

# ADMISSIONS, REGISTRATION, AND RECORDS

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Admission applications 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. Non-Degree Seeking Student

A Non-Degree Seeking Student 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 or proof of prerequisites being met are required before enrolling in a college-level mathematics or English composition course, or any other courses in the Catalog with pre-requisites. After completing a total of 12 credit hours, the student's admission status will be reviewed. **Non-Degree Seeking students are not eligible for financial aid.** The following are eligible for Non-Degree Seeking 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 enrolled in CTE courses must have a reading placement score. 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 a college course taught on a high school campus, on the college campus, or by distance/digital technology 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: A high school senior 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 Coordinator 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. Enrollment in English Composition or mathematics courses also require a 19 or better on the respective ACT sub-test or an equivalent test.

**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.)

## IMMUNIZATION REQUIREMENTS

Students taking at least one class must provide proof of immunization against measles, mumps, and rubella 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.

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). EACC requires a minimum score of 500 on the paper based TOEFL and a minimum score of 173 on the computerized TOEFL.
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 \$17,514 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 course. Transfer courses for which EACC offers no equivalent course 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 informed 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 transcribed. Grades transferred and transcribed 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 technical 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.

Vocational or technical 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 up to five (5) business days from receipt of request to process transcript requests.

Transcript request forms are available on the College’s website as an electronic form, in the Hodges Student Services Complex, and at the Wynne Center. 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. Mailed 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 Records**  
**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

Each year, East Arkansas Community College informs students of the Family Educational Rights and Privacy Act (FERPA), which affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) This act, with which EACC fully intends to comply, includes:

1. The right to inspect and review the student’s education records within 45 days after the day East Arkansas Community College receives a request for access. A student should submit to the College’s Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student shall be advised the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

PLEASE NOTE: FERPA is not to be utilized to dispute a substantive judgment that is correctly recorded. For example, the right to challenge the accuracy of the record is not intended to allow for the contesting of a grade in a course. FERPA is intended to ensure the factual and accurate nature of the information in students’ educational records and students’ rights to verify that information.

3. The right to provide written consent before East Arkansas Community College discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

EACC discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official need to review an educational record

in order to fulfill his/her professional responsibilities for the College and could include:

- a person employed by the College in an administrative, supervisory, academic, research, or support staff position or support staff position (including law enforcement unit personnel and health staff) who has been determined to have a legitimate educational interest;
- a person serving on EACC’s Board of Trustees;
- a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in executing his/her duties;
- a person or company outside of the College who performs an institutional service or function for which the school would otherwise use its own employees, such as an attorney, auditor, or collection agent, or a verification agency, such as the National Student Clearinghouse;
- officials of another institution where the student intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.

EACC may also make the following disclosures without student consent:

- Disclosures to federal, state, and local authorities (US Comptroller General, US Attorney General, US Secretary of Education, and other state and local authorities) that may further disclose information from educational records on behalf of the institution;
- Disclosures in connection with financial aid for which the student has applied or which the student has received;
- Disclosures to accrediting agencies to carry out their accrediting functions;
- Disclosures to parents of an eligible student if the student is a dependent for IRS tax purposes;
- Disclosures to comply with a judicial order or lawfully issued subpoena;
- Disclosures in connection with a health or safety emergency;
- Disclosures in connection with crimes of violence and non-forcible sex offenses;
- Disclosures concerning sex offenders;
- Disclosures to the parent(s) of a student under the age of 21 who has been found to have violated any federal, state, or local law, or any rule of policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation;
- Disclosures of information the College has identified as directory information.

Directory information, as defined by East Arkansas Community College, may be released without a student’s written consent. FERPA permits the College to limit the disclosure and to use discretion when choosing whether or

not to release directory information to specified parties, for specific purposes, or both. EACC designates the following as directory information:

- Student's name
- Address(es)
- Telephone number(s)
- Email address(es)
- Photograph(s)
- Place of birth/hometown
- Dates of attendance
- Status of full-time or part-time
- Academic major
- Degree(s) awarded and date conferred
- Other academic institutions attended
- Academic and non-academic honors
- Campus activities and leadership positions

This information is subject to public disclosure. Students who wish to prevent disclosure of directory information must submit a request to the Registrar.

PLEASE NOTE: Requests for non-disclosure are effective only for the enrollment period during which they are submitted; a new request must be made at the beginning of each enrollment period for which non-disclosure is desired.

Students who wish to file a request to release information to a particular person or agency may submit a Student Information Release Authorization Form to the EACC Registrar. Students must show their photo ID when submitting this authorization. Completion and submission of this form grants the College permission to release specified information regarding the student's educational records to the person designated on the form until such time as the authorization is revoked. That form may be found at [https://www.eacc.edu/plugins/show\\_image.php?id=2012](https://www.eacc.edu/plugins/show_image.php?id=2012).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by EACC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202