

Application for Admission to Owens Community College

Students seeking admission to Owens Community College are to complete an online admission application. The application process and steps are itemized, as follows for each student type:

I. Degree/certificate seeking student

II. Non-degree seeking student

For a student who is either “degree/certificate seeking” or “non-degree seeking” and who may also plan for either **A) dual enrollment (College Credit Plus Program or Early Admission) or B) admission as an international student**, there are additional steps to follow to complete the admission process at Owens Community College. (*Refer to pages 4-7.*)

Official Transcripts. Be advised that official transcripts become the property of Owens Community College and will not be released to a third party or to the student.

I. Degree/certificate seeking student

Definition. A degree/certificate seeking student is one who is interested in enrolling in courses for credit leading to an associate degree or to a certificate program.

The following steps must be completed for admission to the College, and ideally in advance of the first day of semester classes:

1. Submit an online admission application.
2. For Federal Financial Aid Eligibility and for the determination of placement in courses, an official high school transcript, home-school completion documentation, or certificate of high school equivalence must be submitted to the Records Office. An official transcript is one that has been received from the issuing institution. It must have official validation, date, and the appropriate signature(s). If a student personally delivers a transcript, it must remain unopened and be delivered in a sealed envelope from the issuing institution.
 - a. Official high school transcript is defined by the state in which the student graduated from a charter, non-charter, private, or public school.
 - b. Official home-school completion documentation is defined by the state and district in which the student completed the home-school education.
 - c. Certificates of high school equivalence accepted are GED, HiSET, and TASC.

- d. All documents submitted to the College by the student or the student's representative must be translated and may have to be evaluated into the English language and US high school equivalency, if the original language used is not English. The student will bear the cost of having the transcript translated or evaluated.
 - e. An applicant who is beyond the age of compulsory high school attendance, and who does not possess either a high school diploma or recognized equivalent can be admitted to the College. They will be ineligible for participation in Federal Student Aid programs.
3. Submit an official military transcript, if applicable, to the Records Office.
 - a. Joint Services Transcript (JST)
 - b. The Army/American Council on Education Registry Transcript Systems (AARTS)
 - c. Sailor/Marine/ACE Registry Transcript (SMART)
 - d. The Community College of the Air Force (CCAF)
 - e. Coast Guard Institute
4. Submit an official transcript from previously attended colleges for transfer credit evaluation, if applicable, to the Records Office. An official transcript is one that has been received from the issuing institution. It must have official validation, date, and the appropriate signature(s). If a student personally delivers a transcript, it must remain unopened and be delivered in a sealed envelope from the issuing institution.
5. Submit ACT, SAT, or AP (advance placement) scores, if applicable, to the Records Office.
6. Submit College-Level Examination (CLEP) scores, if applicable, to the Records Office.
7. Complete the college placement exam at an on-campus Testing Center; or contact Testing Services for other online arrangements. Owens Community College utilizes ACCUPLACER, which is a skills assessment in reading, writing, and math. The College will complete an evaluation of reading, writing, and math skills along with an evaluation of high school transcripts, and previous academic history in an evaluative advising session. Based on the results of this assessment, a student will be placed in courses appropriate to their academic skill level.
8. Complete New Student Orientation (NSO). New and transfer degree/certificate seeking student must complete orientation, either online or on campus.

9. Complete the Free Application for Federal Student Aid (FAFSA), if applying for financial aid. The Owens Title IV School Code is 005753.
10. Some applicants, including non-US citizens, may be required to submit additional documentation.
11. Selective Admissions Programs of Study
 - a. General admission to Owens Community College does not ensure acceptance to a particular program of study.
 - b. There are selective admission programs of study with additional requirements for admission. Please see the College Catalog for requirements.

II. Non-degree seeking student

Definition. A non-degree seeking student is one who is interested in enrolling in various credit courses, as they may indicate on the application for either personal interest, to upgrade skills, to obtain a new job, or to transfer to another college.

If a student is not enrolled in a degree or a certificate program, the student must complete the following admissions steps:

1. Submit an online admission application.
2. Submit to the Records Office, an official transcript from a previously attended college, if a pre-requisite exists for a course(s) of interest. An official transcript is one that has been received from the issuing institution. It must have official validation, date, and the appropriate signature(s). If a student delivers a transcript, it must remain unopened and be delivered in a sealed envelope from the issuing institution.
3. Some applicants, including non-US citizens, may be required to submit additional documentation.
4. A non-degree seeking student will be ineligible for participation in most financial aid programs, including all Federal Student Aid.

Mature Citizens Program

The mature citizens program is designed for Ohio residents, sixty years of age or older who want to take courses at the college, as follows:

1. Only instructional fees are waived for the mature citizen taking a course(s) on a non-degree (audit) and space available basis only.
2. Mature citizens-students are responsible for book(s) and any other expenses attached to the course.
3. All academic policies and procedures apply to mature citizens-students.

4. Mature citizens desiring credit for coursework or who wish to enroll in a degree program, must pay all required tuition and fees.
5. Mature citizens should contact Oserve for assistance with the Mature Citizens program.

As noted on page 1 of the procedures, there are additional steps for a student who may also plan for either **A) dual enrollment (College Credit Plus Program or Early Admission) or B) admission as an international student.**

A. Dual Enrollment

Definition. A student enrolled at a public, non-public, home, or community school may be admitted to Owens Community College under two separate opportunities: 1) College Credit Plus Program or 2) Early Admission.

1. College Credit Plus Program (CCP)

- a. A student who is enrolled in grades 7-12 at an Ohio public, non-public, home, or community school, and who is an Ohio resident may be admitted to Owens Community College in the College Credit Plus Program.
 - i. Option A allows the public or community school student to receive either college credit OR both high school and college credit. Under Option A, the student is responsible to pay the entire cost of the program, including tuition, fees, and books.
 - ii. Option B allows the student to receive both high school and college credit. Under Option B, the student is not required to pay for tuition, books, or fees that are directly related to the course, as long as the student has the approval for the credit hours from the student's secondary school. Parents should inquire with secondary school staff members to be fully informed about any other fees for which the student may be responsible.
 1. For a public or community school student the cost of the college courses is paid for by funds redirected to Owens Community College from the Ohio Department of Education.
 2. For a non-public school student or a home-school student, the cost is subsidized by a specified amount from funds set aside by the State of Ohio and awarded. Parents should inquire with secondary school staff members or home-school organization and Owens Community College representatives about the approval process by the Ohio Department of Education.

- b. A student seeking admission into the College Credit Plus Program must complete the following steps:
 - i. Receive approval from secondary school by submission of the CCP authorization form, and submit parent or guardian signature on the Parent Signature Form, where required.
 - ii. Submit an online application. Application type is College Credit Plus.
 - iii. Submit an official high school transcript, with advanced placement (AP) scores, if applicable.
 - iv. Meet with an Owens Community College representative.
 - v. Complete the Owens Community College placement test and achieve the scores required for participation. A student must meet the required pre-requisites necessary to register for desired classes. An applicant may waive the Owens Community College placement test if the ACT or SAT scores meet the minimum scores required by the college. Students may not be eligible to take certain courses available in the College Catalog.
 - vi. Complete the Owens Community College ~ College Credit Plus Orientation prior to class.
 - vii. Abide by all of the policies and procedures of Owens Community College as well as those specific to the College Credit Plus Program.
- c. Admission to the College Credit Plus Program does not ensure acceptance into a specific program of study.
- d. A College Credit Plus student cannot enroll in a developmental education class at the College.

2. Early Admission

- a. An Ohio resident secondary school student who is not participating in the College Credit Plus Program, or a non-Ohio resident secondary school student currently enrolled in grades 7-12, may be admitted to Owens Community College under the Early Admission process. As such, the student can either receive college credit OR both high school and college credit. The student is responsible to pay the entire cost of their enrollment, including tuition, fees, and books.
- b. An early admission student seeking admission into the College must complete the following steps:
 - i. Submit parent or guardian signature on the Parent Signature Form.

- ii. Submit an online application.
 - iii. Submit an official high school transcript, with advanced placement (AP) scores, if applicable.
 - iv. Meet with an Owens Community College representative.
 - v. Complete the Owens Community College placement test and achieve the necessary scores for placement into desired coursework. An applicant may waive the Owens Community College placement test if the ACT or SAT scores meet the minimum scores required for placement into desired coursework.
 - vii. Complete New Student Orientation.
 - viii. Abide by all the policies and procedures of Owens Community College as well as any policy or procedures specific to the early admission process.
- c. Early admission does not ensure acceptance into a specific program of study.

B. International Student

Definition. An international student is one who is not a citizen, nor a permanent resident of the United States.

Admission requirements for F-1, M-1, or J-1 visa students (and other students with a non-immigrant, temporary visa that allows for academic study at the post-secondary level) must be completed, as follows:

- i. Proof of English language proficiency from one of the following tests, as listed. A potential F-1, M-1, or J-1 student must provide evidence of English proficiency by submitting test scores that have the minimum passing score for the proficiency test.
 - 1. Test of English as a Foreign Language (TOEFL)
 - 2. ESL Webcape Test
 - 3. The International English Language Testing System (IELTS)
 - 4. Transcripts for Intensive English for Academic Purposes Programs
 - 5. Other nationally recognized test of spoken English

The English Proficiency requirement may be waived for a native English speaker and a prospective international student who received secondary education through the medium of English. A student seeking a waiver of the English Proficiency requirement may contact the Office of International Student Services.

- ii. College placement exam. An international student is required to complete the Owens Community College placement exam to determine writing, reading, listening, and oral communication placement. Any student on a non-immigrant, temporary visa that allows for academic study at the post-secondary level, requesting consideration for acceptance to the College without appropriate evidence of English proficiency (TOEFL, other proficiency exam, transfer credit for English or math) is required to achieve the minimum placement scores for admission to the College. A student may be denied admission to the College if they lack the placement scores, and may be referred to one of the nearby English language institutes for more intensive training in English.
- iii. Proof of adequate financial support. The international student is required to submit one of the following:
 - 1. A letter or affidavit from a sponsor attesting that the sponsor is willing to pay for the student's cost of education and living expenses while the student is enrolled at Owens Community College.
 - 2. Financial agreement from a government agency.
 - 3. An official bank statement showing sufficient funds to cover the cost of the education while the student is enrolled at Owens Community College and that these funds will be available for the student's educational and living expenses.
- iv. Official high school and college transcripts. An official high school transcript or diploma must be translated into English and submitted to the Records Office. All documents submitted to the College by the student or the student's representative must be translated into English language and US high school equivalency, and must be evaluated into the English language, if the original language used is not English. The student will bear the cost of having the transcript translated or evaluated.
- v. Personal interview. A personal interview with the international student advisor is recommended, if time and distance permits. Upon admission, a designated College official will contact each new student with instructions on how to proceed for advising, registration, and completion of New Student Orientation.
- vi. Transfer requirements. In compliance with Student & Exchange Visitor Information System (SEVIS) regulations, a F-1 student presently attending a college or university in the United States must meet all admissions requirements, as outlined in these procedures and obtain a SEVIS transfer-in release from their present institution upon admission.

Effective Date August 17, 2019

The procedures conform to the policy, effective August 17, 2019, as approved by the Board of Trustees. (Includes the Mature Citizens Program procedures - CAO approved, August 14, 2019)