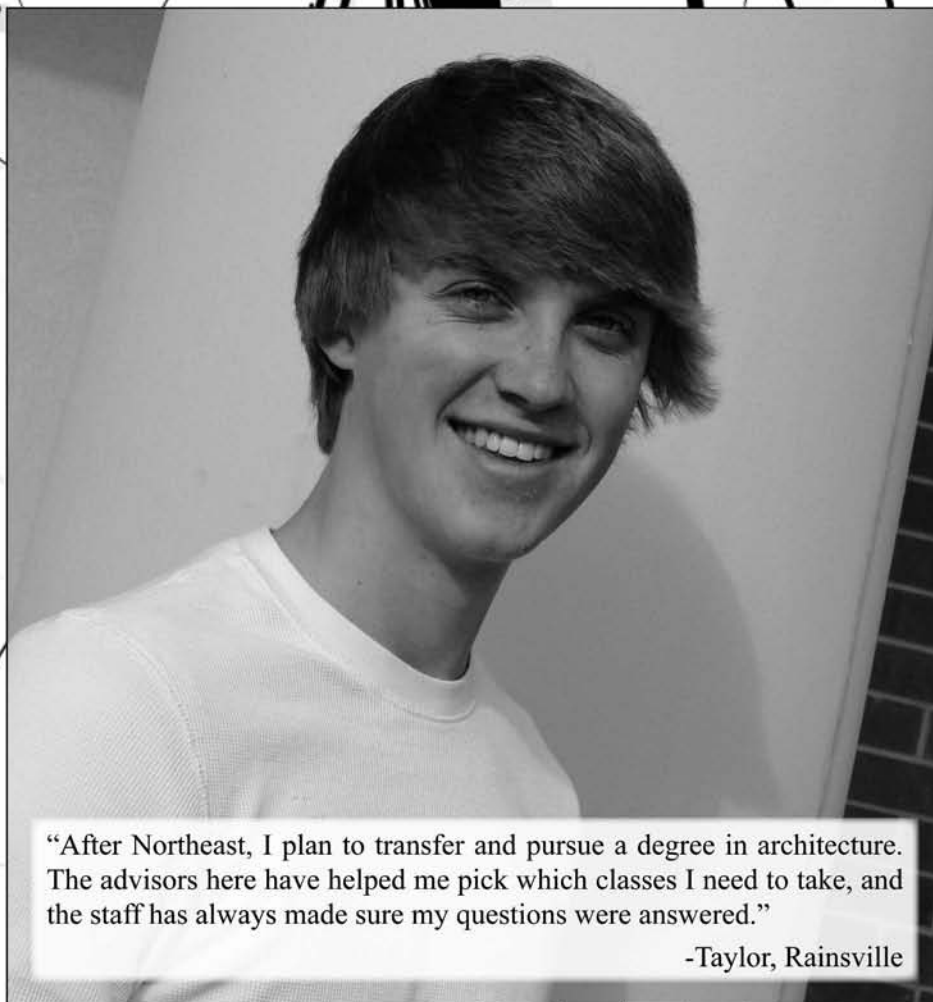


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“After Northeast, I plan to transfer and pursue a degree in architecture. The advisors here have helped me pick which classes I need to take, and the staff has always made sure my questions were answered.”

-Taylor, Rainsville

ADMISSION REQUIREMENTS

Applications for admission to Northeast may be completed at any time; however, it is suggested that all admissions paperwork be completed at least two weeks before the semester in which the student plans to attend.

1. Admission Requirements:

1.1 **An applicant must provide:**

1.1.1 **One** Primary Form of Documentation OR

1.1.2 **Two** Secondary Forms of Documentation and **one must** be a photo id
[All International Students must provide an acceptable VISA.]

1.1.1 **Primary Forms:**

- Unexpired Alabama Driver’s License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card-Pre-1997
- Unexpired Driver’s License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Card (Form I0151) prior to 1978

BIA or tribal identification card with photo

1.1.2 **Secondary Forms:**

- Photo Identification, **must provide one**
- U.S. Military ID Card
- School ID
- Employee ID Badge
- U.S. armed forces driver’s license
- AND** other forms, **must provide one**
- Social Security Card
- Certified Copy of US Birth Certificate
- U.S. Certificate of Naturalization
- Selective Service Card
- W-2 forms
- U.S. Certificate of Citizenship

Additional forms of documentation may be acceptable. For more information or questions please contact the admissions office at (256) 228-6001 or 638-4418 X 434 or harveya@nacc.edu.

- An applicant who fails to satisfy the requirements of 1.1 or 1.2 will not be admitted to the Institution.
- Applicants must submit the documentation identified in 1.1 or 1.2 in person or through a notarized copy by U.S. Mail by the end of the institution’s published drop/add period.
- Registration for classes will **not be allowed** until the Admissions Office has received appropriate documentation.
- Documentation must be submitted **in person** to the admissions office -OR- a **notarized** copy may be mailed to the admissions office (see below).

SAMPLE wording for Notary verifying Drivers License:

I hereby certify the above copy of Alabama Drivers License No. _____ to be a true and correct copy of the same.

Don’t forget to include:

- A copy of the Drivers License
- It should be dated
- Student Signature
- Notary Signature and seal I.

I. Admission of First-Time College Student

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or a native student.

A. For purposes of admission, the Alabama High School Diploma (with or without Advanced Academic Endorsement) shall be defined as an award officially entitled “The Alabama High School Diploma” made to a student as the result of successfully completing all requirements for graduation from high school in the state of Alabama.

B. For purposes of admission, the equivalent of the Alabama High School Diploma shall be defined as an award to a student as the result of successfully completing all requirements for graduation from high school including, as a minimum, the following number and distribution of courses and credits:

Courses	Credits
English Language Arts	4
Four credits to include the equivalent of:	
English 9	1
English 10	1
English 11	1
English 12	1
Mathematics	4
Four credits to include the equivalent of:	
Algebra I	1
Geometry.....	1
Science.....	4
Four credits to include the equivalent of:	
Biology.....	1
Physical Science.....	1
Social Studies	4
Four credits to include the equivalent of:	
Algebra I	1
Social Studies.....	1
World History.....	1
U.S. History	1
Government.....	1/2
Economics.....	1/2

Any combination of courses in the disciplines of Physical Education, Health Education, and/or Fine Arts2
Computer Applications* 1/2
Electives 5-1/2

TOTAL.....24

* May be waived if competencies have been mastered as a unit of another course. The designated one-half credit will then be added to the electives, making a total of six electives.

II. Admission to Course Creditable Toward an Associate Degree: To be eligible for admission to a course creditable toward an associate degree, a first-time college student must meet one of the following criteria:

- A. The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
- B. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
- C. The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- D. The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or
- E. The student holds a GED Certificate issued by the appropriate state education agency.

A student who meets one of the above criteria shall be classified as "degree-eligible."

A student who meets one of the criteria outlined above may enroll from the dual enrollment program or the accelerated program.

The college may establish additional admission requirements when student enrollment must be limited or to assure ability-to-benefit. A college offering the Associate in Occupational Technologies degree may apply to the chancellor for a waiver of certain admission requirements for students seeking entry into that degree program.

III. Admission to a Course not Creditable Toward an Associate Degree:

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability- to benefit.

A student shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met. The college may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit.

IV. Unconditional Admission of First-Time College Students For unconditional admission, applicants must have on file at the college a completed application for admission and at least one of the following:

An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

V. Conditional Admission of First-Time College Students Conditional admission may be granted to an applicant who does not have on file at least one of the following:

A. An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

B. An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

- An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

- An official GED Certificate.

If all required admissions records have not been received by the college prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

- VI. Admission of Transfer Students An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The college may also require the transfer of student documents required of first-time college students. A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a degree-eligible student. A transfer student who does not meet these requirements shall be classified as a non-degree-eligible student.
- VII. Unconditional Admission of Transfer Students
- A. A transfer student must have submitted to the college an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the college, any other documents required for first-time college students.
- B. A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the college as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the college will be accepted as a part of the student's academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.
- C. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.
- VIII. Conditional Admission of Transfer Students A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the college may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the college prior to registration for the second semester. If all required admissions records have not been received by the college prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

IX. Initial Academic Status of Transfer Students

- A. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.
- B. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
- C. An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the college for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

X. Admission of International Students

Prior to being issued an I-20 form, international students must present the following:

- A. An official translated copy of the student's high school transcript (and college transcript, if applicable);
- B. Official transcript showing a minimum of 500 on the Test of English as a Foreign Language (TOEFL); the TOEFL score of 500 may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, St. Lucia, St. Kitts and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation;
- C. Signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college;
- D. Documentation demonstrating adequate health and life insurance which must be maintained during all periods of enrollment; system colleges should ensure that the student has adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with the proper health policy. The college should have a recommended coverage available for international students seeking adequate health coverage; and
- E. College application for admission.

XI. General Principles for Transfer of Credit

- A. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing

and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

- B. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above the "D" grade will be accepted the same as for native students. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

XII. Admission: Early Admission for Accelerated High School Student

A student is eligible for early admission if the student meets all of the following criteria:

- A. The student has successfully completed the 10th grade;
- B. The student provides a certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy;
- C. The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed).
- D. Exceptions
Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements "A." and "C." above.
- E. Upon termination of accelerated status, the student must meet criteria for admission as outlined in Admission Requirements, Section II.

DUAL ENROLLMENT/DUAL CREDIT

Dual enrollment will allow certain high school students to enroll at Northeast in order to dually earn credits for a high school diploma and/or a postsecondary degree at both the high school and postsecondary levels. The dual enrollment program is open to all students meeting the following requirements:

1. ELIGIBLE STUDENTS. Students participating in a dual enrollment/dual credit program shall pay normal tuition as required by Northeast and shall meet the following requirements:

- (a) Student must have a "B" average, as defined by local board of education policy, in completed high school courses;
- (b) Student must have written approval of his/her principal and superintendent, the College president; and
- (c) Student must be in grade 10, 11, or 12 or have an exception granted by Northeast upon the recommendation of his/her principal and superintendent and in accordance with Alabama Administrative Code R. 290-8-9-17 regarding gifted and talented students.
- (d) Students enrolled in grades 10, 11, or 12 who do not have a "B" average in completed high school courses may be deemed eligible to participate in dual enrollment courses pending demonstrated ability to benefit as documented by successful completion and placement identification on assessments approved by the Department of Postsecondary Education. Students eligible under this section will be restricted to pursuing vocational and health-related courses. Students enrolled under this provision must have earned a "B" average in high school courses related to the occupational/technical studies, if applicable, which the student intends to pursue at Northeast and have maintained an overall grade point average of 2.50. Students enrolled under this provision must have written approval of his/her principal and superintendent.

2. COURSE OFFERINGS.

- (a) Courses offered must be approved by the student's local school system and shall be drawn from Northeast's existing academic inventory of courses offered for credit. Courses numbered below 100, physical education (PED) courses, and independent study courses are not eligible for dual enrollment/ dual credit. Students may not audit courses under the terms of the state policy. Eligible high school students are permitted to enroll in College courses conducted during school hours, after school hours, online courses, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.
- (b) Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the principal, the superintendent, and the Northeast president.
- (c) Local boards of education shall adopt policies addressing parental permission and travel for courses offered by Northeast off the high school campus during the normal school day.

3. CREDITS. Six semester credit hours at Northeast shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the local boards of education and Northeast.

4. Upon termination of dual enrollment status, the student must meet criteria for admission as outlined in Admission Requirements, Section II.

CREDIT AWARDED THROUGH NON-TRADITIONAL MEANS

ACCEPTANCE OF ADVANCED PLACEMENT COURSES FOR EQUIVALENT COLLEGE CREDIT

Advanced Placement credit may be awarded by Northeast to freshmen who, while in high school, have made satisfactory grades in AP courses and have obtained satisfactory scores on the National Examination of College Entrance Examination Board (CEEB).

Advanced Placement credit is offered in the following academic subjects:

SUBJECT	MINIMUM SCORE	NACC EQUIVALENT	SEM. HRS. CREDIT
English Composition	3	ENG 101	3
Western Civilization	3	HIS 101	3
American History I, II	3	HIS 20 1-202	6
General Biology	3	BIO 101	3
Analytic Geometry and Calculus	3	MTH 115	3
General Physics	3	PHY 203	3

NOTE: Other Advanced Placement courses taught in the College's service area will be accepted. Other such courses will be presented to the division chairs for determination.

THE TOTAL NUMBER OF CREDIT HOURS AWARDED FROM ADVANCED PLACEMENT CREDIT CANNOT EXCEED 16 SEMESTER HOURS. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT YOUR FOUR YEAR OR TRANSFER INSTITUTION WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

MILITARY SERVICE CREDIT

Students who have had active military service may receive credit in physical education (less any completed prior to military service) as follows: from three to six months, three semester hours; for more than six months, four semester hours. Contact the Dean of Student Services for further information. Military credit or other experiential learning must not exceed 25 percent of the credit hours applied toward a degree.

Students who desire to receive college credit for their military training should do the following:

- (1) soldiers, reservists, veterans, and members of the Army National Guard should order the Army/ACE Registry Transcribing System (AARTS) transcript from or call toll free 866-297-4427;
- (2) sailors, marines, and veterans should order the Sailor/Marine/ACE Registry Transcript (SMART) from <https://smart.cnet.navy.mil> or www.acenet.edu or call toll free 877-253-7122.

Both AARTS and SMART transcripts are available free of charge to eligible soldiers, sailors, and marines. Students requesting transcripts from AARTS or SMART should ask that a copy of the transcript be sent directly to the Admissions Office, Northeast Alabama Community College, PO Box 159, Rainsville, AL 35986.

COLLEGE LEVEL EXAMINATION PROGRAM—CLEP

Northeast awards credit earned through CLEP examinations provided minimum scores are achieved and certain conditions are met. A minimum score at or above the 50th percentile on both GENERAL EXAMINATIONS and SUBJECT EXAMINATIONS is required for credit.

Credit through GENERAL EXAMINATIONS is granted only if the exams were taken before entering college or during the first semester, provided the student has not been enrolled in a comparable course for more than one week. Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned.

CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both SUBJECT EXAMINATION and its course equivalent.

Official Score reports must be received by the college directly from Educational Testing Service. CREDIT AWARDED BY NORTHEAST DOES NOT INDICATE THAT YOUR FOUR-YEAR OR TRANSFER INSTITUTION WILL AWARD CREDIT. IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY CREDIT WITH THE OTHER INSTITUTION.

Academic credit may be granted for other officially documented learning experiences according to American Council on Education recommendations.

PROCEDURE FOR MAKING APPLICATION FOR ADMISSION

- A. First Time College Students
(Day, Evening, or Distance Learning Students – Full-time or Part-time)
 1. An application form which may be obtained from the Admissions Office, or the form "Application for Admission" found in this catalog, or print out the online form. The applicant should submit an application as early as possible prior to registration. Beginning freshmen who have completed high school must have their high school send an official transcript directly to the College Admissions Office. TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS, ONLY FROM INSTITUTIONS.
 2. Complete the prescribed orientation program and placement testing.
- B. Transfer Students
 1. The applicant must complete an application form which may be obtained upon request from the Admissions Office of Northeast or use the form "Application for

Admission” found in this catalog or print out the online form. The applicant should submit an application as early as possible prior to the semester of enrollment.

2. The applicant must request all colleges or universities previously attended to mail official transcript(s) directly to the Office of Admissions. Official transcripts are required from each institution. **TRANSCRIPTS ARE NOT ACCEPTED FROM STUDENTS, ONLY FROM INSTITUTIONS.**

C. Readmission Students

1. Students previously enrolled at Northeast who have not been in attendance during one or more semesters, summer school excluded, will be required to complete a readmission application form. If students attended college elsewhere during this period, official transcript(s) must be mailed to the Admissions Office.

D. Admission Requirements of International Students/Non-Citizens

The following admission policies must be met by all non-U.S. Citizens.

1. Complete the admission process at least 60 days before the beginning of the semester student plans to enroll.
2. Apply for admission to the college as a full-time, non-transient student.
3. Request that an OFFICIAL copy of the high school transcript, in ENGLISH, be mailed to:

*Office of Admissions
Northeast Alabama Community College
P.O. Box 159
Rainsville, AL 35986*

TOEFL score requirements are: Paper-based-500; Computer-based-173; Internet-based-61. Information about TOEFL may be obtained by writing:

TOEFL

Box 899

Princeton, NJ 08542 website: www.toefl.org

Request that a copy of your TOEFL score be mailed to this college at the above address.

5. Complete the AFFIDAVIT OF FINANCIAL SUPPORT FOR EDUCATIONAL AND PERSONAL EXPENSES from the person who will be financially responsible for the international student.
 6. Purchase and verify ACCIDENT AND HEALTH INSURANCE POLICIES that include repatriation coverage.
 7. Request the 1-20 form from Northeast. The 1-20 will not be issued to part-time or transient international students.
 8. Secure private housing since Northeast does not provide dormitory facilities.
 9. The international student will pay the out-of-state tuition. There is no financial aid available for international students.
 10. The international student agrees to begin and complete his/her program of study as a full-time student within two years.
 11. No more than ten students may be enrolled from any one country per semester.
- E. Admission to Continuing Education or CEU Credit Courses
The College offers Continuing Education or CEU credit courses for personal enrichment. Continuing Education credit is given for those courses, and admission requirements are established by the nature of the particular course. It is not necessary for a student who plans to register only for those courses to apply for regular college admission. Additional information about such courses may be obtained from the Director of Workforce Development Office.

