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Non-Discrimination Policy

Refer to the Nondiscrimination Policy C5.

Requirements

A student wishing to be admitted as a degree seeking student to Cloud County Community College (CCCC) must meet one of the following requirements:

- A graduate of an accredited high school
- A recipient of a general educational diploma (GED) or equivalent

Applicants who do not meet any of the above requirements will be admitted as non-degree seeking student.

Admission Procedures

New Students

Students applying for admission as a degree-seeking student to Cloud County Community College who have not completed previous coursework with the College (including transfer students) should follow each step outlined in this section. All required documents must be submitted to the Office of Admissions, 2221 Campus Drive, Concordia, KS 66901.

1. Complete and submit an Application for Admission online at www.cloud.edu
 - a By providing a cell phone number, applicants agree to receive text messaging communication from Cloud County Community College. Applicants will have the option to opt-out of text messaging at any time.
2. Submit an official* high school transcript, including final grade and graduation date, or GED examination results.
3. Submit official transcripts from all previously attended post-secondary institutions.
4. Transcripts of college credit earned prior to attendance at Cloud County Community College will be evaluated in their entirety. All transfer credit will be converted to the semester-hour system.
5. Submit ACT, SAT or other appropriate placement scores as approved by the Vice President for Academic Affairs. (Placement testing is available through the Advisement Center and the Office of Student Services on the Geary County Campus.)

**A transcript must be received from the originating institution or be in the original sealed envelope to be considered official. All other transcripts will be considered unofficial.*

Note: Cloud County Community College’s Associate of Applied Science in Nursing is a selective admissions program. Admission to the College does not guarantee enrollment in this program. Students interested in the Associate of Applied Science in Nursing program should visit the department website for specific application instructions.

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Returning Students

Former Cloud County Community College students who have not attended in the previous year must complete a new application, which is available online at www.cloud.edu.

It is the responsibility of all degree-seeking students (new or returning) to inform Cloud County Community College of attendance at other institutions and provide the College with official transcripts from those institutions. Degree-seeking students will not be able to enroll in courses until all official transcripts (high school and college) are received. An exception will be made for high school seniors in their final semester; however, an enrollment hold will be applied if all official transcripts are not received by the start of the next academic term for which the student is enrolling.

Veteran, Active Duty, or National Guard Readmission

Students who left Cloud to join the military may be readmitted to the same academic status they held when they left. However, the following exceptions may apply:

- If the length of absence is greater than 5 years
- If the veteran received a dishonorable discharge, or a bad conduct charge, or was found guilty in a court-martial.

Dual Credit Students

High school sophomores, juniors and seniors, including homeschooled students, may enroll in dual credit college courses with written permission from their high school principal. A signed dual credit cooperative agreement with the school district or the home study school must be on file. Students should contact their high school counselor, dual credit coordinator or CCCC Director of Dual Credit and Outreach Education for more information.

Gifted Students

Students who are freshmen in high school and enrolled in a recognized gifted program may enroll in dual credit college courses. Written permission from their high school principal and a copy of the student's IEP must be on file at the College before class selection is approved. Students below the 9th grade level will not be allowed to enroll in or to audit college classes.

Non-Degree Seeking Students

Students who are admitted as non-degree seeking are not required to submit transcripts unless the student is taking a course with a prerequisite. Should the student status change to "degree seeking", all transcripts must be received before financial aid, including scholarships and grant-in-aid awards, will be disbursed.

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Transient Students

Transient students are non-degree seeking students enrolled in CCCC courses with the intent of transferring CCCC credit hours back to his/her home institution. (Students taking CCCC courses with a prerequisite will need to submit an official transcript from his/her home institution as proof of meeting prerequisite.)

A transient student is defined as one of the following:

1. Currently enrolled (taking classes) as a student at another college or university (referred to here as “home institution”)
- OR**
2. Taking a break in attendance (not enrolled in the current term) from a home institution AND the intention of transferring any earned CCCC credits back to a home institution without making a declaration to graduate from CCCC.

International Students

An international student is defined as a student applying for admission at the college to attend on an F-1 non-immigrant student visa.

International students are not eligible for admission to the following terms/semesters:

- Summer term
- Winter term
- Second sessions of the Fall or Spring semesters

Requirements for Admission – Deadlines

Fall (August) start date:	All documents must be submitted by June 15
Spring (January) start date:	All documents must be submitted by November 15

Requirements for Admission

- 1) Complete the Application for Admission online at www.cloud.edu.
- 2) Submit a copy of current passport.
- 3) Submit a copy of high school diploma, matriculation certificate, and/or official complete high school transcripts. If the diploma, certificate, or transcripts are not in English, applicant must provide a certified English translation with the original.
- 4) Submit official test scores from one of the following tests, demonstrating proficiency in both oral and written use of the English language. Minimum score requirements are as follows:
 - a) TOEFL test: a score of 61 (iBT)
 - b) IELTS Academic: a score of 6.0
 - c) Duolingo English Test: a score of 95

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- d) Exception: Students (1) from a country with English as an official language, (2) with a secondary English grade, and (3) with an overall grade point average equivalent of “C” or better do not need to submit proficiency scores. However, if the primary and secondary instruction was not English, only an English language proficiency score will be accepted. Students exempt from proficiency scores must still take an Accuplacer test upon arrival for placement into ESL, English, and/or Math courses.
- 6) Sponsor Complete the Sponsor Affidavit Form and obtain all necessary signatures. Without signatures from the applicant’s sponsors, application will not be processed. Note: If there are multiple account holders on the bank statement, please submit one affidavit from each of the account holders.
- 7) Submit an original bank statement/letter from the bank or other financial institution with the information listed below. The name of the person on the bank statement should match the name of the person identified on the Sponsor Affidavit Form.
- a) The bank statement/letter must be in English. If the bank statement/letter is not in English, please provide a certified English translation of the document.
The funds must be from a checking, saving, or certificate of deposit account.
Note: We do not accept funds such as stocks, investments, retirement, etc.
 - b) The statement/letter must contain the date, name of the account holder(s), and states that there is funding available in the amount of at least \$12,624 United States Dollar (USD).
 - c) Bank statement/letter is valid for 3 months from the date of issue.
 - d) The statement/letter must also be signed and stamped by a bank official at the financial institution.

An application is considered complete once all required documents are submitted for review. Incomplete applications will **not** be reviewed.

After All Documents Are Submitted

After the steps above are completed, the Principal Designated School Official (PDSO) and/or the Designated School Official (DSO) will review the contents and make a decision regarding the student’s admission.

If the decision is favorable, an I-20 form and official letter of admission will be issued directly to the student. These documents will allow the student to apply to the nearest U.S. Consular Office for an F-1 non-immigrant student visa.

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Once the visa has been obtained, received, and processed by the Office of Admissions, the student will be permitted to complete a housing application and enroll in courses for the upcoming term.

International students under the age of 24 on the Concordia campus are encouraged to live in campus housing the first two semesters of studies.

Upon Arrival at the College

1. Students should report to the Principal Designated School Official (PDSO) or the Designated School Official (DSO) to have their I-20 status verified and updated in the SEVIS system.
2. Tuberculosis Blood Test- International students from countries of high incidence will be required to have a TB Blood test before attending classes. Tests are available at the Health Department at the expense of the student (see policy E14).
3. Each international student must have proof of health insurance. All international students must purchase a plan from the College's agreed upon options. (See policy E7). Students on F-1 visa will purchase insurance through International Student Insurance (ISI). <http://www.cloud.edu/Admissions/international-students/international-insurance/index>
4. Complete the enrollment process through the Advisement Center on the Concordia Campus or the Office of Student Services on the Geary County Campus. Additional placement testing for English and Mathematics courses may be required.
5. Meet with Business Office for payment arrangements.

Note: Acceptance for Admissions to Cloud County Community College is at the discretion of the Principle Designated School Official (PDSO) and/or the Designated School Official (DSO).

Late Arrival

Students who are unable to physically arrive to campus to begin their studies by the last day to add a full session class for the semester they were accepted to attend (See policy D5 Enrollment and Withdrawal) will need to defer their arrival and attendance to the following fall or spring semester.

Denial of Admission

Cloud County Community College reserves the right to deny admission, readmission, or enrollment, temporarily or permanently, to any individual who has shown sufficient reason for denial of admission. Reasons may include, but are not limited to:

- Falsified admissions information on the Application for Admission.
- Submission of fraudulent documentation or failure to submit any/all required documentation required for admission.

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- When Cloud County Community College is unable to provide the services, courses, or programs necessary to assist the student to meet their educational objectives.

Such decisions will be made by the Director of Admissions after a complete review and consultation with the appropriate academic and student services department(s).

Should a denial of admission be deemed appropriate, the applicant will be notified by the Admissions Office. The individual has the right to appeal the decision within five (5) business days by requesting a conference with the Vice President of Student Services. The Vice President of Student Services or their designee is authorized to hold the conference and issue a decision.

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