

# ADMISSIONS

## How to Apply

Asnuntuck Community College adheres to an "open admission" policy. We accept all graduates of accredited high schools or those who have completed a General Educational Development Diploma (GED). The College may also grant special waivers to applicants who demonstrate the ability to perform academically at the college level.

Applications should be forwarded to the Admissions Office of the College. Students may be admitted to the college on a full- or part-time basis.

## Degree or Certificate Students

Students applying for a degree or certificate program should do the following:

- **Complete the Admissions Application form along with a non-refundable \$20.00\* application fee.** The application is available through the College Admissions Office at 170 Elm St., Enfield, CT 06082 or from guidance counselors at all local high schools or online at [www.acc.commnet.edu](http://www.acc.commnet.edu).
- **Submit official transcripts from an approved high school or the official copy of the GED (General Education Development).**
- **Take the Basic Skills Assessment.** New students should call the College Information Center (253-3012) and register for a test date. Results of this test will be used for placement recommendation for college level courses in English and Mathematics.

## Non-degree Students

Non-degree students are those who are taking credit courses but are not working towards a degree or certificate at Asnuntuck Community College. Persons applying as non-degree students may complete the Admission Application form before or during published registration times. A \$20.00\*, non-refundable, application fee must accompany the completed application form.

Applicants admitted as non-degree students may subsequently choose to become degree or certificate degree seeking students. You are encouraged to speak with a college advisor to facilitate this process.

Non-degree students are not eligible to receive financial aid or veterans benefits.

*\*The \$20.00 non-refundable application fee will be waived for those students who have previously applied to any other Connecticut Community College.*

## Transfer Students

Students wishing to transfer to Asnuntuck Community College from other colleges are considered for admission upon completing the requirements listed above for degree and certificate students. Upon receipt of official transcripts from previous college(s) attended and the submission of an Application for Transfer Credit (available from the Admissions Office), courses will be evaluated for transfer credit for those students who have been admitted to degree or certificate programs. (Detailed information on credit by transfer is available in this catalog.)

*It is the applicant's responsibility to request official transcripts from all previous colleges attended.*

## International Students

Applicants for a student visa (F1 status) must complete admission procedures several months in advance of the semester in which they wish to enroll. The deadlines for submission of all materials to the Admissions Office are:

June 1 ..... for Fall (September) enrollment  
October 1 ..... for Spring (January) enrollment

Required documents include the Application for Admission and translated copies of transcript or diploma that certifies high school completion.

All international students, except those from countries where English is the official language, must demonstrate proficiency in English or take the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 500 is required. Information and registration forms for this test are available at American Embassies or by writing the Educational Testing Service, Princeton, New Jersey 08450.

**(860) 253-3000**

Prospective international students must also provide proof of financial sponsorship or proof of their ability to cover educational and living expenses in U.S. currency. They are responsible for making their own housing arrangements.

International students do not qualify for federal or state financial aid and must pay out-of-state tuition and fees listed in the expense information of the course catalog.

## Placement Assessment

Asnuntuck Community College assesses the basic skill level of students in order to provide them with a solid foundation in reading, writing, and arithmetic or algebra. This program (mandated by the Board of Governors for Higher Education and the Board of Trustees of Community-Technical Colleges) is required for certain groups of students.

### **They are:**

1. All new full-time (12 or more credits) students.
2. Any new student who has entered the college since the Fall 1989 semester and who now wants to register for the twelfth credit, an English class, or a math class.

## Waivers

1. Students who have an Associate's degree or higher are exempted from assessment testing upon presentation of appropriate documentation, i.e., transcripts or a degree.
2. Students who have SAT Verbal scores of 400 or higher will be placed in ENG\* M101: Composition. An SAT Mathematics score of 400 or higher will place you in MAT\* M095: Elementary Algebra Foundations. This math course is not used for credit towards a degree program. If you feel you should be placed in a higher level of mathematics, we would encourage you to take the mathematics portion of the Placement Assessment.
3. Students who self-select to take a Writing: Paragraph to Essay, Prealgebra, or Academic Reading course, do not need to take the Accuplacer; however, an exemption form must be assigned by a counselor or academic advisor.

Any student who has a physical or learning disability, or other limitation that may require special assistance and/or facilities for testing, is encouraged to contact Placement Services at (860) 253-3022.

Students may sign up for an assessment appointment at the Information Center by calling (860) 253-3012.

# Measles and Rubella Immunization Requirements

If you were born after December 31, 1956, Connecticut State Law requires that all full-time (degree-seeking and non-degree, non-matriculating) and part-time matriculating students enrolled in post-secondary schools be protected against measles and rubella. *Proof includes such documentation as a medical record, a physician's statement, or your elementary or secondary school health record.* Exemptions will be granted only (1) for medical reasons, confirmed by a physician's statement; (2) if you have had measles and/or rubella and have a physician's or health department certificate so stating; or (3) if your religious beliefs do not allow you to be vaccinated and you sign a statement to that effect. If you claim a religious or medical exemption and there is an outbreak of measles or rubella on campus, you may be excluded from college activities, including classes and exams.

Students who have graduated from a Connecticut public or non-public high school in 1999 or after are exempt due to new legislation, but they must submit proof of high school graduation prior to registration.

## Adequate Immunization

**MEASLES:** The State Department of Health Services (DHS) requires two doses of measles vaccine to ensure adequate immunization.

You must present proof of two doses, the first must have been administered after January 1, 1969 and the second after December 31, 1979 (at least one month apart). You must present documentation of the second vaccination before you will be permitted to register for subsequent semesters.

**RUBELLA:** (German Measles) One dose of vaccine is considered adequate immunization for all students. You must present documentation of this vaccination before you will be permitted to register.

These requirements were instituted by the Connecticut General Assembly and the State Department of Health Services for your protection.

## Special Cooperative Programs New England Regional Student Program

The Board of Trustees adopts the following recommendations of the New England Board of Higher Education (NEBHE) for reciprocity among the New England states through the New England regional student program, with the reservation that priorities go to Connecticut students in the event of budget and/or space limitations:

1. Nonresident students whose traveling time would be less if attending a Connecticut community college than if attending a similar in-state institution are permitted to attend the Connecticut institution at the NEBHE tuition rate, which is 50 percent above the resident tuition rate, pursuant to section 10a-67 of the general statutes, as amended.

**(860) 253-3000**

2. Nonresident students who wish to enroll in a Connecticut community college degree program which does not exist in their home states are permitted to enroll in such program at the NEBHE tuition rate. NEBHE students must be enrolled in a degree program.

## High School Partnership Program

Developed by the Board of Trustees of Community-Technical Colleges, this program provides the opportunity for a junior or senior to experience college while still in high school.

For students to participate, their high school must have a partnership contract signed and on file with the college. Currently school systems in East Granby, East Windsor, Ellington, Enfield, Granby, Somers, Stafford Springs, Suffield, and Windsor Locks have contractual agreements with Asnuntuck Community College.

Tuition and fees for students in this program are paid for by the Board of Trustees and apply toward General Fund (fall and spring semester) credit classes.

Admission guidelines are as follows:

- Juniors and seniors who apply must have a minimum scholastic average of 80 percent.
- Participation in all college courses is on a space-available basis.

Transfer of these courses to other colleges is evaluated in the same manner as any other college credit transfer. For more information, contact the high school partnership program coordinator. (253-3018)

## Cross-Registration Privilege

A cross-registration privilege exists among all units of public higher education in Connecticut for students who cannot get courses they need at the colleges in which they are enrolled. A student who has paid the maximum full-time tuition at one institution of higher learning is exempt from further charges at another similar institution of higher learning.

A student who has paid less than the maximum tuition for full-time status at one institution of higher learning pays the same tuition and fees required of unclassified students taking the same course(s) at a second similar institution of higher learning. Further information about this special cross-registration plan can be obtained from the Registrar (253-3015).

## Center for Business, Industry and Manufacturing Technology

The Center for Business, Industry and Manufacturing Technology offers high quality, cost-effective consulting and training services to both large and small companies. The programs are designed exclusively to meet the manifold and increasingly diverse tech-

nology and academic education needs of the private sector throughout North Central Connecticut. The Center for Business, Industry and Manufacturing Technology offers both credit and non-credit courses and seminars, which require as few as four hours and as many as fifty hours. All non-credit courses may be customized to the specifications of the participating employers, and each participant is assessed to determine readiness for the course material to be presented. Our efforts will result in greater employer and employment retention and expansion and will enhance significantly the opportunities for North Central Connecticut communities to attract new business and industry. For more information call Maura Gardiner at (860) 253-3032 or Frank Gulluni at (860) 253-3189.

## **Connecticut College of Technology**

The Connecticut College of Technology is a concept rather than a physical college. Students may apply to this 64-credit “Pathways” program, as it is called, at any community college in Connecticut. There are two prescribed curricula: pre-engineering and pre-technology. Depending on the degree completed pre-engineering or pre-technology at the community college, the student is accepted into either the engineering program at the University of Connecticut or the technology program at Central Connecticut State University as a first-semester junior.

Asnuntuck offers many courses that can apply to the Pathway program. In the Engineering Pathway, Asnuntuck students may take calculus I and II, physics, chemistry, English composition, foreign language, C programming, a wide variety of humanities and social science, and many electives. In the Technology Pathway, Asnuntuck students may take algebra, trigonometry, statistics, physics, chemistry, English composition, speech, drafting, CAD, Introduction to Computers, design, and various courses in humanities, social science, behavioral science, and fine arts.

## **Tech-Prep**

Tech-Prep is a formal articulation agreement between Asnuntuck Community College and a consortium of ten area high schools. Tech-Prep provides an alternative program for high school students to prepare them to further their education in a technical field of study. Students in the 10th grade apply to the program by submitting an application available in participating high school guidance offices. A Tech-Prep team at each participating school will select eligible students who meet the necessary criteria. Participating students will then register for college-level courses decided upon by their high school guidance department. The students will take Tech-Prep courses at their high school in the 11th and 12th grades. Upon completion of articulated courses, students are awarded college credit.

**(860) 253-3000**