

COMMUNITY COLLEGE OF VERMONT

ENROLLMENT POLICY

March 17, 2005

Revised: June 30, 2017

See also:

Admissions Policy

Basic Skills Policy

Complaint Resolution Policy

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POLICY

The Community College of Vermont has created procedures for admitted students to enroll in courses for which they are academically qualified. All students who wish to enroll at CCV must first apply and be admitted to the College according to the Admissions policy.

1. In order to enroll, each student must:

- a. Complete the College's registration process and provide full payment, a third party payment voucher, approval of financial aid, or establish an account registration in the College's payment plan;
- b. Successfully complete all prerequisites for each course taken;
- c. Have met all past financial obligations to any VSC College;
- d. Remain in good academic standing according to the Academic Standing Policy;
- e. Enroll under their existing program status or formally request a change in program status to the Registrar's Office before the end of the third week of the semester.

2. Degree and certificate students who want to enroll as non-degree students must formally request a change in student status.

3. Degree and certificate students who were granted a temporary transcript waiver as part of the admissions process must submit official transcripts of all previous college work to the registrar's office in order to enroll for a second semester. Degree and certificate students who have previously completed a college degree must submit official transcripts to the registrar's office before enrolling in their first semester.

4. Students who have selected an undeclared degree program must declare a degree or certificate program after completing a total of 24 college-level credits, including transfer credits and college-level courses that are in progress. Students with an undeclared program who have completed 24 credits may not register for classes in a subsequent semester until they have officially declared a degree or certificate program

5. Degree students who have not demonstrated basic skills proficiency, after attempting 12 academic credits must enroll in the appropriate basic skills courses. Degree students who have not demonstrated basic skills proficiency after attempting 24 academic credits may only enroll

with special permission from the academic dean. Certificate students must demonstrate basic skills proficiency appropriate for their specific certificate program.

6. All students who have not enrolled for four or more consecutive semesters at the College are considered inactive and must reapply for admission prior to reenrollment. Inactive students who subsequently return to the college are subject to the applicable catalog degree requirements of the semester of their reenrollment.

7. Students dismissed from other VSC institutions for academic reasons may, after completing the College's admissions process, enroll at CCV.

8. Part-time or full-time enrollment status is determined as follows according to the credits a student is enrolled in each semester:

1-5 credits.....	less than half-time
6-8 credits.....	half-time
9-11 credits.....	three-quarter time
12 or more credits	full-time

9. Enrollment of high school students and minors (students under the age of 18):

- a. CCV seeks to support and encourage enrollment by all Vermont high school students and other minors seeking to further their education. To support their success in the college classroom, CCV's Introduction to College and Careers course is recommended as the first class for all minors.
- b. Students who have successfully completed the requirements for their GED certificate or high school diploma at the time of enrollment may enroll in CCV classes per the enrollment policies and practices that govern adult students.
- c. All students who have not yet completed the requirements for their GED certificate or high school diploma at the time of enrollment must meet CCV's established minimum placement assessment scores associated with their desired coursework. If they do not meet the minimum placement assessment scores:
 - i. students must submit a high school transcript that demonstrates a minimum 2.0 grade point average in their last two semesters, or
 - ii. students must successfully complete CCV's Introduction to College and Careers course.
- d. There is no assessment score requirement for CCV's Introduction to College and Careers course. This course is required as the first class for all students under the age of 15 at the time of enrollment. Additional enrollment of students under the age of 15 is not permitted without successful completion of this course and academic advisor approval.
- e. Students under the age of 14 at the time of enrollment:
 - i. CCV reserves the right to deny or restrict enrollment of students under the age of 14 based on academic and/or behavioral preparedness.

- ii. All students under the age of 14 must meet with an academic advisor prior to enrollment. The academic advisor will review relevant available records and make a recommendation to CCV's Dean of Students. A determination will then be made by the CCV Dean of Students regarding the student's intended enrollment.

10. Any student wishing to file an appeal relating to their enrollment at CCV may do so by following the procedures outlined in the *Complaint Resolution* policy.