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**TITLE: Transfer, Returning, Visiting & Non-Matriculating Admissions**

**EFFECTIVE DATE:** October 1, 2014

**LAST REVISION:** October 10, 2014

Policy No. 5.513

### **Policy Statement**

#### **Purpose**

To publish the admission requirements for transfer, returning, visiting and non-matriculating students at Baton Rouge Community College.

#### **Scope**

Any student entering Baton Rouge Community College as a transfer, visiting, or returning student is required to meet the admission requirements contained in this memorandum. Admission requirements for first-time freshmen are outlined in the College's Admission Requirements for First-Time Freshmen policy. Admission requirements for dual enrollment/concurrent enrollment and summer enrichment high school students are described in the College's Admission Requirements for High School Students policy.

#### **Definitions**

**Transfer Student-**A transfer student is an applicant who has attended another regionally accredited college or university regardless of duration, and who plans to pursue a degree or certificate from Baton Rouge Community College.

**Returning Student-** A returning student is an applicant who attended Baton Rouge Community College previously and interrupted his or her studies for at least one spring or fall semester.

**Visiting Student-** An applicant who is currently attending another college or university, but plans to attend Baton Rouge Community College for one semester only (fall, spring or summer) and to return to his or her home institution for the following semester.

**Non-Matriculating Student-** A non-matriculating student is an applicant who has attended another regionally accredited college or university, but is not seeking any type of credentials at Baton Rouge Community College and is taking courses for professional development or personal enrichment only. Non-matriculating students are not eligible for federal financial assistance.



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## Policy

### *Transfer Students*

Transfer students applying for admission to Baton Rouge Community College must:

- Complete a formal application for admission prior to the beginning of the semester for which admission is sought.
- Submit official transcripts to the Office of Admissions from each college or university previously attended, whether credit was earned or not.
  - Students who fail to acknowledge attendance at a previous college or university may be subject to immediate dismissal without benefit of refund.
- Provide verification that they have met all prerequisites for desired course enrollment by providing college transcripts (official transcripts are required to meet admissions requirement; however, unofficial transcripts may be used for advising purposes) or by meeting the assessment requirements as described below.
- Take the COMPASS Test unless exempted by:
  - Appropriate ACT scores that are no more than three (3) years old, or
  - Successful completion of developmental or college-level math and English courses with a grade of “C” or better within the last three years.
- Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
- If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.
- Submit official high school transcripts if 12 hours of college credit hours has not been earned.

Transfer students are subject to the academic status, transfer credit, and academic amnesty provisions outlined in the college catalog in effect at the time of admission to Baton Rouge Community College.

### *Returning Students*

Applicants who attended Baton Rouge Community College previously and interrupted their studies for at least one spring or fall semester must:

- Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
- Submit official transcripts to the Office of Admissions from each college or university attended after the break in enrollment at Baton Rouge Community College.
  - Returning applicants who fail to acknowledge attendance at a regionally accredited college or university or after the break in enrollment at Baton Rouge Community College may be subject to immediate dismissal without benefit of refund.
- If all admission requirements were not met during initial enrollment, submit all required documents prior to being readmitted to the College.

Returning students are subject to the academic status and academic amnesty provisions outlined in the college catalog in effect at the time of re-admission.



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### *Visiting Students*

A visiting student applying to Baton Rouge Community College must:

- Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
- Provide a letter of academic standing from the previous institution's Registrar's Office reflecting academic status at the end of the previous semester.
- Provide verification that they have met all prerequisites for desired course enrollment by providing college transcripts (official transcripts are required to meet admissions requirement; however, unofficial transcripts may be used for advising purposes) or by meeting the assessment requirements as described below.
- Take the COMPASS Test unless exempted by:
  - Appropriate ACT scores that are no more than three (3) years old, or
  - Successful completion of developmental or college-level math and English courses with a grade of "C" or better within the last three years.
- Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
- If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151

If a visiting student decides to continue enrollment at the College, he or she must meet the requirements as outlined in "Transfer Students."

### *Non-Matriculating Students*

Applicants who are not seeking any type of credentials and are taking courses for professional development or personal enrichment only, are classified as non-matriculating students. Non-matriculating students:

- Cannot earn a certificate or degree from Baton Rouge Community College;
- Are not eligible for federal financial assistance; and
- Must meet all admission requirements at the time of enrollment status change to degree/certificate seeking.

A non-matriculating student applying to Baton Rouge Community College must:


- Complete a formal application for admission prior to the beginning of the semester for which admission is being sought.
- Submit official transcripts to the Office of Admissions from the last college or university previously attended, whether credit was earned or not.
  - Students who fail to acknowledge attendance at a regionally accredited college or university in which they have been registered will have a registration and transcript hold placed on his or her academic records and may be subject to immediate dismissal without benefit of refund.
- Provide verification that they have met all prerequisites for desired course enrollment by providing college transcripts (official transcripts are required to meet admissions requirement; however, unofficial transcripts may be used for advising purposes) or by meeting the assessment requirements as described below.
- Take the COMPASS Test unless exempted by:



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- Appropriate ACT scores that are no more than three (3) years old, or
- Successful completion of developmental or college-level math and English courses with a grade of “C” or better within the last three years.
- Provide waiver/proof of immunization against MMR (Measles, Mumps, and Rubella (if born after 1956). The waiver/proof of immunization must be submitted on the state approved form as per Louisiana Revised Statute 17:170.
- If required, register with the military selective service prior to enrollment as per Louisiana Revised Statute 17:3151.

Applicants who have not submitted all required documents prior to admission may be admitted provisionally to Baton Rouge Community College. Provisionally admitted students are given 30 days after the start of the semester to submit all required admissions documents. If the student fails to provide requested documents, a registration and transcript hold will be placed on his or her academic records.

Source of Policy: Admissions Office  
 Related Policy: \_\_\_\_\_  
 Approved by:   
 Chancellor Andrea Lewis Miller

Responsible Administrator: Director of Admissions  
 LCTCS Policy Reference: \_\_\_\_\_  
 LCTCS Guideline \_\_\_\_\_  
 Reference: \_\_\_\_\_  
 Date: 10/10/14