

# ADMISSIONS, REGISTRATION, AND RECORDS

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An application for admission can be found at [www.eacc.edu](http://www.eacc.edu). Contact the Office of Admissions and Records in the Hodges Student Services Complex for assistance.

## DIVERSITY STATEMENT

East Arkansas Community College recognizes the human and cultural diversity of the constituencies we serve and the world in which we live and work. As a member of a multicultural society, EACC is committed to supporting and celebrating a diverse community of learners and promoting an educational environment that is inclusive, responsive, and supportive.

In alignment with our mission, EACC seeks to promote diversity in its many forms. EACC has an open-door policy for admission and offers equal educational opportunity to all persons without regard to race, ethnicity, place of origin, socioeconomic status, gender, gender identity, sexual orientation, religion, or (dis)ability.

The College embraces human diversity and appreciates the varied perspectives and experiences that arise from increasing globalization. EACC encourages all constituencies to share in the responsibility for cultivating a meaningful learning environment wherein differences are valued and inclusivity practiced.

## ADMISSIONS REQUIREMENTS

Certain programs have special admission requirements in addition to the admission requirements for the College. These special requirements will be listed in the College Catalog where appropriate.

Students will be informed of their admission status by the Office of Admissions and Records. Students may be informed in person, by mail, or by email.

EACC is not liable for any consequences resulting from a student failing to disclose coursework taken at another post-secondary institution. Those who fail to disclose previously taken coursework may be required to retake certain courses already taken at another institution.

## ADMISSIONS CATEGORIES

### 1. First College Admission

Any applicant who has no previous college enrollment and who is a graduate of an accredited high school or who has a GED equivalency certificate may be admitted as a freshman. An official transcript showing the date of graduation of all high school work completed or a copy of the GED certificate must be submitted to the Admissions and Records office at EACC.

### 2. Readmission

Students previously enrolled at EACC who have been out of school for **two years** should file a **readmit application**. Official transcripts should be provided for all institutions attended since the previous EACC enrollment.

### 3. Unconditional/Conditional Admission

Students enrolling in Certificate of Proficiency programs or non-credit courses are exempt from these requirements. Students who wish to attend part-time and are not enrolling in a mathematics or English course are exempt from these requirements and fall under Special Student Status described later in this policy. Special Student Status also includes adults who have previously completed a college degree and do not wish to pursue a degree at EACC, and persons who wish to enroll for self-interest or skill improvement.

#### A. Unconditional

1. Students who have graduated from high school after May 1, 2002, and have successfully completed the college core curriculum recommended by the Arkansas Higher Education Coordinating Board, with a minimum high school grade point average of 2.00 (on a 4.00 scale), will be admitted unconditionally.
2. Students who receive a GED or are graduates of home schooling or private high schools after May 1, 2002, must make a composite score of 19 on the ACT, or the equivalent score on an ADHE-approved placement test in order to be unconditionally admitted.

#### B. Conditional

1. Any student who is eighteen years of age or older who has not graduated from high school or does not have the G.E.D. diploma may be admitted on a conditional basis. **Students should realize that they must make certain scores on the placement test to be eligible for financial aid.** Upon successful completion of at least twelve semester hours of core academic courses with a grade point average of 2.0 or higher, the conditional admission status shall be changed to unconditional admission student.
2. After May 1, 2002, high school graduates, graduates of home schooling, graduates of private schools, and GED recipients who do not meet the requirements for unconditional admission shall be granted conditional admission.
3. Transcripts of out-of-state and private in-state high school graduates will be evaluated for meeting the college core curriculum. Students not meeting the requirements of the core curriculum will be admitted conditionally.

4. Students who are conditionally admitted must fulfill certain requirements before achieving sophomore status (30 earned hours). The consequence for failing to meet these requirements will limit future enrollment to academic core courses. This limitation will remain in effect until unconditional requirements are met.

a. Students seeking an Associate of Arts

Degree:

Associate of Arts degree matriculates must complete all required remedial work as well as twelve (12) hours of core academic courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore standing. Students who do not successfully complete the required courses with a 2.00 grade point average before achieving sophomore status must enroll in those courses which complete the conditional admissions requirements.

b. Students seeking an Associate of Applied Science Degree or Technical Certificate  
Conditionally admitted students seeking an Associate of Applied Science Degree or Technical Certificate must complete six (6) hours chosen from the core academic courses, six (6) additional hours chosen from the technical courses required by that degree or certificate, and any necessary remedial courses with a minimum cumulative grade point average of 2.00 by the initial classification of sophomore status. Students who do not successfully complete the required courses with a 2.00 grade point average before achieving sophomore status must enroll in those courses which complete the conditional admissions requirements.

c. Core Academic Courses: ENG 1013 English Composition I, ENG 1023 English Composition II, MTH 1113 College Algebra, BIO 1014 General Biology, BIO 1514 General Botany, BIO 1614 General Zoology, CHE1024 General Education Chemistry, CHE 1214 College Chemistry I, PHS 1214 Physical Science I, SPE 1003 Intro to Communication, ART 1003 Art Appreciation, DRA 1003 Theatre Appreciation, MUS 1003 Music Appreciation, HIS 1013 Western Civilization I, HIS 1023 Western Civilization II, PSY 1003 General Psychology, SSC 1003 Intro to Social Science, SOC 1013 Intro to Sociology

#### 4. Special Student Status

An application is required but no other documents must be submitted unless a student desires to take more than 12 hours of course work or take a mathematics or English course. Placement tests are required before enrolling in a college-level mathematics or English composition course. After completing a total of 12 hours, the student's admission status will be reviewed. **Special status students are not eligible for financial aid.** The following are eligible for Special Student Status:

- A. Adults who have previously completed a college degree and do not wish to pursue a degree at EACC.
- B. Persons who wish to enroll for self-interest or skill improvement.

#### 5. Transfer Students

##### A. Permanent Transfer Status-Degree Seeking

Students previously enrolled in other post-secondary institutions and seeking to enroll as a degree seeking student at EACC must complete an application for admission and provide evidence of good standing at those institutions. An official transcript should be sent to the Office of Admissions and Records at EACC from each institution previously attended before or at the time of pre-registration for classes. An unofficial transcript may be used for initial advisement and pre-registration, but an official transcript must be received before any credit at EACC can be transcribed. New students who are not eligible to return to their previous institution will not be considered for admission as a degree-seeking student to EACC until they have been out of school for at least one regular term (fall or spring), or are eligible to return to the previous institution.

##### B. Transient Transfer Status- Non-Degree Seeking

A Non-Degree Seeking Student application is required but no other documents must be submitted if a student is maintaining primary enrollment at another institution and not seeking a degree from EACC. Placement tests or proof of prerequisites being met are required before enrolling in a college-level mathematics or English course, or any other courses in the Catalog with pre-requisites.

EACC is not liable for any consequences resulting from a student failing to disclose coursework taken at another post-secondary institution. Those who fail to disclose or provide official proof of previously taken coursework may be required to retake certain courses already taken at another institution.

## 6. Admission of High School Students

High school students currently enrolled in grades 9 through 12 may enroll in high school and college classes and, under certain circumstances, receive both high school and college credit if the courses are satisfactorily completed.

Currently enrolled students in grades 9 through 12 may enroll in 1000- or 2000-level courses with a written recommendation from their principal/designee. The recommendation must be submitted at the time of application. For subsequent semesters, the recommendation must be presented at the time of registration.

High school students must be tested (ACT or other ADHE-approved placement test) prior to enrollment in college English and/or mathematics courses; test scores for high school students must be reported prior to or at the time of enrollment in the appropriate disciplines. Students should submit a copy of their high school transcript at the time of registration.

### Definitions:

1. Concurrent Enrollment/Credit: Concurrent enrollment is the enrollment of a high school student in post-secondary education for high school credit and college-level credit.
2. Dual Enrollment: Dual Enrollment is the enrollment of a high school student in post-secondary education for college-level credit exclusively.
3. Enrollment in Developmental Courses: Students in grades 9-12 may enroll in developmental courses with appropriate placement scores (ACT or other ADHE-approved placement test) and a recommendation from the principal/designee.

### Concurrent Credit Program:

Students who wish to be a part of a Concurrent Credit Enrollment program offered in cooperation with their high school should see the Concurrent Credit Program administrator for information on specific enrollment and registration procedures. These include but are not limited to the completion of a Concurrent Credit enrollment form, appropriate test scores, a copy of the high school transcript, and verification of immunizations.

Concurrent Credit students must score a 19 or higher on the ACT Reading sub-test, or an equivalent test such as the ACCUPLACER, in order to enroll in any general education or Arkansas Course Transfer System (ACTS) course.

**Tuition and Fees:** Students enrolled in a course that is part of a Concurrent Credit Program MOU signed with a high school may, in some cases, have their tuition paid in full or in part by the high school. Students who are not enrolling in EACC courses covered under an official Concurrent Credit MOU with a high school are responsible for the entire cost of their tuition and fees, unless covered by a scholarship or waiver. (See Concurrent Credit tuition waiver in Financial Aid section.)

High School students enrolled in Career/Technical courses are not required to take a placement test.

## IMMUNIZATION REQUIREMENTS

Students taking at least one on-campus class must provide proof of immunization against measles, rubella, and mumps at the time of application. Per the Arkansas State Board of Health, to attend a public or private college or university in the state, full-time students must show proof of immunization for the MMR vaccine, demonstrate an immunity, or have a medical or non-medical exemption. Proof of immunization or exemption must be provided within 30 days of enrollment.

*Documents accepted in lieu of immunization include the following:*

- A. a copy of a positive laboratory test for immunity to measles and rubella certified by a medical doctor.
- B. a certificate, approved by the Director of the Arkansas Department of Health, signed by a medical doctor licensed by the state of Arkansas, stating that the vaccine would be detrimental to the health of the student.
- C. a notarized form, approved by the Arkansas Department of Health, completed by an official of a recognized church or denomination, stating specifically that immunizations conflict with the tenets and practices of the church of which the student is a member.

## ADVISEMENT AND PLACEMENT

East Arkansas Community College adopts and adheres to all components of Arkansas Division of Higher Education Coordinating Board's statewide freshman assessment and placement program, as much as possible.

First-time undergraduate students who enroll in associate degree programs at EACC and any student who enrolls in any English or mathematics course, must submit to EACC for purposes of admission and course placement the ACT or comparable exam scores or alternative methods of assessment as required by EACC.

Students transferring to EACC from an accredited two- or four-year institution must submit an official transcript which shows successful completion of, or official withdrawal from, college English and mathematics courses to be exempted from testing and placement requirements. For current placement information, see the "Course Placement Rules and Procedures" portion of the catalog.

## ADMISSION OF INTERNATIONAL STUDENTS

EACC is authorized under federal law to enroll non-immigrant alien students on "F-1" student visas. Citizens of foreign countries who wish to attend EACC should request admission information from the Office of Admission and Records. Appropriate forms and instructions will be mailed upon request. The application for admission should be completed and returned at least six months prior to the

beginning of the semester of enrollment. All supporting documentation must be received at least three months prior to the beginning of the semester of enrollment. The applicant will be mailed a notification of acceptance or rejection of the application.

International applicants must:

1. Submit a completed application, a copy of current passport and/or current student visa, I-20 form if a transfer student, and payment for the \$25.00 application processing fee;
2. Provide certified copies of all the student's academic records. Academic records must have English translation. The applicant's academic background must be at least equivalent to U.S. high school graduation;
3. If the applicant's native language is other than English, an official transcript of the score for the Test of English as a Foreign Language (TOEFL) must be submitted from Educational Testing Service, Princeton, New Jersey, 08540 or [www.ets.org/toefl](http://www.ets.org/toefl). This test may be taken at various test centers throughout the world, but it is the applicant's responsibility to obtain the necessary information and application forms and to arrange to take the test by a date which will ensure that the results are reported to EACC by the required deadlines. EACC requires a minimum total score of 90 on the TOEFL iBT (Reading 21; Listening 21; Speaking 25; and Writing 23).
4. a. The applicant must submit a certified statement from a U.S. bank or other reliable certifying institution (acceptable to EACC), certifying that the applicant has on deposit a minimum of \$17,414 for each academic year of planned attendance. No EACC funds are available for financial aid to students who are not U.S. citizens.  
b. In the event that the student is being sponsored by another person, institution or agency, the sponsor shall provide proof of a continuous flow of funds sufficient to cover the costs of books, tuition, and fees for each year of attendance and provide certification as described in 4a for the remainder of the funds necessary for living expenses.
5. An international applicant must be in good physical health, as certified by a licensed physician. An international applicant must purchase health insurance and present evidence of this before enrollment. Such proof must be presented each semester.
6. EACC's academic requirements for admission must be met, and all documents related to academic records, financial ability, competency in the English language, and physical health must be received before eligibility for admission can be determined. Form I-20A, "Certificate of Eligibility for Non-Immigrant F-1 Student Status" will be issued only after eligibility for admission has been established.
7. International applicants who are seeking admission as transfers from another college or university in the

U.S. must also submit to EACC a Form I-20AB, or other appropriate form, which must be approved by the U.S. Department of Justice, Immigration, and Naturalization Service. Transfer students must be in good standing at the institution from which they are transferring, and must have a minimum grade point average of 2.00.

8. It is the responsibility of the international student to become familiar with the regulations of the immigration and Naturalization Service and to assume responsibility for complying with these regulations.
9. EACC does not provide:
  - a. Student housing (dormitories are not available).
  - b. Transportation to and from the college unless the student resides in our service area.

## **SOCIAL SECURITY NUMBER**

Each student is required to have a Social Security number. It is the student's responsibility to submit the correct number on the application for admission and on all financial aid papers. To submit an incorrect number could delay financial aid awards or cause incorrect enrollment in classes.

## **TRANSFER POLICY**

Credit accepted for transfer must have been earned at a regionally accredited college or university. Transfer credit will be accepted for satisfactorily completed college-level courses for which EACC offers equivalent courses. Transfer courses for which EACC offers no equivalent courses will be evaluated for possible general elective credit.

It is highly recommended that college catalogs with descriptions of courses being transferred from out-of-state schools or earlier than five previous years be submitted along with the transcript. This will allow a more knowledgeable evaluation of the courses.

Transfer credit will only be added to a permanent record for students who enroll as a degree-seeking student at EACC. In addition, students must be in good academic standing at the last institution attended or have been out of school for at least one regular term (fall or spring) in order for transfer credit to be transcripted. Grades transferred and transcripted are considered in calculating grade point averages. Grades of "D" or better will transfer to EACC, but "D" grades may not apply toward certain program or course pre-requisites or requirements.

Vocational or technically oriented courses will be evaluated on an individual basis and may be accepted when directly related to a certificate or associate of applied science program at EACC.

grades transferred into EACC may not apply toward certain degree programs.

Vocational or technically oriented courses will be accepted when directly related to a particular Applied Science program at EACC and will be applicable only toward the appropriate Associate of Applied Science degree.

## TRANSFERABILITY OF COURSES

### Statewide Articulation Agreement

Arkansas Act 98 of 1989 provides that the State Board of Higher Education “shall establish in consultation with the colleges and universities a minimum core of courses which shall apply toward the general education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which shall be fully transferable between state institutions.”

## THE ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

ACTS contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a grade of “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website and selecting Course Transfer ([www.adhe.edu](http://www.adhe.edu)).

## REQUESTING A TRANSCRIPT

The Family Educational Rights and Privacy Act of 1974 requires that all transcript requests be in writing, signed, and dated by the person to whom the record belongs. You can assist us in giving speedy, accurate service by providing complete information. Please allow 36 business hours from receipt of request to process transcript requests.

Transcript request forms are available in the Hodges Student Services Complex, in Wynne, and on the College’s website under Student Forms. Call (870) 633-4480 Ext. 200 for assistance.

Students must complete and sign the appropriate request form in order for the request to be processed. Once the form is completed, it may be returned to the College in one of four ways:

1. Delivered in person to the Admissions Office in the Hodges Student Services Complex in Forrest City.
2. Emailed to [admissions@eacc.edu](mailto:admissions@eacc.edu)
3. Faxed to 870-633-3840
4. Mail to East Arkansas Community College,  
Attn: Registrar’s Office 1700 Newcastle Road  
Forrest City, AR 72335

Students may also obtain a transcript by emailing [admissions@eacc.edu](mailto:admissions@eacc.edu), mailing, or faxing (870) 633-3840 a written request that contains ALL the following:

1. **FULL NAME** as it appears on your record. Please include your maiden name, if married, or any other name used while enrolled at the college.
2. **LAST 4 DIGITS OF SOCIAL SECURITY NUMBER or STUDENT ID**
3. **LAST TERM ATTENDED (approximate)**

4. **ADDRESS** to which the transcript is to be mailed.
5. Your **RETURN ADDRESS** and **PHONE NUMBER**

After signing and dating your request, send it to:

**Office of Admission and Registration  
East Arkansas Community College  
1700 Newcastle Road  
Forrest City AR 72335-2204**

While any of the listed methods may be used to request an official transcript, students and graduates are cautioned that the most secure way to receive a transcript is to visit the Hodges Student Service Complex in person.

All copies issued are official. If copies are mailed to students, the transcript will be stamped, “Issued to Student.” Students should note that most institutions prefer the copy be mailed directly to their office. You should check with the receiving institution before requesting a transcript.

College policy prohibits issuing transcripts to any student indebted to the college (including overdue books and unpaid library fees).

## RESIDENCY DETERMINATION/ FEE ASSESSMENT

Residency is determined at the time of application. Students are classified for fee assessment purposes on the basis of their legal residence (or that of their parents, if minor). No student shall be classified as an in-county or in-state student for fee purposes unless he or she is a bona fide legal resident of Arkansas and has resided in this county or state in that status for at least six consecutive months prior to the beginning of the term/semester for which the fees are to be paid.

All residency determinations are made by the Registrar and are based on regulations 6A-8.61 and guidelines of the Arkansas Department of Higher Education. Complete guidelines concerning residency determination are on file in the Office of Admission and Records and are available for review upon request. Changes of residency or appeals should be requested before registration of a particular semester. After registration, residency status will be changed for a future semester only. A written request and official documents showing legal residency are required in order to change a residency status.

## **ACADEMIC RECORDS PRIVACY RIGHTS**

A student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. The following items are considered public information and may be made available upon inquiry unless the student requests non-disclosure for the enrollment period: name, address, phone number, place and date of birth, academic major, full or part-time status, academic and non-academic honors, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and dates of attendance and other similar information.

**Requests for non-disclosure are effective only for the enrollment period in which the request is submitted. Students must file a new request at the beginning of each enrollment period for which non-disclosure is desired.**

EACC complies fully with the Family Educational Rights and Privacy Act of 1974 which was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal processes.

Students also have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) office concerning alleged failures by the institution to comply with the Act. Questions concerning FERPA may be directed to the Office of Admission and Records.

**Office of Admission and Records  
East Arkansas Community College  
1700 Newcastle Road  
Forrest City, AR 72335-2204  
(870) 633-4480, ext. 300**