The student has successfully completed the tenth (10th) grade.
    ▪ The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative “B” average and recommending that the student be admitted under this policy.
    ▪ The student has completed the high school prerequisite(s) for the postsecondary course in which he/she wishes to enroll. For example, a student may not take English Composition until all required high school English courses have been completed.

  ➢ Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements “A” and “C” above.

  ➢ All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcript). Transcripts issued prior to a student’s high school graduation will be labeled “Conditional Credit.” Upon proof of high school graduation, this notation will be removed from the transcript. A student from a non-public, non-accredited high school must also provide documentation of an appropriate ACT (16) or SAT (790) score upon enrollment, or the student must provide documentation that he/she has passed the Alabama Public High School Graduation Examination.
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\textbf{Policy Name:} & Dual Enrollment Admission for High School Students \\
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\textbf{Effective Date:} & September 2009 \\
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\textbf{Date Reviewed and Revised:} & February 2011 \\
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- **Dual Enrollment for High School Students**

  - Eligible high school students may enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and receive both high school and college credit. There must be on file at Drake State a formal written agreement between the student’s local school board and Drake State before approval for dual credit/dual enrollment admission is granted. To be eligible, the student must meet the following requirements:

  - The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student’s principal and superintendent and in accordance with Alabama Administrative Code 290-8-9.17, regarding gifted and talented students.
  
  - The student must have a “B” average, as defined by local board of education policy, in completed high school courses.
  
  - The student must have written approval of the appropriate principal and the local superintendent of education. Student success in dual credit/dual enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and superintendent indicates that the student has demonstrated both.
  
  - The student must meet the entrance requirements established by the College.
  
  - Students who are enrolled in grades 10, 11, or 12 may be deemed eligible to participate in dual credit/dual enrollment in occupational/technical courses pending demonstrated ability-to-benefit as documented by successful completion of CPAT, which is approved by the Department of Postsecondary Education. Students enrolled under the ability-to-benefit provision must have a “B” (3.0 grade point average) in high school courses directly related to the occupational/technical studies (if applicable), which the student intends to pursue at the postsecondary level and an overall 2.5 grade point average in high school coursework. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the local school board and the College.
All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts). Transcripts issued prior to a student’s high school graduation will be labeled “Conditional Credit.” Upon proof of high school graduation, this notation will be removed from the transcript. A student from a non-public, non-accredited high school must also provide an appropriate ACT (16) or SAT (790) score upon enrollment, or the student must provide documentation that he/she has passed the Alabama Public High School Graduation Examination.
• **Senior Citizens**

Persons sixty (60) years of age or older may be eligible for a tuition waiver if they qualify for the Senior Adult Scholarship Program. The applicant must:

- Comply with the College’s admission standards as noted earlier in this catalog under “First-time students,” “Admission,” “Transfer Student,” or “Former Students applying for Readmission”;
- be an Alabama resident; and
- enroll for credit. (Non-credit enrollment is not covered under these provisions.)

The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. Any time a senior citizen repeats a course, the student is responsible for not only fees but also tuition.

**NOTICE:** Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space-available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of senior citizens attending under the Senior Adult Scholarship Program. Eligible students who choose to register for courses and receive the senior citizen tuition waiver may do so on the first day of class.
• **International Students**
An international student (a first-time freshman, a transfer student, a transient student, or a re-admit student) must apply for admission to the College before the student may enroll in a course. To begin the admission procedure, the student needs to apply through the **Director of Admissions** at (3421 Meridian Street North, Bldg. 700; Room 704—Huntsville, Alabama 35811) or online at www.drakestate.edu; telephone 256.551.3109 or call toll-free 1.888.413.7253 (1.888.41.DRAKE).

**NOTICE:** International student applicants are not eligible for conditional admission status.

- **Admission Requirements**
To be admitted to Drake State Technical College, an international student must submit to the **Director of Admissions** each of the following:

  - **Official transcript of high school record**, showing that the average grade was at least “C.” Certified English translation must accompany any transcript that is not in English;

  - **Competence in the English language** as evidenced by a score of at least 500 (PBT) or 61 (iBT) on the *Test of English as a Foreign Language*; IELTS (International English Language Testing System) score of 5.5, or STEP (Society for Testing English Proficiency) Eiken score Pre-First

  - **Exception #1**: (1) A student from a country where English is the native language or from a country exempt from an English proficiency test or (2) a student who has graduated from an accredited high school in the United States or from an accredited American high school overseas or (3) a student who is applying for admission to the Alabama Language Institute (ALI) is exempt from the Test of English as Foreign Language.

  - **Exception #2**: A transfer student who has successfully completed English Composition 101 or higher with a grade of C or above from a regionally accredited institution is exempt from an English proficiency test.

  - **Exception #3**: A student who (1) has completed one sixteen-week term in the Alabama Language Institute at the highest levels (Levels 5 & 6) in speaking/listening, reading, grammar, composition, and either Vocabulary 2 or TOEFL Strategies; (2) has passed all skill areas with at least a “B”; and
(3) has a written recommendation from the ALI faculty to enter college may enroll in the College without an English proficiency test.

- **Affidavit of Support** in the form of a certified statement from a person who assumes full responsibility for the student’s financial support and a letter from the sponsor’s bank.

- **NOTICE #1:** A transfer student (that is, a student who has attended one or more U.S. colleges and/or universities other than Drake State and who wishes to pursue an education at Drake State) must also ensure that an **official academic record transcript** is sent directly to Drake State by the Registrar of each college and/or university that the student attended. In addition, the student must submit to the Director of Admissions a completed **Transfer Clearance Form**.

- **NOTICE #2:** Academic credits earned at a foreign university must be evaluated by World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745; website: [www.wes.org](http://www.wes.org) or Lisano International, Foreign Educational Credential Evaluation, P.O. Box 407, Auburn, AL 36831-0407; website: [www.Lisano-INTL.com](http://www.Lisano-INTL.com), or any accredited credential evaluation service. The credential evaluation service should send the evaluation directly to Drake State Technical College, Registrar, 3421 Meridian Street North, Huntsville, Alabama 35811.

- **NOTICE #3:** All students holding a student (F-1) visa must have adequate health insurance coverage during all periods of enrollment and summer vacation. Repatriation and medical evacuation benefits need to be included under the health insurance policy. Health insurance policies, other than the policy recommended by Drake State, must have comparable benefits to be accepted. Students who do not comply with this requirement will be blocked from registration and blocked from sending a Drake State transcript.
Procedure for Making Application as an International Student

- The student may apply for admission to the College by contacting the Director of Admissions (3421 Meridian Street North; Huntsville, AL 35811; 256.551.3109, who will direct the student to complete the Drake State International Application for Admission form and to furnish proof that the applicant meets the requirements specified above: transcripts, adequate English proficiency test score (except for native speakers of English and for persons covered by the exemptions explained above), health certificates, and an affidavit of support.

NOTICE: A student approved for enrollment in regular Drake State courses, must take the ACT COMPASS Placement Test to determine the correct placement in English and mathematics.
**Withdrawal from School**

Students who are contemplating withdrawal from school should first consult with the College Counselor. If after meeting with the Counselor the student still wants to withdraw from school, then he/she should use the following procedure:

- Obtain a Withdrawal Form from Admissions.
- Complete the class withdrawal form, listing all courses as “withdrawal” and obtain the appropriate signatures.
- Obtain withdrawal clearance from the Financial Aid Office if applicable.
- Submit the completed class withdrawal form to the Office of Admissions.

If the withdrawal from school is prior to the 15th school day, the student may be due a tuition refund (see Refund Policy under the Policies and Procedures section of the catalog).

It is the responsibility of the student to ensure notification of withdrawal is received by the Office of Admissions. Failure to submit the completed withdrawal form to Admissions may result in a grade of “F” for each course in which the student is registered.

Students who withdraw after the registration period will have each of their courses recorded as “W”. W’s are not used in grade point calculations.

Any veteran who withdraws from school may be required to repay in full to the Veteran Administration benefits received that semester up to the time of withdrawal. Any student who receives Financial Assistance should notify the Financial Aid Office before withdrawing from school.
Policy Name: Academic Transcript Request

Effective Date: September 2009

Date Reviewed and Revised: February 2011

- **Academic Transcript Request**

The transcript policy of the College includes the following:

- In compliance with the Family Educational Rights Privacy Act (FERPA), the College does not release transcripts of a student’s work except upon the student’s written request.
  - Official transcripts are sent to institutions, companies, agencies, etc. after the **student’s written release** is received by the Admissions Office. J. F. Drake State Technical College honors fax requests to send official transcripts to third parties; however transcripts will not be faxed to an individual or a receiving institution. **Fax requests for transcripts must be accompanied by a picture ID before the request will be processed. Student may also request transcript on the Drake Online System (DOLS).**
  - Official transcripts will be accepted when delivered “by hand”. Upon receipt, the transcript must be official and in a sealed envelope. The seal must be unbroken. The College reserves the right to deny hand delivered transcripts if foul play is suspected.
  - Transcripts are available to former and currently enrolled students; these transcripts do not show the College seal, are marked ISSUED TO STUDENT, and are unofficial transcripts.
  - Transcript requests will be processed in the order they are received. **Requests should be made at least one week before the transcripts are needed.**
  - All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.

- Requests for transcripts should be sent to:

  The Office of Admissions
  J. F. Drake State Technical College
  3421 Meridian Street, North
  Huntsville, AL 35811

- Names, dates of attendance, social security number, and address to which the transcript is to be sent are to be included in the **request form.**
For students who have attended Drake State since 2007, electronic transcripts may also be requested through the escript service. These transcript requests will be processed through the Drake Online Service Portal (DOLS). Potential Employers or former students who attended prior to 2007 will need to visit the e-script website to sign up for a free account to request electronic transcripts.

NOTE: Students with name changes should include ALL former names.

The Admissions Office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.
PROCEDURES FOR THE OFFICE OF

ADMISSIONS/REGISTRAR
• **Admissions/Registrar’s Office Procedures**

This policy and procedure manual is being provided to all Admissions personnel in the Office of Admissions at J.F. Drake State Technical College. The information provided in this manual is to assist employees in understanding the various processes of the daily operations of the office environment. The information provided is in no way exhaustive of the duties and processes that are done on a daily basis. However, it is being provided as basic information and as a resource/quick guide. This manual will be updated on a regular basis. All employees are required to read this information in order to assist students and inform them appropriately of the processes in this office.

Employees are encouraged to keep this manual available at all times.

**ADMISSIONS EMPLOYEES**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE</th>
<th>OFFICE HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monica V. Sudeall</td>
<td>Director of Admissions/Registrar</td>
<td>Ext. 711</td>
<td>Monday-Thursday 8:00a-6:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Friday 8-12</td>
</tr>
<tr>
<td>Martha Roberts</td>
<td>Asst. Director of Admissions/Registrar</td>
<td>Ext. 109</td>
<td>Monday-Thursday 8:00a-6:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Friday 8-12</td>
</tr>
<tr>
<td>Kristin Treadway</td>
<td>Pre-Admissions Counselor</td>
<td>Ext. 110</td>
<td>Monday-Thursday 8:00a-6:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Friday 8-12</td>
</tr>
<tr>
<td>Barbara Primeaux</td>
<td>Admissions and Records Coordinator</td>
<td>Ext. 110</td>
<td>Monday-Thursday 8:00a-6:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Friday 8-12</td>
</tr>
<tr>
<td>Delores Cochren</td>
<td>Admission Clerk</td>
<td>Ext. 110</td>
<td>Monday-Wednesday 8-1:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thursday 8-12:30</td>
</tr>
<tr>
<td>Teresia Wiggins</td>
<td>File Clerk</td>
<td>Ext. 109</td>
<td>Mon-Wed 8-1:00p</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Thur 8-12:30</td>
</tr>
<tr>
<td>Lydia Wallace</td>
<td>Student Asst.</td>
<td>Ext. 109</td>
<td>Mon—1:00-3:00</td>
</tr>
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<td></td>
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<td>Tues. 10:00-2:00</td>
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<td>Wednes. 10:00-2:00</td>
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<td></td>
<td></td>
<td></td>
<td>Thurs. 11:00-3:00</td>
</tr>
</tbody>
</table>
• **Attendance Policy**

All employees in the Office Admissions are expected to report to work during the hours outlined above. If at any time an Admissions Clerk or Student Assistant need to make changes to their schedule or is unable to report to work during their regularly scheduled time, they must notify the Director of Admissions/Registrar in writing. In emergency situations, please call the Director of Admissions at 551-1711 or the Assistant Director at 551-3110 if the Director is not available.

Fulltime employees of the college must adhere to attendance policy outlined in the college’s staff handbook.

• **Office Assignments for Admissions and Incoming Transcripts Process**

**IMPORTANT:** Please note that each employee’s assignment is **NOT** limited to what is outlined below. The information provided is to assist the Admissions Personnel in better understanding their roles and responsibilities in each process.

- **Martha Roberts**
  - Mrs. Roberts is the primary person responsible for entering application. Receive and stamp all incoming applications. (Letters A-M)
  - Ensure all Applications are signed and completed.
  - E-Mail application to appropriate department head (always cc: e-mail to Ms. Sudeall)
  - Make copies of photo ID
  - Complete ID documentation form and attach to applications.
  - Enter all records required in AS400
  - Enter all Transfer of credits
  - Process transcript requests
  - Process attendance verification information
  - Assist with graduation preparation

- **Kristin Treadway**
  - Enter all Nursing, MAT, NAS Application
  - Enter schedules of all NAS students
  - Ensure that all applications are signed and completed.
  - Send letters to prospective applicants/Schedule Early Orientation for each new applicant.
  - Complete ID documentation form and attach to applications.
  - Make copies of letters, scan and then prepare them to be filed in student’s file.
  - Facilitate all Nursing, MAT, and NAS applications process
  - Maintain a database of nursing applicants and submit it to Ms. Sudeall and Dr. Raymond once per week.
Download transcripts from e-scrip-safe and ensure copies are made for appropriate advisor
Assist with graduation preparation

Barbara Primeaux
- Assist Mrs. Roberts entering transfer of credits
- Enter applications (Letters L-Z)
- Enter all transcript received in the required record screen in AS400.
- Copy transcripts and send to the appropriate advisor for evaluation.
- Greet incoming students when needed.
- Answer phones as needed.
- Assist with graduation preparation

Student Assistant
- Answer phones
- Make folders and labels
- Assist students at the front desk and direct them
- Keep shelves stock with materials
- Take outgoing mail to the Business Office.
- Make copies of all students’ Photo I.D.
- Mail out packets to prospective students.

Delores Cochran
- Scan all student documentation in Imaging System
- Index all documentation that has been scanned

Teresia Wiggins
- Maintain the file room
- Make file folders
- All other duties as assigned

Lydia Wallace
- Assist Admissions clerk and Directors as needed.
- Filing
- Make photo copies as needed
- Assist with greeting incoming applicants
- Answering phones
• **The Office of Admissions/Registrar Procedures for Accepting Applications for Admissions**

**Step I**
- Receive applications from applicants.
- Stamp date received on application.
- Make copies of applicant’s primary or two forms of secondary documentations. *(Acceptable form of identification can be found on pages 4-6).*
- FOR HIGH SCHOOL STUDENTS ONLY: Have applicant complete the transcript request form and mail transcript request to respective high school.
- FOR MALES AGES 18-26: Have these young men complete selective service form.
- Non-Citizen, permanent resident application must provide green card—make a copy of their green card. This information must be a part of the applicant’s permanent record.

**Step II**
- Ensure that all applications are signed.
- Review applications carefully to ensure that all pertinent information such as Social security number, date of birth, address, zip code, program of study, etc. are completed.
- Sign and date the primary/secondary documentation form and attached it to the applicant’s application.
- ENTER APPLICATION IN AS400.

**Step III**
- Enter record required for all documents received. (i.e. document whether or not selective service form was received, transcript, signed application, GED, High School transcript etc.) For High School transcript note date that transcript request was sent to the high school. Enter your initials.
- Make labels and file folder for each applicant’s file.
- Send to appropriate persons for scanning.

**Step IV**
- Send letters to all applicants
- E-MAIL APPLICATION TO APPROPRIATE DEPARTMENT AFTER SCANNING
• **Scanning Process**

- Scan all documents in each folder.
- Query all applicants in the Xtender Manager system before scanning to ensure that we are not duplicating files.
- Mark outside of the folder SCANNED with date that documents were scanned.
- Any documents that are submitted after date on the folder must be scanned/attached to the applicants existing file in the Xtender Manager System.
- INDEX ALL DOCUMENTS THAT ARE SCANNED.
  - Applications
  - Transcripts
  - Drop/Add forms
  - Test Results
  - Miscellaneous
  - Etc.

• **Registration Process**

When a student presents to our office to enroll in classes they must meet the following criteria:

- Have completed an admissions application and met all criteria for admissions
- Taken the compass test
- Have transcript on file or have requested all transcripts
- Students must see their advisor in order to enroll in classes. Encourage students to take their COMPASS scores to their advisors.
- **Registrations are held three time per year Fall (August) Spring (January) Summer (May)**

• **Receipt of Transcript Requests**

- **Step I**
  - Stamp date transcript was received on the transcript.
  - Enter Transcripts as received in the Records Required screen of the AS400.
  - Document what college the transcript was received from if it is a college transcript.
  - If an applicant’s transcript arrived before his/her is on file, document transcript received in the ACCESS program “INCOMING TRANSCRIPT “ data base and then file the transcript in the file accordion file marked “Not Applied”.
Step II
- Make copies of ALL college transcripts and submit them to the applicant’s respective advisor for evaluation/transfer of credits. Attach a copy of the transcript to the Transfer of credit form and forward to advisor.
- Check the college transcript for graduation date, if no graduation indicated on college transcript, then a high school transcript showing date of graduation must be on file in order for an applicant to be eligible for enrollment in a degree program.
- High School transcripts are to be CHECKED for graduation dates. Highlight the graduation date. This verifies that student is eligible to enroll in a degree program.
- If a student did not graduate from high school, they are not eligible for enrollment in degree program and must also pass the ability to benefit (ATB) test in order to qualify for financial aid and admissions in a certificate program.

Step III
- Check Xtender Manager to ensure that student file has been scanned.
- If file was scanned then attach the transcript to the file.
- If file was not yet scanned, located the entire file, scan it and include the transcript. Then file in cabinet.

NOTE: Check accordion file marked “Not Applied” each week to confirm whether or not applications were received for the transcript that are filed in this box. Be sure to check maiden name in the event that transcript are listed under applicant’s maiden name.

Transfer Students and Transcripts
- Students who are transferring from another institution and have not submitted an official transcript must be classified as a non-degree eligible student until official transcripts are received.
- If the applicant did not graduate from the institution or have less than 18 credit hours, they must provide us with their high school transcript showing their graduation date.

Transcript Requests
- Students requesting an official or unofficial transcript from J.F. Drake State Technical College, must complete an Academic Transcript Request Form (no exceptions).
- Student must either request the transcripts in person or faxed a sign copy to this office.
- No one except the student is allowed to pick-up the student’s transcript.
Other entities requesting student information or transcript must provide the college with a signed release of information document by the student.

No transcripts or student information will be released without proper documentation and signature from the student.
• Guidelines for Attendance Verification Reports

- Each semester instructors are required to submit attendance verification for all students enrolled in their classes. There are three reporting periods for regular semester classes and two reporting periods for each of the mini-semesters.

- Binders are to be made each semester marked “1st NO SHOW ROSTERS” “SECOND NO SHOW ROSTERS” AND “NOT ATTENDING ROSTERS”

- All instructors are required to submit their attendance roster for each class at the date designated on the Reporting Date calendar.

- These rosters are to be file by instructors in the binders mentioned above. The Director of Admissions will provide a master list to be place in the front of the binders for each reporting period.

The Instructors must adhere to the following guidelines to minimize errors in reporting student attendance:

• Reporting of “NO SHOWS”

- 1ST “NO SHOW” Roster
  The purpose of this roster is to verify attendance. Students must attend class to be verified.

  - Check official roster from the registrar against your class roster. Students may have been added to a class after the rosters were printed.
    - Use the AS400 inquiry screen INCRI to view your class roster.
    - *If a student’s name appears on your INCRI screen and s/he reports to class, you may add that name to your official roster.

  - Verify attendance of each student listed on the roster. The student must be present in class to be counted.
    - Students may not call in to verify their attendance or leave notes; they must have attended class.

  - Students whose names appear on the roster and who do not attend class must be reported as a No Show for the first reporting period.
Final Attendance Roster

- Check official roster against your class roster on AS400.
- Verify that each student listed has attended class.
  - Pay particular attention to the new names that have been added to rosters due to late registrations, drop/add, etc. Registration will be closed so this will be the final roster.
- Be certain that the name of each person attending class name appears on your roster.

NOTE: In the event that registration is extended, reporting dates for the second “No Show” will be adjusted accordingly.

Attendance Verification for Online Classes

- The guidelines for reporting No-Show for internet-based classes are the same as those indicated above.
- Students who do not attend the initial required overview session must be reported as ‘No Shows” for the first reporting period. Call-ins are not acceptable.
- Student who do not attend the overview or log in to the class website by the due date for FINAL ROSTERS must be reported as a “NO-SHOW”.

• Reporting of “NOT ATTENDING”
  - The reporting of students who have “not attending” classes takes place each semester near midterm.
  - Students who have missed three consecutive classes without informing the instructor that their intent is to return to classes should be reported as “Not Attending”.
  - Those who are identified as Not Attending will be administratively withdrawn from classes.
• **Requests for Readmittance**
  Signed rosters indicated that the instructor has verified the status of each student listed. Therefore, requests for changes must include the following documentation before a decision can be rendered:

  ➢ Complete Attendance Verification Correction Form.
  ➢ Memorandum of request from instructor
  ➢ Supporting documentation from student or instructor if applicable
  ➢ Approval of departmental chairperson
  ➢ Approval of the Dean of Instruction
  ➢ Approval of Student Services Director

Requests for changes in the enrollment status of students must be submitted to and approved by department chairpersons and/or instructional dean (if applicable) prior to being submitted to the Student Services Director. The President will make the final decision in the appropriate cases.

• **Restocking Shelves**
  ➢ Check the shelves daily to ensure that all forms are re-stock.
  ➢ Re-stock applications, nursing, and international packet as needed.
  ➢ Re-stock schedules (When applicable)

• **Ordering Supplies**
  ➢ When ordering supplies for the office please list the name of the item number and description from the Office Depot catalog only and e-mail the order to the Director of Admissions.
  ➢ Additional copier paper can be ordered by informing the Assistant Director of Admissions who will in turn complete a paper request form and submit it to the Maintenance Department—DO NOT wait until all the paper is exhausted before re-ordering. This also applies to other office supplies.
• **Drop and Add**
  ➢ Students desiring to drop/add a class during the drop/add period must do the following:
    - If they are a PELL grant recipient, they must first complete the drop/form, sign it and submit it to the Financial Aid Office for Approval. Once the proper signature is obtained from Financial Aid.
    - Student must then return the form to the Admissions Office. An Admissions Officer will then enter the information in AS400.
    - If the student is PRE-Registered, then the drop/add screen to use in AS400 would be PGLC to drop or add a class.
    - If the student is already registered in classes, drop or add the class from the RGCHG screen in AS400.

• **Change of Major**
  ➢ Students desiring to change their major must do the following:
    - Complete a change of major form.
    - Submit it for approval from their current advisor.
    - Submit it for approval from their new advisor.
    - Submit it to the counselor for signature.
    - Return form to the Admissions Office after all the required signatures are acquired.
    - Enter the new major in the ADNSP and ADDM screens of AS400.
    - Scan form to appropriate student file then file hard copy in student’s folder.

• **Selective Service Form**
  ➢ All male applicants between the ages of 18-26 MUST complete a selective service form. When students are submitting their application in person, please ensure that selective service forms accompany their application. Also, be certain that they have signed, witnessed, and dated the document.
  ➢ Enter the form in the required record screen of AS400.
  ➢ Scan to appropriate student file then file hard copy in student’s folder.

• **Compass Exemptions**
  The following students are exempt from the COMPASS requirements:
  any student scoring 480 or above on the SAT I verbal and 526 or above on the SAT I math, and 20 or above on the ACT English and math who enroll in a system institution within three years of high school graduation; students who have an associate degree or higher; and students who transfer degree-credible college-level English or mathematics courses with a grade of “C” or better, senior citizens, undeclared, and other non-award seeking majors who are taking classes for vocational reasons only; students in certain short certificate programs having no English or mathematics requirements; students who have completed required developmental coursework at
another Alabama Community College System institution within the last three years; audit students; student who can provide documentation of assessment (COMPASS or ASSET) within the last three years; and transient students. Dually enrolled high school students in English or math may be exempted from the assessment requirements. These exemption do not apply to LPN applicants or students who must take the “Ability to Benefit” test.

- **Compass Exam**
  - All students taking the COMPASS exam must first schedule a test date with the Testing Coordinator at 256-551-3116.
  - Students must provide identification outlined in Admissions Requirements 1.1 or two secondary forms of documentation outlined in 1.1.2.
  - Check AS400 to ensure that the student has applied to admissions; if not, have student to complete an application.
  - Check AS400 to ensure that selective service form was received if the male applicant is age 18-26; if not, have the applicant to complete the form and submit to the Admissions Office.
  - Provide student with a pass and direct them to the Testing Office.

- **Change of Address Form**
  - Students wishing to change their address information MUST complete a change of address form and submit it to the Office of Admissions.
  - The change of address must be done in the ADARM screen of the AS400.
  - Both Line #4 and Line #5 of the ADARM screen must be changed.

- **Entering Admission Applications**
  Applications are to be retrieved from the accordion folder labeled “Applications to be Entered” located next to the printer in the front of the Office of Admissions. The applications are to be entered on a daily basis. When applications are received, they should be entered as follows:
  - Log into the AS400 System. The Director of Admissions will request access codes; your sign on and password will then be provided.
  - At the MainMenu screen, bottom left, type in ADARM (all caps), and then enter.
    - NOTE: Entries are in all caps.
  - Press the F5 key
  - 01 Type the first name of student (check driver license). Enter. Enter.

*Screen 1 – Admission Record [Student #]*
Type the middle name or initial (no period, e.g., Mary F Jones). Enter.

Type the last name of the student. Enter.

Type suffix, (e.g. Jr., Sr., etc.), if applicable. Enter.

(F/M/L: - This information will auto-fill).

Type the date of birth, e.g. 12 25 1990.

Note: Tax Identification Number Entry/Verification screen will appear. Enter S, then enter Social Security number. TIN and birth name will auto-fill. Enter.

If Tax Identification Number Entry/Verification screen appears and “Number is duplicated” appears in red, press F12 to exit. Enter student’s social security number, press F1. Student’s record will appear. At the OPT option, choose corresponding number for change(s), if any, and type in information (e.g. address change, name change, etc.). On admission application, in red letters, print “Re-Admit.”

02 DO NOT ENTER ANY DATA. Enter.

03 Type zero “0” (not the letter “O”). Enter. This is the code for MAIN CAMPUS and it will auto-fill.

04 Type student’s address (do not use a period e.g. ST for STREET or AVE for AVENUE). Enter. Enter.

Type the zip code. Enter. Enter

Type the telephone number. The area code will auto-fill. Enter.

Type the cell number including area code.

Note: The name of the city will auto-fill based on zip code. Enter. State will auto-fill. Enter. Enter. County will auto-fill. Enter.

05 Permanent address information will auto-fill. Enter until Birthplace:

Birthplace: Enter city and state of student’s birth, e.g., HUNTSVILLE AL (do not use a comma between the city and the state. Enter.

06 [Adm status] will auto-fill A ACTIVE. Enter.

Date will auto fill. Enter.

Non Release N Dual inst N – this information will auto-fill.
07 HS/GED: Type H for high school diploma, G for GED. Enter. Type in year diploma/GED received e.g. 2008. Enter until [Sch/St]. If student does not have a diploma or a GED, type “A.” At [Sch/St], type in the letters of the name of the high school, then Shift F1. A listing of schools will appear. Place an X on the selected school and enter or press F5 to unfold. The unfold function provides a list of all schools with the same name. Select correct school by placing an X on corresponding line. Enter. Last grade completed will auto-fill. Enter. Leave GPA blank. Enter.


09 Sex: Type F (female) or M (male). Enter. W/P Title will auto-fill. Enter.

[Race] – Type in appropriate letter designation, e.g., B=Black, W=White, H=Hispanic, then Enter.

10 Hisp: Y= Yes or N=No. Enter until Blk: or applicable race designation.

Blk: or applicable race designation. Y=Yes or N=No. Enter until OPT prompt reads 00.

At the OPT: prompt, bottom left, it should read 00. If it does not read 00, you will not be able to proceed to Screen 2.

Press the F3 key to access Screen 2

**Screen 2 – Admission Record: Assign Program/Option/Advisor (ADDM)**

Student number and name will auto-fill.

01 Declared Program. Press Shift F1. Select degree option by placing an X on corresponding line. Enter. Press Enter until 02 [Classification].

02 [Classification] Press Shift F1. Select F=Freshman or T=First Time Freshman. Note: Do not choose any other option. Enter.

03 Transient Student – N will auto-fill

04 Transfer in code – N will auto-fill

05 Advanced place: - N will auto-fill

06 DO NOT ENTER ANY DATA.

07 [Reporting campus] – 0 -Main Campus will auto-fill

08 Dist Educ Approved – N will auto-fill. Enter.

At the OPT: prompt, bottom left, it should read 00. If it does not read 00, you will not be able to proceed to Screen 3.
To access Screen 3, Press F12 (return to Screen 1), then press F1.

**Screen 3 – Admission: New Student Profile (ADNSP)**

Press Enter. Student name will auto-fill. Cursor will be at the 01 prompt.

01  [Projected enr term] – Press Shift F1, place an X on the appropriate term selection. Enter. Information under 01 will auto-fill until next line, Projected credit hours, Place cursor at “0” and enter 12 (if part-time, enter as indicated). Enter. Enter.

02  Apply for financial aid – Enter Y=Yes or N=No. Enter.

03  Accepted (Y/N/[Px] – Enter N. Notified: will auto-fill. Enter.

04  Orientation (Y/N) – N will auto-fill. Enter.

05  Placement Required (Y/E) – Y will auto-fill. Press Enter until 00 appears at bottom left at “SELECT.”

To access Screen 4, Press F12 until Screen 1 appears, then press Shift, F2.

**Screen 4 – Admission Record Maintenance for Student #**

Student’s number and name will auto-fill.

At left, bottom of screen, at the Select: prompt

Type “01” Enter employer information as provided. Enter.

Type “02” Enter telephone number and name of emergency contact (mandatory emergency contact information). Enter.

At the Select: prompt, bottom left, it should read 00. If it does not read 00, you will not be able to proceed to Screen 5.

To access Screen 5, press F3, press F1, then F3 (two times) until Admission Records Required screen appears.

**Screen 5 – Admission Records Required**

The student’s name and number will auto-fill. There are several options F1 through F8.

F1=Add/Maintain Records

F2= View Admissions Records

To access Screen 6, Press F1.
Screen 6 – Admission Records Required

Place the appropriate option letter on the corresponding line, e.g. C=Change, D=Delete, R=Received. Enter “C” for documents that are pending (College Transcript, Compass test). Press Enter. Enter four times until Message: prompt, type in comments: e.g. COLLEGE TRANSCRIPT NEEDED FROM CALHOUN COLLEGE. Select F3 to save record. The Admission Records Required screen will appear again. Proceed to next document item that requires notation. For documents that have been received, place an “R” on corresponding line; to delete a line item, place a “D” on corresponding line. Enter. Record is complete. Proceed to next application.

- Exiting AS400
To exit the AS400 System, return to the MainMenu screen. At the ===> prompt (left bottom), type “OFF” – if you do not exit the system properly, the student record will not close properly. As such, it will necessitate the system administrator having to close the file out/student record will not be accessible/inability to access system due to being locked out.

- To Update Records
Access Records Required screen. Press F1, F3, F3, F1. Update record as required by entering the appropriate letter on corresponding line. For example, enter “R” for receipt of college transcript. In the comment section, if desired, as an example, you may add “COLLEGE TRANSCRIPT RECEIVED FROM CALHOUN COLLEGE.”
• Place Hold on Student Records
At the MainMenu screen, bottom left, type in ADARM (all caps), and then enter.

Screen 1, Admission Record, will appear. Enter student’s social security number.

Press F1. Press F10. Enter (student’s name will appear). Shift F1 (Processing Hold Codes will

Appear). Place an “X” on appropriate code. Enter.

01 Hold Registration – Type “Y” then Enter.
Web Registration – Type “Y” then Enter.
Hold Transcript – Type “N” then Enter.
Hold Grades – Type “N” then Enter.
Hold Student Pay – Type “N” then Enter.

02 Date Put on Hold – Enter (date will auto-fill)

03 Desc. – Type “Returned Mail” or reason for hold.

Enter. Enter. F12 until Screen 1 appears. The “Hold” placed on student record is complete.

NOTE: Check student’s address on Admission Application by accessing AppXtender Document system. If identification submitted by student is near expiration date, at the “03” prompt, type in notation and place a hold on student’s record.

• Entering COMPASS Scores
Compass scores are routinely entered by the Testing Center administrator. However, it may be necessary for Admissions to periodically enter Compass scores.

At the MainMenu screen, bottom left, type in ADARM (all caps), and then enter.

Press F5
Create Test Record, type “Y”

Type “09” at the bottom prompt. Enter. Cursor should be at “Waived (Y/N) – Type “N”

Note: Nursing students must attain a Reading score of 76 or better. Nursing students cannot be waived. All other students must attain a composite score of 16 or better in order to be waived. If
the Compass is waived, enter date waived; if not, enter scores (Pre-Algebra, Algebra, Reading, Writing) and date test taken (not date information is entered).