

ADMISSION INFORMATION

2016-2018



Snead State Community College has an open-door admissions policy for all United States citizens and eligible non-citizens to assure optimal higher educational opportunities for its citizenry. Applying for admission to Snead State is the first step on the journey toward receiving your Associate degree.

HOW TO APPLY

256.571.0600 | ADMISSIONS@SNEAD.EDU

Snead State Community College has an open-door admissions policy for all U.S. Citizens and eligible Non-Citizens to assure accessibility and optimal higher educational opportunities. The College admits eligible applicants on an ongoing basis, and students may enroll in courses up to the last day to add a course for that particular semester. Admission applications and college catalogs are available via the Snead State website in electronic format. Requests for more information should be sent to the following address or emailed to admissions@snead.edu:

Snead State Community College
Office of Student Services
P. O. Box 734
Boaz, Alabama 35957

ADMISSION POLICIES

256.571.0600 | ADMISSIONS@SNEAD.EDU

Applications for admission may be submitted electronically via the mySnead portal found on the Snead State website. Upon electronic submission, students must also submit the following documents to the Office of Admissions before an application will be considered: (1) a signature/residency form and (2) an unexpired, government-issued photo ID. Documents may be presented in person, mailed, or a legible copy may be submitted electronically.

1. Primary Form of Identification

For admission to an Alabama Community College System institution, an applicant must provide one primary form of identification such as an unexpired state-issued driver license; an unexpired state-issued identification card; an unexpired U.S. passport; an unexpired U.S. permanent resident card. An applicant who fails to satisfy the identification requirement will not be admitted to the College. Applicants should submit the identification referenced above in person or by submitting a legible copy by mail or via electronic submission.

2. Non-Citizens of the United States

Snead State Community College has an open-door admissions policy for all U.S. citizens and eligible Non-Citizens. Applicants who possess permanent

resident status or deferred action status for childhood arrivals will be admitted to the college after completing an admission application and submitting required documentation. Permanent residents should provide an unexpired U.S. permanent resident card along with their signature/residency form. Applicants who have been granted deferred action status must present Form I-797 that specifically states that the applicant has been granted deferred action status, along with an unexpired state-issued driver license or an unexpired state-issued identification card and the signature/residency form. At this time, Snead State does not grant admission to international students.

FIRST-TIME STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

A student who has not previously attended any college after graduation from high school/GED is considered a first-time freshman.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation
- Official college transcript if attended as a dual enrollment student prior to graduating high school

TRANSFER STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

A student who has previously attended any college after graduation from high school/GED is considered a transfer student.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Official high school/GED transcript documenting graduation

- Official college transcripts from all previously attended institutions of higher learning

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

Initial Academic Status of a Transfer Student

- **Clear Academic Status:** A transfer student whose cumulative grade point average at the transfer college(s) is 2.0 or above on a 4.0 scale will be admitted on CLEAR academic status.
- **Academic Probation:** A transfer student whose cumulative grade point average at the transfer college(s) is less than 2.0 on a 4.0 scale will be admitted only on ACADEMIC PROBATION. The applicant's transcript will read ADMITTED ON ACADEMIC PROBATION.
- **Suspension:** An applicant who has been academically suspended at another duly accredited postsecondary college may be admitted as a transfer student only upon appeal to the Admissions Appeal Committee of the College. The appeal must be in written form and the applicant must be available for an interview with the committee. A student admitted upon appeal will enter on ACADEMIC PROBATION. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

RETURNING SNEAD STUDENT (READMISSION)

256.571.0600 | ADMISSIONS@SNEAD.EDU

A student who has previously attended Snead State as a credit student (after high school/GED) and is returning to Snead State after a break in continuous enrollment is considered a returning (readmit) student. Students who have attended SSCC within the past year do not need to reapply. Students who only attended Snead as a dual enrollment student should apply as a first-time freshman if he or she plans to attend SSCC after high school graduation.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form

- Official high school / GED transcript documenting graduation
- Official college transcripts from all previously attended institutions after last attending SSCC

*Students who have achieved a minimum of a baccalaureate degree are only required to submit a transcript from the granting institution for admission to the college but may need to submit other transcripts for evaluation of transfer of credit.

TRANSIENT STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

An applicant who is currently enrolled at another postsecondary college and seeks credit that will transfer back to his/her primary college is classified as a transient student. Transient students are temporary students who generally only attend Snead State for one semester.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Transient letter from primary college listing approved courses

*Transient students are considered non-degree seeking and are not eligible for federal financial aid.

HIGH SCHOOL ACCELERATED (EARLY ADMISSION) STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

This program is available to qualified high school students who have completed required high school prerequisites. Accelerated students receive college credit but not high school credit. High school approval is required.

Minimum requirements:

- The student has successfully completed the 10th grade.
- The high school principal or his/her designee certifies the student has a minimum cumulative "B" average and recommends the student be admitted.

- The student enrolls only in postsecondary courses for which high school prerequisites have been completed.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Accelerated Recommendation Form signed by the high school principal or designee

**Accelerated high school students are admitted on a “conditional” status. The conditional status remains in effect and an official college transcript cannot be released until Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.*

**Accelerated high school students are not eligible for federal financial aid or institutional scholarships.*

HIGH SCHOOL DUAL ENROLLMENT STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

This program is available to qualified high school students who have received approval from their high school to receive both college credit and high school credit.

Minimum requirements:

- Students must meet the entrance requirements of the College.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- Students must have written approval of the appropriate principal or career and technical education program representative (if applicable) and counselor.
- Students must be in grade 10, 11, or 12.
- Snead State Community College has the right to restrict a student’s enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local institutional policy.
- All dually enrolled students must take a state-approved college placement test, where minimum

placement is required, specifically for college-level English, math or reading courses. Students in the 10th or 11th grade registering only for career and technical courses may take a state-approved placement test but are not required to do so. Colleges must ensure that all students take a state-approved college placement test prior to registering for dual enrollment courses for the 12th grade year.

- Dual enrollment students who fail to meet a grade of C or better in all attempted college courses or who withdraw from a course will be suspended from the Dual Enrollment program for a minimum of one term. The one-term suspension may not be served during the summer.
- Dually enrolled students may not audit courses.

Required Admission Documentation:

- Snead State application for admission
- One primary form of ID (unexpired government-issued photo ID)
- Signature/residency form
- Dual Recommendation Form signed by the high school principal or career and technical program representative (if applicable) and high school counselor
- Copy of current high school transcript

**Dual Enrollment high school students are admitted on a “conditional” status. The conditional status remains in effect and an official college transcript cannot be released until Snead State Community College receives an official transcript documenting proof of high school graduation. Transcripts released prior to receiving the final high school transcript will be stamped CONDITIONAL CREDIT.*

**Dual Enrollment high school students are not eligible for federal financial aid or institutional scholarships.*

AUDIT STUDENT

256.571.0600 | ADMISSIONS@SNEAD.EDU

An audit student is an applicant who wishes to enroll for classes only on an audit basis. The applicant must comply with the college admissions requirements by submitting an application for admission, one primary form of identification, an official high school transcript verifying date of graduation or GED certificate, official transcripts from all colleges attended, and a signature/residency form. A student with a baccalaureate degree will need to submit only the transcript from the college awarding the degree. Audit students must abide by class attendance policy and all standard course requirements, excluding the completion of course examinations. The cost of auditing a course is the same as enrolling for credit.

CONDITIONAL ADMITTANCE

256.571.0600 | ADMISSIONS@SNEAD.EDU

First-time freshmen, transfer students, and returning (readmit) students may be conditionally admitted to Snead State Community College for one semester if official high school and/or college transcripts are pending receipt. No student shall be allowed to enroll for a second semester unless all required admission documents have been received by the College prior to the start of the student's second semester. Likewise, official SSCC transcripts will not be released until all required admission documents have been received by the College.

Students who are conditionally admitted to the College are ineligible to receive federal financial aid benefits.

PLACEMENT TESTING

256.840.4165 | TSHIELDS@SNEAD.EDU

The ACCUPLACER Exam, published by The College Board, is a comprehensive set of computer-adaptive tests designed to accurately assess students' English, reading and math skills. Tests within the ACCUPLACER system are used to determine if students are prepared for college-level courses or if they would benefit from developmental courses. Before enrolling in any college course, all students entering Snead State Community College must take the ACCUPLACER exam. The ACCUPLACER is an untimed test, and students may learn more about the ACCUPLACER exam and find study resources by clicking on this link: <https://accuplacer.collegeboard.org/students>.

EXCEPTIONS:

- Any student who has already successfully completed a college-level course in English and/or math with a grade of "C" or better or who has taken the ACCUPLACER Exam at another College within the last three years. The student must document ACCUPLACER scores or course completion by having an official transcript and ACCUPLACER scores forwarded to the Snead State Student Services Office.
- Any student who has completed required developmental coursework at another Alabama Community College System College within the last three years.
- Any student who has scored 510 or above on the SAT I written section and 510 or above on the SAT math section, or any student who has scored 18 or above on the ACT English or 20 or above on the ACT math and enrolls within three years of the test date. Official documentation of these scores must be sent directly to the Snead State Student Services Office. Placement will be based on the assessment results.
- Audit students.
- Transient students unless taking math and English courses for the first time.
- A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes, but is not limited to, academic boot camps, online pre-tests, and placement test applications.

The retest may not be on the same day as the original assessment. There is a one-time fee for retesting per subject area of \$10. Placement test scores will be valid for three years from the date of the original or retest assessment. Students can take the ACCUPLACER exam at the main campus or at the Arab Instructional Site at the following time:

1. Boaz campus: The ACCUPLACER exam is given Monday – Thursday anytime between the hours of 8:00 a.m. - 12:00 p.m. in the Student Success Center. You DO NOT need to make an appointment or pre-register as long as you test anytime between these hours.
2. Arab Instructional Site: Students must call the Arab Instructional Site at 256.840.4116 to make an appointment to take the ACCUPLACER exam.

DEVELOPMENTAL INSTRUCTION

256.840.4165 | TSIELDS@SNEAD.EDU

Developmental instruction is designed to develop academic competencies deemed necessary for a student to successfully complete college-level courses. The College shall designate developmental courses in English, reading, and mathematics. Such courses shall not meet graduation requirements or requirements for completion of a degree or certificate.

The requirements for the standard minimum cut scores for the System will be set forth in guidelines established by the Chancellor. Colleges may establish higher cut scores than the recommended minimum. Each college of The Alabama Community College System shall offer developmental instruction for every student who scores below the System's standard placement scores. A student may enroll in college-level courses while enrolled in developmental courses so long as the discipline is different from the discipline in which the student scores below the standard placement score. Student placement in developmental course instruction is mandatory when student performance as measured by an assessment instrument falls below the minimum System placement score.

Any student who scores below the college's standard placement scores and is placed into developmental course instruction in a given discipline(s) must remain in the discipline(s) until academic competencies are developed. Readiness for college-level course work and

successful completion of developmental course work will be determined by a college-wide comprehensive departmental exam for math, reading, or English to determine exit from remediation.

- Any student enrolled in developmental courses in two or more of the discipline areas (English, reading, and mathematics) shall receive a specialized advising focused on the student's unique academic needs.
- Any student who scores below the standard placement score in reading must enroll in a developmental reading course during the first or second semester of his/her enrollment.

INTAKE ADVISING

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Staff housed within the Student Success Center at Snead State Community College are readily available to assist students with intake advising. The Student Success Center is located on the top floor of the McCain Learning Resource Center and offers a wide range of services to students. Academic advising is an integral component of the educational experience. Advising is intended to assist students in developing an educational plan to reach life goals. Working with an advisor will ensure that all educational requirements are met for college completion. Snead State maintains an advising process for the benefit of students. While an advisor can assist in planning and offer suggestions for completion, it is the student's responsibility to carry out the decisions necessary to attain those goals. Students experiencing academic difficulty or considering withdrawal from the College for any reason are encouraged to contact an advisor.

The Student Success Center has available many resources for student usage including the Occupational Outlook Handbook, college catalogs, and other career focused material. Each student has a program specific degree plan to follow while at Snead State. Additionally, transfer students are highly encouraged to print and follow a STARS Guide and the specific AREA V page of the institution they anticipate attending.

Students are encouraged to meet with their faculty advisor (generally by appointment) on a regular basis. A student who wishes to make a program of study/major change must complete necessary paperwork in the Student Success Center. He/she will receive an updated degree plan and will be encouraged to complete a new STARS guide, if applicable.

In an effort to recognize the busy lifestyles and distance associated with some of our students, Snead State Community College is dedicated to providing services to students completing courses via distance education. In lieu of coming to the College, advising may take place via telephone conversations and/or email correspondence. A student who desires to make a program of study/major change and is unable to come to the campus may send a written request via his/her secured Snead student email account.

The Statewide Articulation Reporting System (STARS) is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded or assisted four-year College as well as select privately funded institutions. It is through this system that a student can obtain an Alabama Articulation and General Studies Committee approved Articulation/Transfer Guide and Agreement. This Articulation/Transfer Guide and Agreement guarantees the transferability of the course work listed within the guide among Colleges of higher education in the state of Alabama. Students knowing the specific Alabama College to which they plan to transfer should access the AGSC/STARS Home Page at <http://stars.troy.edu> and obtain a guide and agreement for the major they intend to pursue. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one College to another. More information about the STARS Program may be obtained at the Student Success Center.

NEW STUDENT ORIENTATION

256.840.4208 | BGABLE@SNEAD.EDU

New Student Orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are students. Parsons Days introduces students to the services provided by the College to assist him/her in being a successful student. A strong emphasis is placed on the College Completion Campaign encouraging students to complete their Associate in Science, Associate in Applied Science or certificate, all while engaging outside of the classroom for the Complete College Experience. Once a student has applied for admission, the Student Services Office releases information through mail delivery and

email regarding Parson Days. Students will receive all necessary resources to successfully begin classes during a Parson Days session.

ADVISING FOR SPECIFIC PROGRAMS OF STUDY

256.571.0600 | WWW.SNEAD.EDU

A student may consult with his/her advisor or any faculty within the same department (referred to as an Advising Group) concerning scheduling. General Education or undecided students who are interested in exploring various program options or seeking advisement or assistance in scheduling may contact a Student Success Navigator located in the McCain Student Success Center. It is the student's responsibility to make arrangements to meet with an advisor during the advisor's scheduled office hours.

ACADEMIC ADVISING POLICY

256.571.0600 | STUDENTSERVICES@SNEAD.EDU

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of continued progress toward said goals.

Snead State Community College has established that the College, advisor, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Aca-

ademic advising is an ongoing, continuously evolving process.

- Responsibilities of the Student

1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
2. Know the academic advisor's identity, office location, office telephone number, and office hours. The student must also be aware of which advising group he/she fits and where that advising group may be found.
3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
5. Discuss academic and career goals with the academic advisor.
6. Develop educational and career goals.
7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
8. Complete, print, and keep a copy of the STARS Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new STARS Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.
11. Maintain personal records of academic activi-

ties and progress.

12. Seek help from advisors when needed. Consult with the faculty advisor or an intake advisor in the Student Success Center when not certain of the best academic action and before making changes in the program of study. Academic advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.
13. Prior to attending classes, verify that the class schedule is accurate.

- Responsibilities of the Advisor

1. Be accessible to students.
2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
3. Guide students in obtaining accurate information about transfer institutions.
4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
5. Refer students to appropriate college services or off-campus agencies.
6. Strongly encourage students to obtain a STARS Guide for their intended course of study.
7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
8. Assist students in making long range plans concerning courses to be scheduled.
9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
10. Verify the accuracy of the class schedule prior to registration.

- Responsibilities of the College

1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.

3. Provide advisors with forms and reference materials needed in the advising process.
4. Assign advisors and inform students of the identity, office location, telephone numbers, and email addresses of advisors.
5. Provide new students with an orientation to the College.
6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.