

Section 6: Fort Scott Community College Student Handbook

Admissions Procedures

Eligibility for Admissions

FSCC welcomes applications for admission from individuals who have graduated from an accredited high school or satisfactorily completed a high school diploma equivalency (GED) examination. FSCC offers classes and testing procedures necessary for completion of GED requirements. Home- schooled students must provide an official transcript that includes the principal's signature and date of graduation. Only transcripts from a state-approved home school will be accepted. To be eligible for an athletic scholarship and financial aid, a student must possess a high school diploma or GED from an accredited institution. Certain courses of study may require additional criteria. All admissions are subject to limitations of space.

To apply, www.fortscott.edu/applynow . The free application will allow students to generate a student ID, which is necessary for enrollment. Prior to enrolling, students are required to take the ACCUPLACER test and provide official scores from another qualifying placement assessment such as GED or high school transcript. Students who have ACT scores of 21 on both the English and math sections of the ACT or have taken English 101 and college algebra for college credit and have passed with a grade of “C” or above, are exempt from taking the ACCUPLACER test. A copy of the ACT and/or a college transcript must be provided by the student. Students interested in the Certified Medication Aide or Home Health Aide programs will need to take the Nelson/Denny (reading) and WRAT (math) exams and meet the entrance requirements to be accepted into the programs.

Individuals who do not meet the admission requirements, but may benefit from college-level instruction may be admitted for one semester upon advisement from the FSCC Advising Office. Subsequent enrollment is permitted only when the requirements above are completed. Except as noted herein and below, all incoming students must furnish an official copy of their high school transcript or GED. For the high school graduate, home-schooled student, or GED completer, the official high school transcript or GED certificate should be provided prior to the student's initial enrollment at FSCC. A high school transcript that does not contain the student's date of graduation and an authorized school official's signature will not be considered official. All individuals must have an official GED score report or an official high school transcript on file with the Registrar's office to be eligible to graduate from Fort Scott Community College.

In order to receive an athletic scholarship, varsity athletes must have an official high school transcript with graduation year and signature or an official GED score sheet from an accredited institution on file with the FSCC Registrar's Office before the first day of classes.

High School Students

High school students in good standing who are juniors or seniors, or who are state-approved gifted students, may enroll in classes and earn college credit. Such students must secure written permission from their high school principal or counselor prior to enrollment. These students must follow the same application procedure and student criteria mentioned above.

Transfer Students

Transfer students are defined as those seeking admission to Fort Scott Community College who have completed three or more credit hours of college-level work at another college or university. To receive transfer credit, students must have attended an institution accredited by an appropriate college-level accrediting body, such as the Higher Learning Commission. Colleges previously attended must be identified on the enrollment application, and official transcript(s) must be sent directly to FSCC's Registrar's Office via an electronic transcript service or mail. Transcripts must come directly from the Registrar's Office to be considered official. The student is responsible for arranging for the provision of such transcript(s). Such transcript(s) should be provided prior to initial enrollment at FSCC. Enrollment in subsequent semesters will be denied if official transcript(s) have not been provided.

Special Interest Students

FSCC welcomes applications from students interested in completing courses but not currently seeking an FSCC degree or certificate. These students may enroll in up to five credit hours per semester. Special interest students are not eligible for financial aid.

Special interest students will not be required to provide official high school or college transcripts. However, if the special interest student subsequently decides to pursue a degree or certificate from FSCC, official high school and college transcripts will then be required.

Students who have earned 64 or more credit hours, but are not seeking an associate's degree or already holding a college degree are not subject to the five-credit-hour limitation and may enroll in college classes as special interest students or as certificate-seeking students.

Senior citizens age 65 and older can take classes at FSCC without paying fees or tuition. However, these classes will be considered "non-credit" and are subject to available space.

Former students who are returning to FSCC must furnish the Registrar with official transcripts of all high school and college work and must reapply to the college. This must be completed prior to re-enrollment at FSCC.

Advanced Standing & Credit for Prior Learning

Students will qualify for, and receive, advanced standing and credit at FSCC if they have earned credit at another accredited college or university, or if credit has been obtained by one of the sources listed below. FSCC currently offers credit for prior learning through a variety of methods.

Prior learning credits are credits that you receive from FSCC for knowledge acquired outside of the traditional classroom setting. Students who have proper documentation for previous learning may be eligible to earn college credit.

If you feel you may be qualified to earn college credit for previous learning experiences, please send the proper documentation to the Registrar's Office before the start of the semester.

- Students may earn a maximum of 30 hours of credit from prior learning credit.
- All credit earned will receive a grade of "P" for passing.
- Credit obtained at FSCC from prior learning may not transfer to another college or university.
- You may not enroll in a class for which you are applying prior learning credit.
- Credit cannot be used to repeat classroom credit in which you have received a grade.
- The decision of whether or not to award prior learning credit is final and cannot be appealed.
- A fee may be required to have your credits evaluated.
- Once credits are evaluated and placed on the official transcript, they are considered part of the student's official academic record and cannot be removed.
- Credit will not be awarded until official enrollment in FSCC courses has been verified.

Advanced Placement (AP) Exam Program

FSCC accepts credit earned by successfully completing the AP Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that the student earned a minimum examination score of 3. No credit will be awarded for scores below a 3. Exceptions to the minimum score requirement are College Physics I, College Physics II, Art History, Physics C: Electricity and Magnetism, and Physics C: Mechanics, which each require a minimum examination score of four. To request a copy of your score report to be sent to FSCC, visit www.collegeboard.org.

College Level Examination Program (CLEP)

FSCC accepts credit earned by successfully completing the CLEP General Examinations provided that the credit does not represent a duplication of credit previously earned. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that examination scores are 50 or higher. To request a copy of your score report to be sent to FSCC, visit www.collegeboard.org.

International Baccalaureate (IB) Exam

FSCC accepts credit earned by successfully completing the IB standard level (SL) and higher level (HL) examinations. Subject area score acceptance and minimum score requirements will be at the discretion of the Registrar and Academic Affairs Offices.

To request a copy of your official score report to be sent to FSCC please visit the following website: www.rrs.ibo.org

Cambridge International (CI)

FSCC accepts credit earned by successfully completing the Cambridge International examinations. Appropriate credit will be awarded for the successful completion of the subject examinations, provided that an examination score of E or above on Advanced Levels (A Levels) and Advanced Subsidiary Levels (AS Levels) is achieved. To request a copy of your grade transcripts to be sent to FSCC please visit the following website:

www.gradetranscripts.cambridgeinternational.org

College Credit for Military Service

FSCC follows the recommendations of the Office of Educational Credits listed by the American Council of Education (ACE). Advanced standing credits will be given to veterans for formal service school courses based on the recommendations of ACE. Military experience listed on the Joint Services Transcript (JST) will be awarded credit based on the recommendations of ACE. Credit earned is limited to a maximum of 30 hours to be allowed for graduation. No letter grade is awarded when students receive advanced standing for military educational experience. Credit is counted as transfer work without a grade, but is counted toward graduation and may be used to fulfill curriculum requirements. To understand how your military service can transfer to FSCC, please visit www.kansasregents.org . To request a copy of your JST to be sent to FSCC, please go to the following website: www.jst.doded.mil

Certificate Evaluation

In some cases, students may show a certificate of successful completion of training to earn college credit for a class covering the same material. (Examples: OSHA Department of Labor Card, NCCER Card, American Heart Association CPR Card, etc.) Copies of cards/certificates will be required and also may require validation before being officially accepted. Cards will not be accepted as a substitute for failure of an equivalent course.

Portfolio Evaluation

FSCC will evaluate work experience portfolios for college credit. Credit for previous work experience will be evaluated on a case-by-case basis by the Vice President of Academic Affairs, Registrar, and other members of the faculty or Advising Department as necessary.

The portfolio will need to include a narrative with detailed documentation of experience, training, education, work history, and any other documentation requested by the institution. Portfolios should be turned in at least 30 days prior to the start of the semester to allow for adequate evaluation time. Supplying a portfolio to the institution does not guarantee credit will be awarded. Please submit your portfolio to the Registrar's Office or Vice President of Academic Affairs Office.

International Students & Immigrant Students

If you are not a United States citizen, you are considered an International Student. You must meet federal government requirements through the Student Exchange and Visitor Information System (SEVIS) to be granted the Form I-20 in order to study in the United States.

Admission Paperwork Deadlines

- Fall Semester
 - July 1st
- Spring Semester
 - December 1st
- Summer Semester
 - May 1st

Admissions Process

(all documents must be translated into English and can be emailed to preeciah@fortscott.edu)

- Fill out and submit the FSCC International Admissions Application
 - [fortscott.edu/international application](http://fortscott.edu/international-application)
- Pay the \$50.00 non-refundable application fee by clicking [HERE](#) or by calling the FSCC cashier (620-223-2700 ext. 5090)
- Send translated transcripts of all academic records including secondary school and previous college transcripts to FSCC. Transcripts must be sent directly from the previous institution to FSCC. Secondary school transcripts must be translated and include a graduation date. College transcripts must include a certified evaluation and translation if not in English.
- Provide proof of medical insurance (including repatriation coverage).
- Provide proof of secured housing.
- Copy of passport.
- Proof of full COVID-19 Vaccination (if mandated by the CDC at time of application).
- Evidence of financial resources in the amount of at least \$13,000.*
- TOEFL score verification, OR IELTS score verification.
- Tuberculosis test results, test to be done in the US immediately upon arrival. Test results required prior to enrollment.
- Down payment of \$1,500.00 USD towards tuition/fees. This down payment would be in addition to the non-refundable \$50.00 application fee and the \$130.00 housing application fee, if applicable.

**Proof of additional funds will be required for occupational/technical programs.*

Undocumented Immigrants and Others

Effective July 1, 2004, the Kansas Legislature (HB2145) established eligibility regulations for certain undocumented immigrants and others to qualify for paying resident tuition and fee rates, for any enrolled class beginning after that date, under the following conditions:

1. the student has attended an accredited Kansas high school for three or more years; and
2. has either graduated from an accredited Kansas high school or has earned a GED issued in Kansas; and
3. in the case of a person without lawful immigration status, they must have signed and filed an affidavit with the institution stating that the person or person's parents have filed an application to legalize such person's immigration status, or will file such an application as soon as such person is eligible to do so; or
4. in the case of a person with a legal, nonpermanent immigration status: has filed with the postsecondary educational institution an affidavit stating that such person has filed an application to begin the process for U.S. citizenship or will file such application as soon as such person is eligible to do so. *Kansas has no accreditation standards for home schools; therefore, home-schooled students are not eligible for resident rates under this law.

*The law has no effect on the eligibility standards or requirements for any type of financial aid. *Students who are eligible under HB2145 must contact the Registrar's Office to complete the necessary requirements.

Kansas Residency

Individuals enrolling in a community college who have not been domiciliary residents of the State of Kansas if they are adults, or, if they are minors, whose parents have not been domiciliary residents of the State of Kansas for six months prior to enrollment for any enrollment term or session are not residents of Kansas and will be charged out-of-state tuition. Residence of minors shall be determined as provided in K.S.A. 72-1046 and acts amendatory thereof and of adults as provided in subpart Twenty-three of K.S.A. 66-201 and acts amendatory thereof.

The Kansas Board of Regents may adopt rules and regulations governing the determination of residence of students for student tuition and out-of-state and foreign student tuition purposes. (L. 1972. Ch. 271. Sec.1; April 11.) Students who have not resided in Kansas for six months prior to the first day of the semester (or the summer session) are determined to be non-resident students and must pay out-of-state tuition rates.

After a student has continuously resided in Kansas for six months, he/she may petition for in-state residency status by securing and completing an Affidavit of Residency form from the Registrar prior to the first day of the semester or the summer session. A student can be a resident of only one state. If a student leaves the state and claims residency in another state, he/she forfeits Kansas residency regardless of the time spent out of the state. The responsibility of enrolling under proper residence classification for tuition purposes is that of the student. If there is any question of residency classification, as regulated by the Kansas

Board of Regents, the student must raise the question to the Registrar prior to the first day of classes of any given semester. If a student enrolls incorrectly as a resident of Kansas, and it is determined at a later date that the student was a non-resident for tuition purposes, payment of non-resident tuition will be required for all terms during which the student was incorrectly registered.

Enrollment Policies

Enrollment

FSCC has an open enrollment policy, which allows students to be accepted and begin the enrollment process at any time throughout the year.

Steps to Enroll:

1. Apply to FSCC at www.fortscott.edu/applynow
2. Send official transcripts to FSCC Registrar, 2108 South Horton, Fort Scott, Kansas 66701
 - a. High School transcripts - Email or electronic transcript service (Preferred Methods), Mail, or Fax to 620-223-4927
 - b. College transcripts - Mail or electronic transcript service.
 - c. GED - Mail official score report using or electronic transcript service (preferred method).
3. Complete FAFSA at www.studentaid.gov
 - a. Questions? Call 800-874-3722
 - b. School code is 001916
 - c. For more information about college funds, visit www.college.gov
4. Take a placement test (ACCUPLACER or ACT)
5. Meet with a FSCC Advisor
 - a. Choose classes
 - b. Enroll

Accessibility

FSCC provides support for qualified students with disabilities. Students seeking assistance with academic programs because of disabilities (physical, emotional, mental, or multi-disabilities) should contact the Disabilities Coordinator through the Advising Office. Academic, career counseling assessment and planning services are available

to those who qualify. Transition services are also available to these students. Students requesting services should submit a written request and official documentation prior to the start of each semester. Allow a minimum of three weeks for services to be provided.