

# COLLEGE ADMISSIONS

Coahoma Community College does not discriminate in the admission of students because of race, color, sex, age, national origin or disability. The institution ascribes to an "open admissions" policy. However, admission to the college does not necessarily guarantee admission to a specific program of study desired by a student.

The Director of Admissions and Records receives and processes all general applications, evaluates credentials, and issues statements relative to admission of applicants. Academic, technical, and career students may enter at the beginning of either of the two semesters or at the beginning of the summer school terms. Application forms may be secured from the Office of Admissions and Records or from the college website.

## GENERAL ADMISSIONS REQUIREMENTS

The following three (3) requirements are general admissions requirements and must be completed by all students desiring admission to Coahoma Community College:

1. **APPLICATION** Each applicant is required to submit a completed application for admission. This application can be obtained by contacting the Office of Admissions and Records or on the Admissions website at <http://www.coahomacc.edu/admissions/index.html>.
2. **TRANSCRIPTS** A first-time entering student seeking admission to the college should provide an official transcript bearing the principal's signature, date of graduation and school seal. Students who have passed the General Education Test must submit an official transcript of the General Education Diploma (GED) scores. Students who have attended other institutions of higher learning must submit official college and/or military transcripts from ALL institutions attended.
3. **ACT SCORES** Students seeking admission to the academic and technical programs are required to take the American College Test (ACT) and request that the results be sent to the Office of Admissions and Records. A student cannot be admitted to an academic or technical program unless the ACT scores are on file in the Admissions and Records Office. First-time enrolled students 21 years of age and older are not required to take the ACT unless they are planning to enter into a specific program that requires it, such as the Practical Nursing, Respiratory Care, Associate Degree Nursing, Paramedic, and Polysomnography Program.

Each applicant is notified of his admission status upon completion of the admissions application process.

All admissions requirements must be submitted to the Office of Admissions and Records. In order for an applicant to receive a "Notice of Acceptance," all admissions material must be on file in the Office of Admissions and Records.

## CATEGORIES OF ADMISSION

- **Regular admission** indicates that a student has satisfactorily fulfilled all admission requirements.
- **Transfer student admission** is designed for students who have satisfactorily completed coursework from another accredited college or university.

## TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed coursework from another accredited college or university. Students transferring to Coahoma Community College are required to meet all admission requirements listed in the College Catalog.

A student who is on academic probation at another college, if otherwise acceptable, is admitted to Coahoma Community College on probation. A student who is excluded from another college because of academic suspension may be considered for admission to Coahoma Community College on probationary status after remaining out of college for one semester.

See the Student Records section of the Catalog for the Transfer Credit Policy.

For Health Science programs, see the Health Science Transfer Policy under Program Specific Admissions.

## HOME SCHOOL STUDENT REQUIREMENTS

The application of a student graduating from a home school program will be referred to the Admissions Committee and will be considered on an individual basis. A homeschooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed affidavit and a written recommendation from one of the above persons. All other admission requirements must also be met which includes ACT scores, and social security card. The committee will make a recommendation to the appropriate instructional dean (Dean of Academic Affairs, Dean of Career & Technical Education or Dean of Health Sciences) regarding enrollment status.

## INTERNATIONAL STUDENT REQUIREMENTS

A limited number of international students who meet the requirements will be accepted for admission to the college. All of the requirements must be completed two (2) months prior to beginning of classes for the semester in question in order to permit time for forms required by the Immigration and Naturalization Service of the United States Department of Justice to be completed and approved.

1. Complete an application for admission.
2. Provide final transcript of high school/secondary work and/or all transcripts from each college/post-secondary institution attended. (Student is responsible for having transcripts evaluated and interpreted and the costs incurred in this process).
3. Provide evidence of proficiency in the English language through a score of at least 525 on "Test of English as a Foreign Language."
4. Provide scores on American College Test (ACT) or the Scholastic Aptitude Test (SAT).
5. Submit a financial affidavit reflecting evidence of sufficient monies to cover college and personal expenditures while in attendance. Total expenditures including tuition, room and board fees and other fees must be paid at the time of registration.
6. Must be interviewed by the Admissions Committee.

*Note: The College reserves the right to determine the number of foreign students to be admitted and to change policies stated herein when deemed necessary.*

## VETERANS REQUIREMENTS

Admission requirements for veterans or eligible persons are the same as for regular admission students. Veterans and other eligible persons must meet all general admission requirements and provide the Office of Admissions and Records with documented evidence of all previous education and training prior to being admitted and certified to the Veteran's Administration. Veterans who intend to utilize GI benefits cannot be admitted to the college under special admission status and be eligible to receive financial benefits under the GI Bill. Veterans or veteran dependents are required to report to the Office of Admissions and Records after registering.

In accordance with the Mississippi Code 37-103-25, Coahoma Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by the Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.

## READMISSION OF FORMER STUDENTS

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. A student in attendance the semester immediately preceding the semester for which he/she wishes to be enrolled does not need to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Coahoma Community College will be required to provide the Office of Admissions and Records with an official transcript from that college. Students returning after academic suspension will be allowed to register in (15) semester hours only. An Academic Restart Policy is available for students who have not attended a post-secondary institution in the past five years and who meet the specific qualifications. For more information on this policy, see Academic Restart Policy in the Academic Policies section of this College Catalog.

## STUDENT RESIDENCY

**Mississippi Resident:** A student who lives in the state with a legal guardian, spouse of a legal resident, or head of household.

**Out-of-District Resident:** A student who does not live within Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties but does live in some other county in Mississippi.

**Out-of-State Resident:** A student who has not lived in the state of Mississippi for the past six consecutive months.

*NOTE: Several documents may be requested for proof of residency. A list of these documents can be requested from the Office of Admissions and Records.*

# PROGRAM-SPECIFIC ADMISSIONS

## CAREER AND TECHNICAL REQUIREMENTS

High school diploma or satisfactory scores on the General Education Development (GED) test are required in all programs.

## DUAL ENROLLMENT REQUIREMENTS

### Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:
  - a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
  - b. Have a minimum high school GPA of 3.0.
  - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

### OR

- a. Have a minimum composite ACT score of 30 or the equivalent SAT score
- b. Have a minimum high school GPA of 3.0.
- c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

### Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:
  - a. Have Junior or Senior classification
  - b. Have a minimum high school GPA of 2.0.
  - c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

### Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:
  - a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
  - b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

# HONOR COLLEGE REQUIREMENTS

The Honors Program is open to all recent high school graduates, freshmen and transfer students. To enroll in the Honors College, you need the following credentials:

- Graduate from the top 5% of your class
- 3.25 Cumulative GPA on a 4.0 scale
- ACT composite score 20 or better or SAT combined score 1200 or better (critical reading + math) for entering freshmen.
- Seeking an Associate of Arts or Associate of Applied Science degree
- Sophomores who have satisfied admission requirements will automatically qualify for enrollment.
- Have met all other requirements for admission to Coahoma Community College

## Admission Requirements

1. Submit copy of high school transcript or college transcripts of previous colleges attended (if you have already submitted transcripts & test scores to this Admissions Office, it is not necessary to send a second copy).
2. Submit copy of ACT/SAT test scores.
3. Submit two letters of recommendation: 1) high school teacher /counselor or college administrator  
2) community leader.
4. Provide a 500-word profile essay; computer generated, typed doubled-space using 12-point font.

To qualify for admission to the Coahoma Community College Honors College, be sure you have included your Honors College Application, profile essay, two letters of recommendation, transcript(s) and test score(s).

## **ASSOCIATE DEGREE NURSING**

The following must be completed by March 31 to be considered for admission:

### **LPN TO ADN TRACK ONLY**

1. Must be LPN with an unencumbered Mississippi license
2. Complete General Admission Requirements for Coahoma Community College (must have 2 official transcripts of all schools and colleges attended, one for the college and one for the ADN Program).
3. Obtain an associate degree nursing admission packet and complete all required forms.
4. Have a minimum composite ACT score of 18 or Institutional Higher Learning requirements.
5. BIO 2513, BIO 2511, BIO 2523, and BIO 2521 (Anatomy & Physiology Lectures/Labs) and BIO 2923, BIO 2921 (Microbiology Lecture/Lab) must have been taken within seven (7) years.
6. Complete all pre-requisite courses by May of the academic year for which applying unless approved by the director.
7. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a “C” in all course work.
8. Successfully complete a pre-entrance exam (application must be completed before scheduling for exam)
9. Once accepted, show evidence of completion of required immunizations which include:
  - Positive serology of immunity to varicella (chicken pox) or immunization
  - Complete or started Hepatitis B vaccination series or proof of immunity, tetanus, a two-step TB skin test, and a flu shot in the fall.
  - Criminal background check.
  - State issued photo identification and social security card.
  - CPR certification from American Heart Association for health care providers which is current for two years and maintained until graduation.
  - Pass a drug and alcohol screen and any other requirements by clinical facilities
  - A completed physical exam signed by a primary care provider
10. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
11. Present employer verification of at least six to nine months of continuous employment as a LPN.

### **PROGRAM PROGRESSION**

Students admitted to the Associate Degree Nursing Program must maintain a “C” or a 77 course average in all nursing courses in order to progress in the program.

## **PARAMEDIC PROGRAM**

The following must be completed to be considered for admission to the Paramedic Program:

1. Complete all General Admission Requirements for Coahoma Community College.
2. A completed CCC application
3. High school transcript or GED
4. Have an ACT with a score of 16 or higher
5. Social Security card and immunization record
6. Must have a minimum of a “C” (2.0) in any college coursework attempted
7. Must have Anatomy & Physiology I with a grade of “C” or better (2.0)
8. Be a NREMT upon admission and become Mississippi certified upon acceptance
9. Must pass an NREMT basic knowledge and skills assessment test with a grade of 80%
10. Must pass a state and federal criminal background check
11. Once accepted into the Program the student must show the following requirements the students own expense and are due no later than the first week in August before the first class begins:
  - a. Attend a health science enrichment camp in the summer prior to beginning of classes.
  - b. Physical examination according to specific form (included in the admission packet).
  - c. Evidence of vaccine or proof of titer for Hepatitis B, Varicella, and two-step TBskin test.
  - d. Current tetanus vaccination within 10 years.
  - e. American Heart CPR certification for healthcare providers current for two years and maintained until graduation.

### **PROGRAM PROGRESSION**

Students admitted to the Associate Degree Paramedic Program must maintain a grade of “C” (2.0) or an overall average of 80 in all coursework and pass all clinical components to progress in the Program.

## **POLYSOMNOGRAPHY TECHNOLOGY**

The following must be completed by June 15 to be considered for admission in the odd years and October 30 in the even years applying for admission to the Polysomnography program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 16.
3. Complete Anatomy and Physiology I and II with a grade of “C” or higher in each course within the last seven (7) years.
4. Once accepted, show evidence of completion of required immunizations which includes but is not limited to:
  - a. Positive serology of immunity to Varicella (chicken pox) or immunization
  - b. Complete or started Hepatitis B vaccination series

5. Once accepted, completion of a physical exam signed by a primary care provider.
6. Once accepted, the program director will arrange BLS/CPR (American Heart Health Provider), criminal background checks, and drug screening

### **POLYSOMNOGRAPHY TECHNOLOGY PROGRAM PROGRESSION**

Students admitted to the Polysomnography Technology Program must maintain a grade of “C” or an 80% course average and pass all clinical requirements to progress in the program.

### **PRACTICAL NURSING**

The following must be completed by May 1:

1. Complete General Admission Requirements for Coahoma Community College.
2. Completed CCC Practical Nursing application printed from [www.coahomacc.edu](http://www.coahomacc.edu) –Click on Health Sciences then Practical Nursing.
3. Documentation of an ACT. ACT requires a minimum composite of 17 with a 14 in both reading and math.
4. Two letters of recommendation.
5. Complete a pre-entrance exam.
6. Must have a minimum 2.0 cumulative grade point average for college courses taken.  
**\*Any courses taken after acceptance into the Practical Nursing Program will be calculated into the cumulative GPA. If your GPA falls below a 2.0, your acceptance for admission will be withdrawn.**
7. Signed nursing program performance standards for admission and progression.
8. Signed drug policy understanding.
9. Once accepted into the program, the following documents are required to be submitted to Health Sciences:
  - Physical examination according to the specified form included in the acceptance letter.
  - Evidence of (2) MMRs
  - Varicella (chickenpox) immunization completed or started **or** varicella (chick- pox) blood titer. Declaration of having varicella (chicken pox) will **not** be accepted.
  - Hepatitis B (3) vaccinations, or hepatitis titer (positive laboratory result), or declination of Hepatitis B (PN form must be used to decline Hepatitis).
  - Current adult tetanus shot within 10 years.
  - Two-step TB skin test. (Step 1: The student will receive a TB skin test, and it will be read. Step 2: As directed by the clinic, the student will return to receive another TB skin test, and it will be read).
  - CPR certification from American Heart Association for health care providers which is current for two years. This must be maintained until graduation.
  - Copy of picture ID.
  - Criminal background check will be scheduled by Health Sciences.
  - Drug screen will be scheduled by Health Sciences.
  - An influenza vaccination will be required in the fall prior to clinical.

### **PROGRAM PROGRESSION**

Students admitted to the Practical Nursing Program must maintain a “C” or an 80 course average in all nursing courses and pass all clinical requirements to progress in the program.

**NOTE:** For Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate

seeking initial licensure (For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29):

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude;
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

## **RESPIRATORY CARE**

The following must be completed by May 15 to be considered for admission to the Respiratory Care Program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 17.
3. Complete all prerequisite courses as specified for the Respiratory Care program prior to the August semester of the academic year applying for.
4. Have a minimum cumulative grade point average of 2.0 for any attempted college courses.
5. Once accepted, show evidence of completion of required immunizations which include:
  - Positive serology of immunity to Varicella (chicken pox) or immunization (2)
  - Complete or started Hepatitis B vaccination series
  - TB skin Test (2 steps)
  - MMR
  - Adult TD
  - Hep C vaccinations
  - Flu vaccination
  - Pass Criminal Background Check
6. Once accepted, complete required immunizations and a physical exam signed by a primary care provider.
7. Successfully complete a pre-entrance exam

## **PROGRAM PROGRESSION**

Students admitted to the Respiratory Care Program must maintain a grade of “C” or an 80 course average in all respiratory care courses and pass all clinical requirements to progress in the program.

## **HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS**

These certificate programs are short-term, entry-level programs that prepare graduates for specific skills and certifications required for employment as a member of the healthcare work force. Students must successfully complete all requirements for a certificate program in order to receive credit for the course. There is no transfer of credit for certificate programs. The following courses/programs are offered **ONLY ON DEMAND**:

- Adult Long-Term Care Nurse Aide (CNA)
- Cardiography (EKG) - Basic
- Emergency Medical Technician (EMT)
- EMT – Refresher Course
- Phlebotomy – Basic

The following must be completed to be considered for admission:

1. Completed CCC admission application
2. Official copy of high school transcript or official GED passing scores
3. Completion of a pre-entrance exam
4. Social Security card
5. After accepted into the program, copy of document showing:
  - MMR
  - Hepatitis B (can complete after entry into program)
  - Positive serology of immunity to Varicella (chicken pox) or immunization
  - Two-step TB skin test
6. Drug screen will be scheduled after admission\*
7. Criminal Background will be scheduled\*
8. Copy of Driver's License or Photo ID after accepted into the program
9. Must be in good financial standing with Coahoma Community College

\*Must pass a criminal background check and drug screen.

### **EMERGENCY MEDICAL TECHNICIAN – REFRESHER COURSE (EMT-R)**

The EMT-Refresher is designed to meet the needs of EMT's in all settings and skill levels required for recertification. Upon completion, the participant will be issued a Certification of Completion. The current course is taught on Saturdays, and includes all topics necessary for NREMT recertification standards.

The following must be completed by the program admission deadline (to be announced-call (662) 621-4041 for updated information on course offerings):

1. Completed application
2. Be eligible for employment as an EMT

## HEALTH SCIENCE PROGRAM READMISSION POLICY

1. A student may be considered for readmission to a specific Health Science program **one time only** with the following exception: a student has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. A student requesting readmission should complete an application for readmissions and complete the Health Sciences' Form "Action for Success".
3. A student requesting readmission to a Health Science program will be reviewed by a program specific committee of the Health Science Division. Consideration will be given on an individual basis but does not guarantee readmission. Students must meet the deadline for applications to the programs.
4. To resume placement in a Health Sciences Associate Degree/Technical Certificate program, currency of knowledge and skill must be demonstrated by achieving a grade of 80% on a comprehensive course specific exam and passing skills performance requirements, as applicable. For Paramedic Associate Degree/Technical Certificate, Polysomnography Associate Degree/Technical Certificate, or Respiratory Care Technology Programs, previous students who have been out of the programs for two years or more must start at the beginning of the program of study with any Health Sciences Courses. This does not include the Associate Degree Nursing Program.
5. Returning associate degree nursing students must achieve a level 2 or higher on course specific ATI proctored exams to resume placement. If unsuccessful in this requirement, the student must retake the course (s). LPN to ADN students that have been out for a year or more must start at the beginning of the program of study (Transitional class in the summer).
6. A student is eligible for one consecutive readmission to the Associate Degree Nursing Program.
7. After a student has been out of the Associate Degree Nursing Program for three (3) years, a student may be considered for readmission for one time only.
8. A student who disagrees with the decision of the Health Science Readmission Committee may follow the Coahoma Community College Student Grievance and Due Process Procedure published in the CCC college catalog.