

## ADMISSIONS

### ❖ General Information

In general, OWCC is an open-door institution. However, depending on the student's program of study, certain admission criteria must be met. In most cases a student must be able to provide documentation that he/she is no longer enrolled in a K-12 system and is at least 16 years old.

Applicants for courses or programs offered by OWCC may obtain appropriate admission forms from any OWCC location or at any high school in the OWCC district. Each applicant will be notified of acceptance or non-acceptance for admissions.

#### Steps in Applying for Admission:

1. Complete an *Application for Admission & Residency* form.
2. Request official transcripts, as applicable, which could include the following: high school transcript, GED diploma, Home Educated Affidavit, official college and/or university transcripts from all institutions attended, and official score reports from CLEP, AP, or IB.
3. Either submit placement test scores (ACT, SAT, FCPT, MAPS, ASSET) or take the placement test (FCPT) at OWCC.
4. Complete an Orientation/Advising Session and meet with an Advisor, Counselor or Faculty Advisor.
5. Register for classes.

#### Readmission

Any student who has previously attended Okaloosa-Walton Community College, and who has not been in attendance within one year, may need to submit a Change of Status form to the Office of Enrollment Services to update personal data, verify educational goals, or receive a registration appointment. If the student attended another institution in the interim period, an official transcript must be submitted from that college or university.

The student will complete requirements for graduation under the catalog in effect at the time of re-entry.

#### Transfer Students

A student who has attended any college or university prior to enrolling at OWCC is considered a transfer student. Such a student must request that an official transcript(s) of all previous college work be sent directly to OWCC's Office of Enrollment Services.

All forms and supporting documents must be submitted in sufficient time to permit processing

and notification of admission status prior to registration. In unusual cases where this is not feasible, applicants may be conditionally enrolled as provided below. (This does not apply to dual enrollment and international student applicants.)

#### Conditional Admissions

An applicant who has completed admission forms, yet has not attended an Orientation/Advising Session nor has been fully accepted for admissions due to a delay in the receipt of official transcripts may be permitted to attend in a "Conditional Admission" Status for one (1) term to allow for the these requirements to be met. During this time, any course credit "earned" will not be released until all outstanding requirements have been met and the applicant is fully admitted to the college. Neither grades, transcripts nor financial aid will be released for any courses in which the applicant is enrolled. Conditions attached to any enrollment must be satisfied before the end of the term in order for the conditional enrollee to become fully admitted to the college. Should data received cause the applicant to be inadmissible, actions taken will be based on that data and not the student's performance while on conditional enrollment.

**Any applicant may be denied admission or be admitted with restrictions if evidence indicates that he/she has participated in activities that violate standards provided in the Statement of Student Rights and Responsibilities (see page 22). Falsification or failure to furnish correct information on admissions papers will subject applications to denial of admission or immediate dismissal.**

#### Entry-level testing:

First-Time-In-College (FTIC) students, who have not received a state of Florida College-Ready diploma, seeking admission to the Associate of Arts degree, the Associate of Science degree and/or the Associate of Applied Science programs, are required to participate in the **placement testing program** prior to registering for their first term. No student will be permitted to enroll in any college credit English, humanities, or mathematics course – or any course having an English, mathematics or reading prerequisite – without meeting the state of Florida mandated minimum scores on the placement test. OWCC administers the Florida College Placement Test (FCPT) as the primary placement test. Students who have completed the Scholastic Assessment Test (SAT), the American College Testing (ACT), or other approved placement tests within the past two years of the date of admission may request that these scores be accepted as a

substitute for the FCPT if these scores meet the established cut-off scores specified by state rules. Students whose ACT or SAT scores do not meet established cut-off scores must retest on the FCPT. Testing is for placement purposes only and is not a criterion for admission. Students who possess a four year degree or transfer students who have satisfactorily completed college level English, humanities, or mathematics courses are NOT required to take the placement test.

❖ **Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs**

An applicant for admission to the Associate of Arts, Associate of Science and Associate of Applied Science Degree Programs must be a **high school graduate** and may be admitted with one of the following:

- A. Standard High School Diploma**  
High school graduates must have earned a standard high school diploma. An official high school transcript with high school graduation date is required for admission.
- B. College Ready Diploma**  
Students who have received the State of Florida college ready diploma, are entitled to admissions to the Associate of Arts, Associate of Science and Associate of Applied Science degree programs without placement testing for up to three (3) years after earning the diploma.
- C. State Equivalency Diploma (GED)**  
Students who have received the General Education Diploma are entitled to admission to all degree programs. An official transcript of the GED results or a copy of the diploma is required for admission.
- D. Home Educated Students**  
Home-educated students must complete an Affidavit for Home-Educated Students form verifying high school graduation. These forms may be obtained from OWCC's Office of Enrollment Services.

Applicants who have earned the Florida Certificate of Completion or the Florida Special Diploma may contact the Office of Enrollment Services to discuss alternative admissions options.

❖ **Certificate and Applied Technology Diploma Programs**

An applicant for admission to Applied Technology Diploma (ATD) or college credit or vocational credit certificate programs may be admitted without the standard high school diploma or GED high school equivalency diploma provided the program to which the student is applying does not require the high school diploma or equivalent. High school transcripts, or GED diploma and, if a transfer student, a copy of all previously attended postsecondary institutions must be provided.

❖ **Adult General Education**

This program leads to the completion of elementary and secondary studies, including basic reading, writing and mathematics. Adult General Education classes are designed for adults who need to develop skills in reading, writing and arithmetic. It includes other subjects related to gainful employment, such as obtaining the Florida high school diploma (through the GED test), or learning to speak English. Eligibility requirements are as follows:

- Applicants must be 16 year old.
- Applicants normally must NOT have received a standard high school diploma or passed the General Education Development Test (GED). (Applicants who have a high school diploma or have passed the GED, yet cannot pass a state approved test at the 9th grade level, may enroll in the ABE program; other applicants may enroll on a fee-paying basis.)



*The annual student enrollment at OWCC is approximately 16,000 students. About forty percent of OWCC students are age 16 to 24, more than 25 percent are age 25 to 34, 25 percent are age 35 to 49 and ten percent are over age 50.*

### ❖ International Students

Okaloosa-Walton Community College welcomes international students. However, the international student should begin the admissions process at least four months prior to the beginning of any college semester. International mail delays, transcript verifications, international monetary transfers, consular appointments, travel, housing and advisement/testing requirements must be anticipated many months in advance of enrollment. International students seeking college credit on the F-1 visa must satisfy all requirements for admission as a regular student and meet the following requirements:

1. *Application for Admission and Residency form.*
2. **Transcripts:** Official copies of all secondary school records in the original language and, when applicable, accompanied by a certified translation in the English language. Requests for the acceptance of college/vocational level transfer work will be referred to a college approved outside evaluation service at the student's expense. Recommendations from the evaluation service will be considered in determining what courses may transfer.
3. **Financial Support:** An official statement from the applicant's (or sponsor's) bank or other financial institution or government agency verifying the availability of sufficient funds for tuition, matriculation, books, living expenses, etc., must be submitted. (Approximately: \$14,000 for the 1999-2000 academic year.)
4. **Language Proficiency:** Test of English as a Foreign Language (TOEFL) results are required of applicants for whom English is not the primary language. The minimum required score is 500 for the paper-based TOEFL and 173 for the computer-based TOEFL. Transfer students, who have evidence of English proficiency in lieu of a 500 TOEFL score, may petition the Admissions Committee for consideration. NOTE: OWCC does NOT give the TOEFL test.
5. **Health Information:** As a prerequisite to admission, applicants must provide official documentation of good health as shown by a physical examination conducted by a qualified physician. In addition, health insurance with hospitalization coverage is required. This insurance should be obtained prior to the international student's first registration.

When all admissions documents, academic credentials, and test results are on file and meet minimum standards for the college, an acceptance letter will be sent along with the U.S. Immigration Form I-20. The Form I-20 is the document required to obtain the Student (F-1) Visa.

OWCC does NOT provide on campus housing, therefore, international students must arrange housing accommodations in the community. The U.S. Immigration and Naturalization Service (INS) regulations require that foreign students enroll in a full-time course of study during two of the yearly semesters. INS regulations also restrict work opportunities for such students. International students should consult with the International Student Advisor and present his/her student visa and evidence of health insurance before registration.

### ❖ OWCC Charter High School

A public charter high school of the Okaloosa County School District opens on the OWCC Niceville Campus in August 2000. Through this unique high school/college program, students may earn both a high school diploma and a two-year college degree at the same time through full-time study at OWCC. The OWCC Charter High School is free of charge and operates under guidelines established by Florida statute.

Admission is open to any public, private or home school student in Okaloosa County who is of high school age for grades 10, 11, or 12.

Charter school students enroll in regular OWCC college courses and earn both high school and college credit for these classes. Students follow an approved program of study designed by the student, his/her parents, and an OWCC educational advisor. The program of study meets the Florida statutory requirements for both a high school diploma and an associate degree. A pre-collegiate track assists students who are not completely prepared to directly enter a full program of college-level classes. For more information, call the OWCC Charter School Office at 729-4949.

## ❖ ***Simultaneous Enrollment for High School Students***

OWCC has simultaneous enrollment programs to provide a means for educational acceleration for academically superior high school students. These include the admission categories listed below.

Please note the terms of these high school enrollment programs are defined by state regulation and current articulation agreements. As such they are subject to change. Prospective students should consult the Dual Enrollment office at 729-5363 for the most current information and procedures.

1. **CONCURRENT ENROLLMENT** allows qualified high school students to enroll in certain courses at any OWCC location. College credits earned through concurrent enrollment, unlike dual enrollment, do not apply to the students' high school diploma (see Dual Enrollment below for simultaneous credit options). Students concurrently enrolled pay standard college registration, laboratory and special tuition fees where applicable. Credits earned under this enrollment category count only for college degree-credit purposes and do not carry simultaneous high school unit credits (See category #2 for simultaneous credit options). Criteria to be applied for students taking courses at the college while concurrently enrolled with their own high schools are as follows:

- a) Acknowledgement that the student is in good standing at his/her current school.
- b) Candidates must be high school students (grades 10 through 12 whose grades averaged 2.0 or higher in grades 9 through 11 along with the authorization by their high school principal. Grade point average is not applicable for enrollment in noncredit courses.)
- c) Students may enroll at the college for a maximum of eleven (11) semester hours of college credit work or fifteen (15) contact hours per week of noncredit courses each term.
- d) Students must comply with all rules and regulations of the college and must maintain a "C" average or better. Substandard academic performance at the college or failure to comply with college rules and policies will result in the enforced withdrawal of the student from the program. Enrollment at the college should in no way jeopardize completion of regular high school work.

- e) Any student enrolled under these provisions will be required to sign a statement that he or she understands that the college credits earned while simultaneously enrolled in high school are not necessarily transferable to any college in Florida or elsewhere in the United States until after their validation by the College Registrar.
- f) High school students may concurrently enroll for audit or for a grade. Middle school students must enroll for audit only.

## 2. **PART-TIME DUAL CREDIT ENROLLMENT**

is a special program designed for public, private high school and home educated students in Okaloosa and Walton Counties who meet the eligibility criteria specified in their governing articulation agreement. Dual credit classes may be offered during and after normal high school class hours, on-site in high school facilities, and in other regularly scheduled college classes within the two-county district served by OWCC. The agreements between OWCC and the public and private schools in Okaloosa and Walton Counties are coordinated through the office of the Vice President for Instruction at the college and the offices of the superintendents of the respective school systems. These persons, or their designees, work cooperatively with college department chairs and school principals in the implementation of this program. Criteria to be applied for students taking courses for high school/college credit are as follows:

- a) Students shall:
  1. be classified as secondary students as approved in the college-school system dual credit agreements,
  2. have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through current high school grading period (or have permission of the high school principal), and
  3. Be recommended by the principal of his or her own high school.
- b) Qualified home educated dual credit students who will be at or above grade ten, have established a successful academic record, and be at least 15 years of age but not yet 18 years of age by August 1 of the academic year in which they plan to enroll at OWCC. The student must score at or above the cutoff on the appropriate subtests of a state-designated college placement test (FCPT, ACT, and SAT). Students without previously transcribed

high school or dual credits may need to complete the full FCPT for advising purposes. Course and laboratory fees are not charged for these dual enrollment registrations; however, costs for textbooks and nonconsumable materials are the responsibility of the student/home school.

- c) Courses to be offered shall be standard college degree-credit courses, exclusive of activity physical education courses. Determination of offerings and arrangements for scheduling such offerings in school facilities shall be made cooperatively with the principal and such other officials of the school system and of the college as are pertinent. Students may also enroll for college classes offered at any OWCC location.
  - d) The units creditable toward high school graduation and college credits leading toward a degree shall be simultaneously earned by students who have passing grades in the approved courses and shall be limited to a maximum of eleven (11) credit hours per term.
  - e) Students enrolling in college credit courses under this program will be classified as "Limited Enrollment" college students, and they will be limited specifically to college credit courses offered under the Dual Credit Enrollment Program until such time as they become eligible for unconditional admission to the college.
  - f) No fees shall be charged to students enrolled in the Dual Enrollment Program. Textbooks and nonconsumable workbooks will be provided to public school students by the respective public school system. Such books are the property of the public school system, and they must be returned by the student at the end of each course prior to the release of grades or credits. Eligible nonpublic school students, including home-educated students, are responsible for purchasing their own textbooks and materials.
3. **FULL-TIME DUAL CREDIT ENROLLMENT** will admit a limited number of highly-qualified applicants after completion of their junior year in an accredited high school. To be considered for this program, students must earn passing scores on ALL subtests of a state-designated college placement test (FCPT, ACT, SAT). Students must also have a cumulative grade point average of 3.5 or higher on all academic coursework beginning with grade nine through the current high school

grading period (or have permission of their high school principal), have the unqualified consent of their parents or legal guardian, and present the favorable recommendation of their principal. Approval of the Dual Enrollment Coordinator based on a personal interview is also required before a final decision is made. All admission requirements for full-time dual enrollment must be met prior to the regular registration period for the term in which the applicant expects to enter. Applicants who are accepted will be placed in appropriate courses totaling twelve (12) or more credit hours each term of enrollment for which they are qualified.

### ❖ Non-Degree Students

Applicants who do not wish to earn a degree or certificate from OWCC and wish to take college or vocational credit courses may not need to provide evidence of prior educational work. However, students seeking enrollment in courses with prerequisites or other admissions requirements, or students seeking financial assistance may be required to provide evidence of prior educational work. Many students attend college to upgrade employment skills, for transfer credit, or for personal interest and enjoyment. Non-degree applicants only need to provide a completed *Application for Admission and a Florida Residency* form. Upon changing to degree-seeking status at OWCC high school/college transcripts, as appropriate, will be required.

Interim-study students (i.e. transient students who normally seek enrollment only for one term and whose enrollment is to be only as part of their pursuit of a degree at another institution) are advised to obtain, preferably in writing, their parent institution's authorization of course selection.

### ❖ Transient Students

Currently enrolled OWCC students may request approval from the Vice President for Instruction to concurrently enroll at another college or university under limited extenuating circumstances. Students should complete an *Application for Transient Study* form prior to enrolling at the other institution. These forms can be obtained from any OWCC Center/Campus or from the Office of Enrollment Services at the Niceville Campus.

### ❖ **Effective Catalog Policy**

Students who maintain continuous OWCC enrollment by completing at least one college preparatory, college credit or vocational credit course each academic year beginning with the student's first term of enrollment have the option of graduating under either the catalog in place at the time the continuous enrollment begins or the catalog in place at the time graduation requirements are completed, provided no more than five academic years have elapsed since the student's first term of enrollment in the program. If the continuous enrollment requirement is not met or if the time period exceeds five academic years, the student must comply with the catalog in effect at the time of readmittance or the catalog in effect at the time of graduation. Requests for exception to this policy may be submitted in writing through the Director of Enrollment Services to the Vice President for Instruction.

### ❖ **Servicemembers Opportunity College (SOC)**

Okaloosa-Walton Community College, through the Servicemembers Opportunity College (SOC), extends to United States servicemembers (and their dependents) stationed throughout the world an opportunity to contract with OWCC to earn degrees. Students are allowed ten years to complete program requirements. The remaining credits can be earned through successful completion of regular college courses at regionally accredited institutions. Interested personnel should consult with OWCC's educational advisors at Eglin Air Force Base and Hurlburt Field for complete details regarding SOC.

### ❖ **Evaluation of Transfer Credit**

Credits earned at other colleges or universities accredited by one of the six regional accrediting associations may be accepted by OWCC and placed on the student's permanent record (transcript) if the credit is in an area and level normally considered within the first two years of college. Credits awarded at institutions not regionally accredited may be accepted by OWCC and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study, with course credit and level of instruction resulting in student competencies at least equivalent to those of students enrolled in comparable instruction at OWCC.

When evaluating credits, OWCC reserves the right to delay recording the transfer credits on the student's permanent record (transcript) until the student has successfully completed college-level coursework at OWCC, satisfied OWCC residency requirements, and/or provided appropriate documentation or verification of student competencies.

Credits with a grade of "C" or above from a college or university accredited by the appropriate regional accrediting association will generally be accepted at OWCC. Credits with a grade of "D" from an accredited institution of higher education may be accepted on a provisional basis, except for selected courses where OWCC students are required to earn a grade of "C" or higher. The student must bring the GPA up to at least 2.00 while at OWCC. The acceptability of college courses for transfer credit at OWCC shall be at the discretion of the Director of Enrollment Services, in consultation with the appropriate instructional personnel.

### **Acceptance of Transfer Credits from Non-Accredited Institutions**

Acceptance of credits from non-accredited institutions of higher education will be based upon recommendation from the OWCC instructional department responsible for the subject(s) in question. The recommendation will be submitted to the Director of Enrollment Services for final determination. The review will be predicated on the following factors:

- Age of credits;
- Recommendations through other established credit assessment bodies (e.g. ACE);
- The institution's accreditation via other professional assessment/accrediting bodies (e.g. AMA, ASCB, NLN, state agency);
- Analysis of course content and requirements, such as syllabi, texts, testing requirements, clinical/lab assessments, reading lists, projects, etc.;
- Availability of secondary documentation of course competencies (e.g. professional licensure, standardized test scores, etc.);
- Qualifications and experience of the faculty member(s) providing the instruction.

Final award of the credits or posting of credits to the student's permanent record (transcript) may be contingent upon one or more of the following:

- Completion of OWCC residency requirement;
- Completion of higher level course(s) in the same or a related subject area;
- Completion of subsequent courses in the subject course sequence;

## 12 ❖ ADMISSIONS

- Demonstration of specific lab/clinical skills or other applied competencies;
- Completion of additional independent/directed study in the subject area.

The Director of Enrollment Services shall coordinate evaluation of transfer credits from non-accredited institutions.

### **Appeal of Transfer Credit Denial**

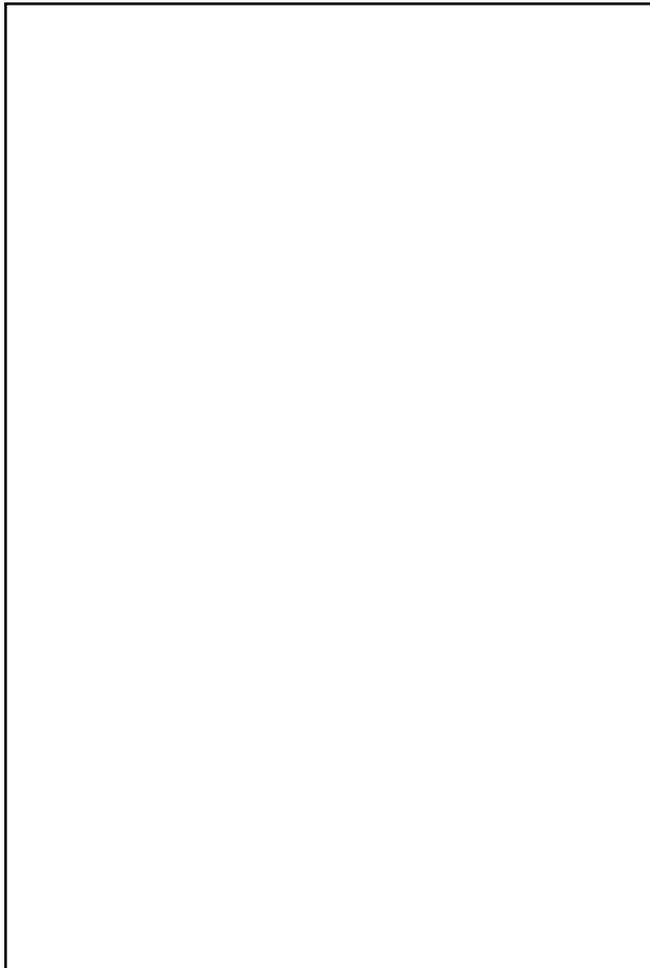
A student may appeal the denial of transfer credits by written request to the Vice President for Instruction. Credits in question will be reviewed by a subject area expert(s) from the instructional department normally responsible for the subject matter involved. The review process will parallel that applied to the evaluation of credit from non-accredited institutions, however the final determination will be made by the Vice President for Instruction in consultation with the Director of Enrollment Services. Normally such appeals will be considered only if submitted before the end of the term in which notification of the denial was made to the student.

### **❖ Programs with Additional or Other Admission Requirements**

In order to meet selected programmatic certification and professional accreditation standards, certain OWCC programs carry additional admissions requirements. Students should contact the appropriate department or division office for details.

#### **Criminal Justice Training Programs**

The Law Enforcement Basic and Corrections Basic Vocational Certificate Programs are sanctioned through the Florida Department of Law Enforcement. OWCC is designated as the Florida Criminal Justice Training Center Number 21 and students enrolling in these two certificate programs must meet FDLE requirements, possess a high school diploma or its equivalent, as well as satisfy all other OWCC admission standards. Students should contact the Division of Public Safety for additional information.



---

*OWCC provides training in law enforcement and corrections through programs sanctioned by the Florida Department of Law Enforcement.*