NON-DISCRIMINATION POLICY

Cloud County Community College does not discriminate on the basis of race, color, national origin, sex, age, or qualified handicapped in its educational program, activities, recruitment, admissions or employment as required by Titles VI, VII, IX and Section 504.

REQUIREMENTS

A student wishing to be admitted to Cloud County Community College must meet one of the following requirements:

- A graduate of an accredited high school
- A recipient of a general educational diploma (GED) or equivalent
- A high school freshman enrolled in a recognized gifted program with an IEP and with written permission from the high school principal

Applicants who do not meet any of the above requirements should seek admission as a special student.

Cloud County Community College reserves the right to deny a student admission or readmission if it is determined to be in the best interest of the college community to do so, or if the College is unable to provide the services, courses, or program(s) needed to assist the student in meeting educational objectives.

Special Student Status

Applicants who do not meet one of the above requirements will be admitted with “special student” status and are considered non-degree seeking students. “Special student” status may be changed to degree-seeking status upon graduation from an accredited high school, successful completion of a GED examination, or completion of 6 hours of college credit that are applicable to a degree or certificates offered by Cloud County Community College with a minimum GPA of a 2.0. A student admitted as a special student may not be eligible for federal financial aid and must follow all college regulations, pay all fees, attend class, and maintain satisfactory progress.
ADMISSION PROCEDURES

New Students

Students applying for admission to Cloud County Community College who have not completed previous coursework with the College should follow these steps:

1. Complete and submit an application for admission and return to the Admissions Office on either campus. Applications are available at any CCCC site, or online at www.cloud.edu.

2. Request a high school official transcript, including final grade and graduation date, or GED examination results to be directly sent to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to the Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.

3. Request official transcripts from all previously attended post-secondary institutions be directly sent to the Admissions Office, 2221 Campus Dr., Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to the Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441.

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 CCCC Advisement Center and the Geary County Campus Office of Student Services.)

(Note: All required documents must be submitted before the end of the student’s first semester or further enrollment at CCCC will be denied. If all admission requirements have not been met, an Admissions Hold is placed on the student’s record, and no transcript of completed coursework at CCCC will be released.)

Transfer Students

Transfer students seeking a degree or certificate must request transcripts from all previously attended post-secondary institutions be directly sent to the Admissions Office, 2221 Campus Drive, Concordia, KS 66901. Students enrolling at the Geary County Campus should have these documents sent to the Geary County Campus, 631 Caroline Avenue, Junction City, KS 66441. Transfer credit will be evaluated on a course-by-course basis and converted to the semester-hour system. Transfer students with academic sanctions from previous institutions may enroll at CCCC on probation.
**Concurrent Students**

High school sophomores, juniors and seniors, including homeschooled students, may enroll concurrently in college courses with written permission from the high school principal. A yearly cooperative agreement with the school district or the home study school must be on file with the College for college credit to be granted. Individual student permission forms must be submitted each semester. Students can contact the high school counselor, concurrent coordinator or CCCC Coordinator of Concurrent Enrollment for more information.

**Gifted Students**

Students who are freshmen in high school and enrolled in a recognized gifted program may enroll in college courses. Written permission from the high school principal and a copy of the student’s IEP must be on file at the College for college credit to be granted. The IEP must be renewed each academic year. Students below the 9th grade level will not be allowed to enroll in or to audit college classes.

**Continuing 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, or at any campus location.

It is the responsibility of all students to inform Cloud County Community College of attendance at other institutions and provide the College with official transcripts from those institutions. If admissions requirements are not met, a student will be placed on Admissions Hold with no transcript of coursework at CCCC being released until the requirements are filled.

**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 dispersed.

**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

All international students must contact the Admissions Office to complete and submit appropriate paperwork to the College 30 days prior to the first day of class.

Appropriate paperwork is as follows:

1. A completed application for admission.

2. An official copy of high school diploma and/or matriculation certificate and official copies of complete high school transcripts.

3. Official test scores demonstrating proficiency in both oral and written use of the English language. A score of 500 (paper based test or PBT), 173 (computer based test or cBT) or 61 (internet based test or iBT) on the TOEFL Examination is the minimum requirement for admission subject to the following exceptions:

   410-499 (PBT), 100-172 (cBT), or 40-60 (iBT) will be conditionally admitted, but will be required to attend and successfully complete the English as a Second Language (ESL) Boot Camp.

   500-547 (PBT), 173-209 (cBT), or 61-78 (iBT) will be required to enroll in ESL coursework during the full session semester.

   548 or higher (PBT), 210 or higher (cBT), or 79 or higher (iBT), will not be required to enroll in ESL courses.

4. A completed statement of financial support, signed both by a financial sponsor (usually a parent or legal guardian) and by the student.

5. A certified bank statement dated within six months of the start of classes showing the equivalent of $11,000 USD. This verifies that the sponsor has sufficient funds for sponsoring one year of study at Cloud. This is the estimated one year cost for tuition, books, fees, housing and living expenses.
6. 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.)

After these steps 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 mailed 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. Once the visa has been obtained, the student will be permitted to enter the United States and begin full-time studies at CCCC.