

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, ACT, or SAT 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 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 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

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

**Reading Placement**

| Score  | Placement in   |
|--|--|
| ACCUPLACER Reading Comprehension Score of 20 – 53<br>COMPASS reading score of 1-54<br>ACT reading score of 12 or below<br><br>SAT reading score of 255 or below            | ENGL 097<br>Reading & Writing Essentials required<br>(typically a student would take the ACCUPLACER Sentence Skills test to place into this course)  |
| ACCUPLACER Reading Comprehension Score of 54– 68<br>COMPASS reading score of 55-74<br>ACT reading score of 13-16<br>SAT reading Score of 256-299                           | ENGL 099<br>Pre-College Reading & Writing required<br>(typically a student would take the ACCUPLACER Sentence Skills test to place into this course) |
| ACCUPLACER Reading Comprehension Score of 69 or higher<br>COMPASS reading score of 75 or higher<br>ACT reading score of 17 or higher<br>SAT reading score of 300 or higher | No reading course required prior to, or as a co-requisite for General Education courses  |

*Appeal Process*

Students who score within three (3) points of their desired course placement for Reading are eligible for the appeals process. As a first appeal, students have the opportunity to retake the placement test. A second (and final) appeal of placement requirements will be handled through the English Department.

**Mathematics Placement**

| <b>Score</b>  | <b>Placement in</b>   |
|---|---|
| ACCUPLACER Elem Algebra 20-39<br>COMPASS Pre-Algebra 1-33<br>ACT Math Score 1-13  | MATH 88<br>Foundations of Math  |
| ACCUPLACER Elem Algebra 40-59<br>COMPASS Pre-Algebra 34-100<br>ACT Math Score 14-16   | MATH 96 or MATH 106<br>Beginning Algebra <i>or</i><br>Applied Math                                |
| ACCUPLACER Elem Algebra 60-80<br>COMPASS Algebra 34-56<br>ACT Math Score 17-19<br>SAT Math Score 460 – 489  | MATH 100<br>Intermediate Algebra  |
| ACCUPLACER Elem Algebra 81 or higher<br>COMPASS Algebra 57-100<br>COMPASS College Algebra 1-100<br>ACT Math Score 20 or higher<br>SAT Math Score 490 or higher            | MATH 115 or MATH 111<br>College Algebra <i>or</i><br>Mathematics for Education                    |
| ACCUPLACER College Level Math 80 or higher<br>COMPASS College Algebra 44-100<br>COMPASS Trigonometry 1-100<br>ACT Math Score 21 or higher<br>SAT Math Score 540 or higher | Elementary Statistics, Trigonometry,<br>Matrix Algebra <i>or</i><br>Intro to Analytical Processes |
| ACCUPLACER College Level Math 86 or higher<br>COMPASS Trigonometry 44-100<br>ACT Math Score 26 or higher  | Calculus I*<br>*C or better in high school Pre-Calculus<br>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
- Mathematics for Education
- College Algebra
- Trigonometry/Elementary Statistics/Business Calculus/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*