

The following checklist provides the steps required for Admission. It is preferred that students apply for Admission and submit all required items at least three (3) months before the semester they plan to attend LCC.

1. **Complete the enrollment/application form.**
  - a. A non-refundable \$100 application fee is required. Submit the Application for admission preferably at least three months before the start of the semester in which you wish to enroll (unless you are transferring from another institution within the US).
2. **Submit official copies of High School/Secondary School, and/or University academic transcripts with an English translation of the grades and grading scale.**
  - a. Translations may be accepted from the following organizations: Educational Perspective, World Educational Services, or an equivalent translation company. If you attended a high school in the United States, you'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
3. **English Proficiency Requirements:** Submit evidence of English language proficiency. Students must meet **one** of the following criteria to demonstrate proficiency:
  - a. Minimal TOEFL test scores:  
Internet Based (iBT) = 65, paper-based (PBT) = 513, Computer Based (CBT) = 183.
  - b. IELTS (International English Language Testing System) score of 5.5 or higher.
  - c. Have attended and graduated from an American High School within the United States and have maintained a minimum 2.0 CGPA (cumulative grade point average). You'll need to request that the High School **mail** an Official copy of your transcript to Labette Community College.
  - d. Completion of ELS Language Center Level 112.
  - e. Completion of an Intensive English Program at an accredited four year university.
4. **Complete the Statement of Financial Information and Certification of Support** forms and submit them with a certified bank statement proving financial ability to attend Labette Community College.
5. **Submit proof of International health insurance.**
  1. If you do not have health insurance you will need to purchase and provide evidence of new coverage on or before arrival at Labette Community College. For information regarding insurance companies that have proven to be reliable for previous students, please contact the International Student Advisor in the Admissions Office.

**Transfer Students** (those who have previously attended another US college)

1. Complete steps 1-5 above.
2. Complete the Transfer Eligibility Form and return to Labette Community College.

### **I-20 Information:**

The I-20 is a Certificate of Eligibility for Non-immigrant Student Status for those who wish to study in the US. The I-20 form must be taken to the American Embassy or Consulate when you apply for a Visa. More info can be found at [http://www.ice.gov/SEVIS/becoming\\_nonimmigrant\\_student\\_52007.htm](http://www.ice.gov/SEVIS/becoming_nonimmigrant_student_52007.htm)

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### **Placement Testing (Procedure 3.22 )**

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The purpose of placement testing is to enhance student success in college. Placement test scores are used to place students in the most appropriate level for success. All students who plan to enroll for the first time in a College-level English or Math-course at Labette Community College must take the appropriate ACCUPLACER test or provide appropriate COMPASS, ACT, or SAT scores. Although COMPASS placement tests will no longer be given at LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

**English Composition I Course Placement:** The student must have an ACCUPLACER Sentence Skills score of 69 or above, or the appropriate COMPASS writing score of 70 or higher, ACT English score of 18 or higher, or SAT Verbal score of 450 or higher score to enroll in English Comp I.

Without a qualifying score, the student needs to complete the Pre-College Writing and Reading course with a C or better prior to enrolling in English Comp I. If a student has taken a college English course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process.

**A Reading or Writing deficiency must be addressed in the first semester.** The student must enroll in the reading and writing course in which they were placed (Reading & Writing Essentials or Pre-College Reading & Writing) during the first semester of their program of study, and continuous enrollment is required until the reading/writing competency for their program is achieved.

**Math Course Placement:** These courses require minimum ACCUPLACER, COMPASS, ACT, or SAT placement scores prior to enrollment. If the student has taken a math course prior to enrolling at LCC, the student must provide an official college transcript or grade report of these courses. Placement in appropriate courses will be determined during the enrollment process. A student with a math deficiency should enroll in the math course in which they were placed during the first semester of their program of study.

The ACCUPLACER test for each subject/discipline may be taken twice in a three month period. Students who are enrolled in the recommended remedial course, based on their ACCUPLACER score, may retake the test upon completion of the course. If the ACCUPLACER score falls into an appeal score zone, the student must follow the appeal process for that subject/discipline.

**Reading Requirements for Health Science Programs** Some Health Science programs (such as Nursing) have a reading requirement determined by program policy. Students enrolled in any of these programs should check with their advisors to determine if such a requirement exists.

#### **Additional Information**

College students who apply for Pell Grants and who will be taking Writing & Reading Essentials, Pre-College Writing & Reading, Foundations of Math, Beginning Algebra, Intermediate Algebra, or any other developmental course must have taken the appropriate placement test in order to qualify for the grant funds.

Students enrolled full-time at other colleges who wish to also enroll at LCC at the same time will be allowed to enroll in any course without being required to take the writing or reading placement exam. Students must provide unofficial transcripts or grade reports at the time of enrollment. English and math courses will still require placement testing, or appropriate ACT or SAT scores.

Students enrolled for one credit hour or less, or enrolled in Community Services and Workforce Education courses, are exempt from the above procedure.

Students requesting accommodations for ACCUPLACER testing due to their documented disabilities must contact the College's designated ADA coordinator at least two business days prior to their desired testing date. Students may contact the coordinator by phone at (620) 421-6700, ex. 1230, or in person in the Business Office on the main campus in Parsons. The coordinator will work with the SSC staff to ensure proper accommodations are in place for the student prior to testing.

Students may arrange to take a placement test by calling the LCC Student Success Center at (620) 421-6700, extension 1147, or by email at [testing@labette.edu](mailto:testing@labette.edu).

#### **Writing Placement**

<b>Score</b>	<b>Placement in</b>
ACCUPLACER Sentence Skills Score of 20 – 39 COMPASS writing score of 1-51 ACT English score of 1-13 SAT score of 1-359	ENGL 097 Reading & Writing Essentials
ACCUPLACER Sentence Skills Score of 40 – 68 COMPASS writing score of 52-69 ACT English score of 14-17 SAT score of 360-449	ENGL 099 Pre-College Reading & Writing
ACCUPLACER Sentence Skills Score of 69 or higher COMPASS writing score of 70 or higher ACT English score of 18 or higher SAT Verbal score of 450 or higher	ENGL 101 English Composition I

### *Appeal Process*

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 37 and 39 may write an essay for consideration of placement into Pre-College Writing & Reading

Students who have taken the ACCUPLACER Sentence Skills test twice and score between 66 and 68 may write an essay for consideration of placement into English Composition I.

Students can only go up one level by writing the essay.

### **Procedure for writing the essay:**

The essay will be written in the Student Success Center (Main Campus) or at the Cherokee Center when someone is available to monitor the student. Concurrent students may write the essay in the high school counselor's office if they cannot come to the main campus or Cherokee.

The student will be given a list of topics chosen by the English faculty.

The student will fill out a form listing their name, ID number, address, and phone number.

The student will receive paper and written instructions for writing the essay. It must be written in pen.

Once it is completed, the essay will be sent to the English Department. At least one full-time faculty member will read the essay to make the determination.

Once the decision has been made, the essay and decision are returned to the Student Success Center.

One of the SSC staff, usually the English Specialist, will contact the student with the appropriate course in which to enroll. The English Specialist will also inform Admissions of the determination.

The grading of the essay will be complete in 24 to 48 hours during the regular work week.



**Mathematics Placement**

<b>Score</b>	<b>Placement in</b>
ACCUPLACER Elem Algebra 20-39 COMPASS Pre-Algebra 1-33 ACT Math Score 1-13 SAT Score 22-339	MATH 88 Foundations of Math
ACCUPLACER Elem Algebra 40-59 COMPASS Pre-Algebra 34-100 ACT Math Score 14-16 SAT Score 340-409	MATH 96 or MATH 106 Beginning Algebra <i>or</i> Applied Math
ACCUPLACER Elem Algebra 60-80 COMPASS Algebra 34-56 ACT Math Score 17-19 SAT Math Score 410-479	MATH 100 Intermediate Algebra
ACCUPLACER Elem Algebra 81 or higher COMPASS Algebra 57-100 COMPASS College Algebra 1-100 ACT Math Score 20 or higher SAT Math Score 480 or higher	MATH 115 or MATH 111 College Algebra <i>or</i> Mathematics for Education
ACCUPLACER College Level Math 80 or higher COMPASS College Algebra 44-100 COMPASS Trigonometry 1-100 ACT Math Score 21 or higher SAT Math Score 500 or higher	Elementary Statistics, Trigonometry, Matrix Algebra <i>or</i> Intro to Analytical Processes
ACCUPLACER College Level Math 86 or higher COMPASS Trigonometry 44-100 ACT Math Score 26 or higher SAT Math Score 590 or higher	Calculus I* *C or better in high school Pre-Calculus or Trigonometry required

If a student is placed in Intermediate Algebra by the placement test, they may take the Intermediate Algebra final. If they pass the final, they will be allowed to enroll in College Algebra. Students can only take the final for the course in which they were placed by ACCUPLACER to move to the next course in the sequence. The sequence of courses is as follows:

Foundations of Math

Beginning Algebra or Applied Mathematics

Intermediate Algebra

College Algebra/Mathematics for Education (Math for Education is intended for Math Education concentration majors and not intended to be an “algebra-calculus” sequential course)

Trigonometry/Elementary Statistics/Matrix Algebra/Intro to Analytical Processes

Calculus I

Calculus II

Calculus III

Differential Equations

*Trigonometry, Elementary Statistics, Business Calculus, and Matrix Algebra, all carry a prerequisite of College Algebra and are considered roughly equal in terms of placement level.*