POLICY TITLE
Standards for Admissions

POLICY NUMBER
ASOM 1.2

PRIMARY RESPONSIBILITY
Vice Chancellors for Academic Affairs, Vice Chancellors for Student Success, Vice Chancellors for Enrollment Services

CREATION / REVISION / EFFECTIVE DATES
Created Spring 2008/Revised May 2012/Effective Fall 2012/Revised March 2014/Effective Fall 2014/Effective Immediately; revised October 2017/effective immediately/Revised April 2019, effective immediately

PURPOSE
To establish college wide standards for admission.

ORGANIZATIONAL SCOPE OR AUDIENCE
All students

DEFINITIONS

Ability to Benefit
Students seeking federal financial aid who did not graduate from high school in the United States must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance on an approved test.

Courses only
Classification of non-degree seeking students.

Guest Student
A student who is currently admitted and in good standing at another regionally accredited institution of higher education who desires to be admitted to Ivy Tech Community College for the limited purpose of taking courses for transfer to his/her home institution.

POLICY
The College admits to certificate, technical certificate and degree programs the following:
- high school graduates, or
- recipients of the General Educational Development (GED) credential, or
- recipients of the Test Assessing Secondary Completion (TASC) credential, or
- individuals 18 years of age or older who are able to benefit from Ivy Tech's instructional programs.

Selective enrollment programs may have additional admissions requirements.

Individuals seeking to enroll at Ivy Tech Community College who are not degree-seeking and
wish to enroll as courses-only students must meet course prerequisites as outlined on the Course Outline of Record; or, may audit the course with prior approval from the program chair responsible for the course. Core Transfer Library (CTL) courses are not eligible for program chair exceptions and students must meet course prerequisites.

**Guest Students**

Guest students are required to submit a Guest Student Application. Guest students must be in good academic standing at their home institution as determined by the home institution’s policies. Academic standing will be verified on the Guest Student Application by either: a) signature of the Dean or other designated official of their home institution; or b) signature of an Ivy Tech Community College official after review of documentation verifying matriculation during one of the previous two terms at the student’s home institution. Guest students shall be admitted for one semester at a time and must complete the Guest Student Application for each term of enrollment. They are not eligible for any financial aid program administered by Ivy Tech Community College while admitted as a guest student. The guest student may enroll in any course(s) for which they deem themselves eligible. Students should make themselves aware of the prerequisites for each course.

**PROCEDURE**

Students who are seeking admission as a student at Ivy Tech Community College should do the following:

1. Complete an application to the college at [www.ivytech.edu](http://www.ivytech.edu).
2. Schedule a time to take the entrance test. This is required of all students and evaluates the student’s ability to handle college-level course work in reading, writing and math.
3. Complete financial aid forms.
4. Sign up for orientation (see Appendix A). All students must attend an orientation session prior to enrolling in classes.
5. Schedule a time to meet with an advisor who will discuss the course requirements in the student’s intended program.

Students who are seeking admission as a guest student at Ivy Tech Community College should do the following:

1. Complete a Guest Student Application.
2. Review prerequisites for classes they wish to complete and ensure readiness for success in selected classes.
3. Register for classes online via MyIvy.
4. Pay tuition online via MyIvy.

**REFERENCES**

Appendix A (attached)
Apply to the College - [http://www.ivytech.edu/apply-now/](http://www.ivytech.edu/apply-now/)
RESOURCE PERSON
Vice Chancellor for Student Affairs
Appendix A

**New Student Orientation Program**

REQUIRED CONTENT in **Bold**

A. General College Overview
   a. History of ITCC
   b. What a Community College is, what you can do here
   c. Differences in degrees
   d. Transfer
   e. Administrative Regions/ Campuses

B. Explanation of the Student Intake Process
   a. Apply for Admission to College
   b. Attend Mandatory New Student Orientation
   c. Apply for Financial Aid
   d. Complete Assessment Process
   e. Participate in Academic Advising
   f. Register for Classes
   g. Make Arrangements to Pay Tuition and Fees
   h. Acquire Books for Classes
   i. Attend First Day of Class

C. Assessment/ACCUPLACER & Testing Center
   a. What is ACCUPLACER and why is it important to me?
   b. Location
   c. Hours of Operation
      i. Contact person

D. College Resources (more Campus specific)
   a. Library Resources/Services
   b. Location(s)
   c. Hours of Operation
   d. Student Computer Availability
   e. Textbooks on reserve
   f. Disability Support Services
      i. Location(s)
      ii. Hours of Operation
      iii. Contact person- how to get started requesting services
   g. Learning Centers/Tutoring
      i. Location(s)
      ii. Hours of Operation
      iii. Subjects
   h. Student Life & Development
      i. Location(s)
      ii. Hours of Operation
      iii. Opportunities
      iv. SGA
      v. Welcome Week
   i. Student Affairs
i. Who is my advisor how do I get a hold of him/her?
ii. Academic Advising
iii. Student Success or Counseling
iv. Additional Resources for Students (campus/region specific)
v. Locations, hours and contacts

E. E. Technology Awareness
   a. My Ivy
      i. How to set up (must have/know Student Identification number)
      ii. How to search for classes
      iii. How to register
      iv. How to use Financial Aid tab
      v. How to update address/phone information
   b. IvyLearn
      i. What it is and how it is used in both Distance Ed and face to face classes
      ii. How to access
      iii. What additional help/training is available for new students?
   c. Ivy Tech e-mail
      i. Students have an account
      ii. How to access/use
      iii. College’s official means of communicating with you
   d. Ivy Tech Alert
      i. How to sign up
      ii. Why you should sign up

F. F. Student's Rights & Responsibilities
   a. Student Handbook
   b. Financial Aid Requirements (Standards of Academic Progress)
   c. Academic Requirements (Academic Standards of Progress)
   d. College Policies & Procedures
   e. FERPA

G. G. Goal/Academic Plan Setting
   a. Major/Career/goal awareness & identification
   b. Academic Requirements (math)
   c. Making wise/informed choices
      i. Time management
      ii. Choice of educational format, accelerated, online etc.