

Admission Requirements for New ACC Students

Admission to Semester-Hour Credit Programs

Austin Community College maintains an “open door” admissions policy. However, an assessment of basic skills is required for all new semester-hour college credit-seeking students. Admission to the college does not guarantee admission to all programs of the college. Specialized programs have their own admissions procedures and students are advised of their status by the department. Certain programs must limit enrollment because of limited space or special equipment needs. Transfer students’ college credits previously completed at accredited institutions of higher education will be evaluated for transfer and may be applied toward a degree program at Austin Community College. An official transcript is required from each college attended.

Who Is Eligible for Admissions

Students may be admitted to the college if they meet any one of the following conditions:

- Be a high school graduate or have a GED certificate.
- A person who is 18 years of age or over may be exempt from the above admission requirements and admitted on “Ability to Benefit” if he or she can demonstrate the ability to benefit from instruction. Applicants wishing to be admitted under “Ability to Benefit” status must complete a waiver form, which may be obtained from the Student Services Office on any ACC campus. The Campus Dean of Student Services will review the request for “Ability to Benefit” with the academic department chair and make a recommendation to the Director of Admissions and Records for final approval.
- A student who has completed his/her sophomore year of high school may, upon the recommendation of the high school principal, be permitted to enroll in the college. The class load of such a student may not exceed a total of seven courses a semester including high school courses and a maximum of two college courses.
- Prospective students who do not meet any of the categories above should contact the office of the Director of Admissions and Records to discuss criteria for exceptional admissions standards that may be applicable.

Admission Procedure

Applicants to ACC need to:

1. Complete an ACC application form.
2. Provide a complete record of previous educational experience.
3. High school juniors and seniors wishing to enroll concurrently must submit appropriate documents.
4. Submit an official high school transcript demonstrating that they have earned a regular high school diploma, if they are high school graduates.

5. Submit copies of their GED certificates, if they are GED recipients.
6. Submit official transcripts from each institution attended, if they have attended other colleges.
7. Arrange to attend a new student orientation session.
8. Meet with an advisor to determine TSI status. All ACC students, unless exempt or TSI waived, must take the THEA test or the THEA alternative test before enrolling at ACC. Results of these tests will not be a condition of admission but will be used for placement purposes. See the Assessment and Testing section of the catalog for additional information.

NOTE: Selected ACC programs may have additional requirements for admission, including criminal background checks.

Academic Fresh Start

An applicant to Austin Community College who is a Texas resident may seek to enter pursuant to the “academic fresh start” statute, Texas Education Code, 51.931. If the applicant informs the admissions office in writing of the election at the time of application to the college, ACC will not consider academic course credits or grades earned by the applicant 10 or more years prior to the starting date of the semester in which the applicant seeks to enroll. Applicants who choose to apply under this statute may not receive any course credit for courses taken 10 or more years prior to enrollment.

Returning ACC Students

It is not necessary for current and former students to reapply for admission. However, all holds must be removed from a returning student’s record prior to re-enrollment. A former student not enrolled for a year or more and returning to ACC is required to:

1. Complete a new residency information form,
2. Update address and major, when applicable, and
3. Submit official transcripts from all colleges attended since the student’s last enrollment at ACC.

Early College Start for High School Students

Austin Community College recognizes that certain high school students may benefit from taking Early College Start courses or programs identified by their high school.

There are three Early College Start options that students may select, depending upon their particular needs and the recommendation of their high school principal and counselor:

Dual Credit – a course that earns college credit and also satisfies a high school graduation requirement. Upon completion of a college credit course, the grade is recorded on the student’s ACC academic record, and the high school may award credit toward a high school requirement

Co-Enrollment – a course taken while still in high school, but not used to meet a high school requirement. Upon completion of a college credit course, the grade is recorded on the student’s ACC academic record

Credit-in-Escrow – a course is part of a Tech Prep Articulation Agreement between a public high school and ACC. After high school graduation, the student continues the program of study at ACC and is awarded college credit-in-escrow for the high school courses identified in the Agreement. Students must complete at least one ACC college course before the credit-in-escrow will be recorded on the student’s academic record.

Students are limited to two courses per semester. Students are responsible for textbooks and supplies. High school students seeking admission must meet all ACC admissions criteria and follow the process outlined for Early College Start enrollment. Students may obtain an Early College Start registration form and Admission Application from their high school or any ACC Admissions and Records office. Home school students must be 16 years old to enter ACC. Public, private and charter high school students must be juniors or seniors, and are subject to all College requirements regarding assessment, admissions, course prerequisites, academic standards, and conduct.

Students may enroll in Early College Start courses offered on their high school campuses, at an ACC campus or center, or by Distance Learning.

Admission to Health Science Programs

www.austincc.edu/hltsci

Health Science programs with additional admission requirements include the following:

- Dental Hygiene
- Sonography
- Radiology
- Physical Therapist Assistant
- Personal Fitness Trainer
- Medical Laboratory Technology
- Surgical Technology
- Nursing (Associate degree – R.N.)
- Vocational Nursing (Certificate – LVN)
- Occupational Therapy Assistant
- Emergency Medical Services Professions
- Medical Coding
- Pharmacy Technician

Admission to any one of these programs requires satisfactory completion of a specific testing, prerequisite requirements, and screening processes, which will include a criminal background check at the student’s expense as mandated by law, or as a condition of program approval/accreditation. The screening criteria have been established due to the nature of the programs and the limited number of clinical placements available within the city of Austin and in surrounding communities.

- Applicants to the Vocational Nursing, Associate Degree Nursing, Surgical Technology, Sonography, Radiology, and Emergency Medical Services Technology programs are required to attend a career Advising and Planning Session prior to being considered for admission.
- Applicants to some Health Science programs are required to pass the THEA test or successfully complete the ACC assessment test that is designed to measure reading skills, writing skills, and math skills. The results of this assessment test are used to assist students to identify their strengths and weaknesses in relation to health care careers. Students may strengthen their basic English, Reading, and mathematics skills by taking developmental courses at ACC. Students who are interested in Health Science programs should contact an ACC Assessment Office on one of the campuses or the Health Sciences Information and Admissions Office at the Eastview Campus.

Change of Name, Address, Social Security Number or Major

www3.austincc.edu/evpcss/rss/admiss/arlibrary.htm

Students who change their name, address, Social Security number or major must submit a change form to a campus Admissions Office immediately. Items mailed to the address on file are considered properly delivered by ACC. Addresses provided by students must be their current home addresses. Official proof of residency may be required.

Immunization

The Texas Department of Health urges immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus, and poliomyelitis prior to being admitted to school. The Admissions and Records Office has information on local immunization services providers. Health Science students have additional immunization requirements. Information about these requirements is available from individual ACC departments or the Travis County Health Department.

Bacterial Meningitis Information

New students receive information about bacterial meningitis when they apply to ACC. Students are urged to read, retain, and follow up on this information.

Residency Requirements

To be considered a Texas resident, students must legally establish residence in Texas for the 12 months preceding their enrollment and either be U.S. citizens or have permanent resident status.

1. An in-district student is an individual who is a resident of Texas and resides in the ACC tax district, based on the address on file at ACC by the residency change deadline published in the course schedule. Addresses in the Austin, Del Valle, Leander, and Manor Independent School Districts are part of the ACC tax district.

2. An out-of-district student is an individual who is a resident of Texas, and resides outside the ACC tax district, based on the address on file at ACC by the residency change deadline published in the course schedule.
3. An out-of-state student is an individual who has not resided in Texas for the 12 months preceding registration, or whose permanent resident card is less than 12 months old.
4. International students should consult the International Student Office about residency requirements.

Property owners and their dependents living outside the ACC tax district who pay ad valorem taxes to ACC are eligible for in-district tuition. A current property tax statement is required for verification. Property owners on most temporary visas are not eligible for this classification.

The responsibility for registering under the proper residency classification is that of the student. Any question concerning this classification should be clarified with the Admissions and Records Office prior to enrollment. Rules and regulations for determining residence status are defined under Title 3 of the Texas Education Code. To determine the appropriate residency classification, Austin Community College is required to review enrollment documents for errors, inconsistencies or misclassifications of residency. If a misclassification occurs, the College will take the necessary steps to see that appropriate adjustments are made. Additional documentation of Texas residency may be required if the college determines that the information given on the enrollment documents is not adequate to prove residency.

Transfer of Credit to Austin Community College

www.austincc.edu/transfer

Credit for courses satisfactorily completed at other accredited colleges and universities will be evaluated and may be transferred to Austin Community College to fulfill requirements toward a degree program. An official transcript for each college attended must be submitted to ACC. The student must have earned a grade of C or above in the course for the course to transfer. If a grade of D has been earned in a course that the student is attempting to transfer, the student is encouraged to see an academic department advisor. Grades of A, B, C, D and F will be utilized in calculating the grade point average (GPA) of course work from the sending institution. The grade W (withdrawal) will not be used to calculate GPA. Students must complete at least one course in residence before evaluation results will be recorded on the official transcript. Official transcripts will be evaluated by the end of the first term in which a student is enrolled.

Transfer of Credit — Requirements and Limitations:

1. Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Texas Higher Education Coordinating Board, *Lower Division Academic Course Guide Manual*.

2. Each university must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual, including those that fulfill the lower-division portion of the institution's core curriculum.
3. All public colleges and universities must accept transfer of credit for successfully completed courses in ACC's core curriculum as applicable to an associate or bachelor's degree in the same manner as credit awarded to non-transfer students in that degree program.
4. Each institution shall be required to accept in transfer into a bachelor's degree program the number of lower-division credit hours in the program that are allowed for non-transfer students in that program. However
 - a. No institution shall be required to accept in transfer more credit hours in the major area of a degree program than the number set out in any applicable Coordinating Board-approved field of study curriculum for that program.
 - b. In any degree program for which there is no Coordinating Board-approved field of study curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a bachelor's degree than the institution allows non-transfer students in that major.
 - c. An institution of higher education may deny the transfer of credit in courses with a grade of D as applicable to the student's field of study curriculum courses, core curriculum courses, or major.

Policy on Transfer Dispute Resolution

The procedures outlined shall be followed as prescribed in the policies and procedures on credit transfer and transfer dispute resolution as stipulated in Chapter 4, Subchapter B, Sections 4.25 and 4.27 of the Texas Higher Education Coordinating Board's *Rules and Regulations*.

1. If Austin Community College does not accept course credit earned by a student at another institution of higher education, ACC will give written notice to the student and the other institution that the transfer of the course credit is denied and shall include in that notice the reasons for denying the credit. ACC will attach to the written notice the procedures for resolution of transfer disputes and the procedure for appealing the decision to the commissioner of higher education at the Coordinating Board.
2. A student who receives notice as specified in paragraph (1) above may dispute the denial of credit by contacting the Office of the Associate Vice President for Academic Programs.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
4. If the transfer dispute is not resolved to the satisfaction