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## International Students

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The International Student Advisor is located on the second floor of the Student Union Building.

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:** If English is not the primary language of the country, one of the English language requirement(s) listed below must be met:
  - a. Record of successful completion of high school (2.0 Cumulative GPA or higher) in which the language of instruction was English
  - b. Test of English as a Foreign Language (TOEFL) score of 70 internet-based (iBT)
  - c. International English Language Testing System (IELTS) score of 6 or higher
  - d. Completion of ELS Language Centers level 112 ([http://www.els.edu/contents/US\\_University.aspx](http://www.els.edu/contents/US_University.aspx))
  - e. EIKEN scores of Pre-1 and 1
  - f. Completion of an Intensive English Program at an accredited four year university.
  - g. Completion of Bridge's Academic English Level 54.
- 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.**
  - a. 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.
- 6. Submit proof of Tuberculosis Testing if needed**
  - a. Students entering Labette Community College who are from the countries listed below must have a Tuberculosis 2 Step Test or QuantiFERON Blood Test completed in the United States or Canada.
  - b. Afghanistan, Bangladesh, Brazil, Cambodia, China, DR Congo, Ethiopia, India, Indonesia, Kenya, Mozambique, Myanmar, Nigeria, Pakistan, Philippines, Russian Federation, South Africa, Thailand, Uganda, UR Tanzania, Vietnam, and Zimbabwe

**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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All degree-seeking students who plan to enroll for the first time in a College-level English or Math course at Labette Community College must provide placement scores from either a standardized test approved by the college (ACT, SAT, ACCU-PLACER, Compass) taken within the last 3 years, or a copy of a high school transcript within 3 years of graduation, or GED scores within 3 years of enrollment taken on the 2014 version. Although COMPASS placement tests will no longer be given at

LCC after May 2016, COMPASS placement test scores will be accepted until fall 2021.

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.

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 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).

Composition Courses	ACT Score	SAT Score	ACCUPLACER	H.S. Transcript (within 3 years of graduation)	GED Score (within 3 years of enrollment using 2014 version)	Prerequisite
Reading & Writing Essentials (ENGL 097)	0-13	Verbal: 0-359	Classic: 0-39 Next-Gen: 0-234	<2.0 Cum GPA	<150 average score	
Accelerated Learning* (ENGL 090) or Pre-College Reading & Writing (ENGL 099) or English Comp 1 with Review** (ENGL 103)	14-17	Verbal: 360-449	Classic: 40-68 Next-Gen: 235-254	≥2.0 Cum GPA	≥150 average score	A grade of "C" or above in ENGL 097
English Comp 1 (ENGL 101)	18 or higher	Verbal: 450 or higher	Classic: 69 or higher Next-Gen: 255 or higher	≥3.25 Cum GPA or ≥3.0 Cum GPA & ≥3.0 Content GPA	≥165 avg. score or ≥160 avg. score & ≥160 content	A grade of "C" or above in ENGL 099
*Students enrolling in ENGL 090 must also enroll in the designated ENGL 101 companion course						
**This course will be considered college-level Comp 1 with additional review.						

<b>Mathematic Courses</b>	<b>ACT Score</b>	<b>SAT Score</b>	<b>ACCUPLACER</b>	<b>H.S. Transcript (within 3 years of graduation)</b>	<b>GED Score (within 3 years of enrollment using 2014 version)</b>	<b>Prerequisite</b>
Skills remediation with Adult Education	0-13	0-340	Classic: 0-29 Next-Gen: 0-210	N/A	<140 average score	
Beginning Algebra with Review (MATH 095)	14	340-409	Classic: 30-39 Next-Gen: 210-232	<2.0 Cum GPA	<140 average score	
Beginning Algebra (MATH 096)	15-16	340-409	Classic: 40-59 Next-Gen: 233-249	≥2.0 Cum GPA but <2.5 Cum GPA	<141 but <150 average score	
Intermediate Algebra (MATH 100)	17-19	410-479	Classic: 60-80 Next-Gen: 250-262	≥2.5 Cum GPA	≥150 average score	A grade of "C" or higher in MATH 095 or 096
College Algebra (MATH 115) or Mathematics for Education (MATH 111) or Elementary Statistics (MATH 120)	20 or higher	480 or higher	Classic: 81 or higher Next-Gen: 263 or higher	≥3.0 Cum GPA + ≥ 2.0 Content GPA	≥160 avg. score + ≥160 content score	A grade of "C" or higher in MATH 100
Trigonometry (MATH 125) or Matrix Algebra (MATH 121)	21 or higher	500 or higher	N/A	≥3.5 Cum GPA + ≥ Final grade of B in Algebra II	N/A	A grade of "C" or higher in MATH 115
Calculus I (MATH 130)	26 or higher	590 or higher	N/A	≥3.75 Cum GPA + ≥ Finale grade of C in Trig or Pre-Calc	N/A	A grade of "C" or higher in MATH 125
<b>Allied Health Courses</b>	<b>ACT Score</b>	<b>SAT Score</b>	<b>ACCUPLACER</b>	<b>H.S. Transcript (within 3 years of graduation)</b>	<b>GED Score (within 3 years of enrollment using 2014 version)</b>	<b>Prerequisite</b>
CNA (HEAL 121)	13 or higher	Verbal: 360 or higher	Classic Reading: 54 or higher Next-Gen: 240 or higher	≥2.0 Cum GPA	≥150 average score	N/A

CMA (HEAL 131)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Classic Reading: 54 or higher Next-Gen Reading or Writing: 240 or higher AND Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	KS CNA license
EMT (HEAL 142)	Reading: 13 or higher and Math: 14 or higher	Verbal: 360 or higher and Math: 340 or higher	Classic Reading: 54 or higher Next-Gen Reading or Writing: 240 or higher AND Classic Math: 50 or higher Next-Gen Math: 237 or higher	≥2.5 Cum GPA	≥150 average score	High School Diploma or GED or Senior in H.S.
<b>Health Science Programs</b>	<b>ACT Score</b>	<b>SAT Score</b>	<b>ACCUPLACER</b>	<b>H.S. Transcript (within 3 years of graduation)</b>	<b>GED Score (within 3 years of enrollment using 2014 version)</b>	<b>Prerequisite</b>
Nursing	Reading: 17 or higher	N/A	Classic Reading: 75 or higher Next-Gen Writing: 263 or higher	N/A	N/A	N/A

**Placement Testing Procedures (Procedure 3.221)**

Accuplacer tests are given by appointment only and are administered at the Student Success Center (SSC) on the main campus, at the Cherokee Center, and remotely by Zoom. Tests have no time limit; however, as each test will take 60-90 minutes on average, students should bear these durations in mind when choosing an appropriate time to test. Testing appointments are available M-Th from 8:00 a.m. to 6:00 p.m. and from 8 a.m. to 4:30 p.m. on Friday from August to May on the Main Campus, the Cherokee Center and by Zoom. During the months of June and July, SSC hours are M-Th from 7 a.m. to 4:30 p.m. **No Accuplacer tests will be started within one hour of the SSC’s closing.** Students may contact the SSC at extension 1147 or by email at [testing@labette.edu](mailto:testing@labette.edu) for further information.

Students wishing to take an Accuplacer placement test must present a photo ID (LCC Student ID, Driver’s License, or State ID Card, or other ID issued by an educational institution or government entity) to SSC personnel before being seated for the test. Students who do not have an LCC ID number assigned will be required to complete a free application for admission available on-line on the RedZone. Students not wishing to complete the free application will be charged a \$5.00 fee for each testing session<sup>1</sup>.

**Accuplacer Test Administration Procedures (SSC and Cherokee Center)**

1. The LCC staff member proctoring the test will verify student’s photo ID and ask the student to sign-in for testing.
2. Students who do not have an LCC ID number will be given the opportunity to complete the free application

<sup>1</sup> A “session” refers to the tests taken at one particular time, not the number of sub-tests taken. For example, a student who takes the math sub-test on Monday, but returns on Tuesday to take the writing test has completed two testing sessions

for admission available on-line at the RedZone.

- a. Once a student has completed the application and is seated for the Accuplacer test, the staff member shall call Admissions at extension 1264 or 1236 to notify them of completed application. This step results in a valid LCC student ID number being assigned to the student. A LCC ID number allows for proper recording of a student's test results in Jenzabar computer system.
- b. Students who do not complete this step will be referred to the Business Office to pay their \$5.00 testing fee. A receipt from the Business Office is REQUIRED before a student is allowed to test.
3. Once a student's ID has been verified, a proctor will prepare a computer in a private testing room for student testing use. The preparation includes entering the Proctor ID and password, selecting the appropriate sub-test, and ensuring that the room is ready for testing.
4. If a private testing room is not available, the student may choose to wait until a room becomes available or may make an appointment with SSC staff to return to take the test.
5. Students should leave their personal belongings, including purses, book bags, computers, and wireless phones, in the secured cabinets outside the testing rooms.
  - a. Students are allowed the use of pens, pencils, scratch paper, for each test. These materials are provided by the SSC.
  - b. Outside calculators are not allowed on the mathematics sub-test. The Accuplacer test system will automatically provide a calculator within the test for the questions that allow its use.
6. Once seated for the Accuplacer, it is the student's responsibility to enter all their information as completely and accurately as possible.
7. At the conclusion of the test, a score report will print in the SSC.
8. SSC staff members make a copy of the form for the Program Assistant and return the original to the student.
9. The student is responsible for delivering the score report to the appropriate advisor for enrollment.

### **Accuplacer Scores Release**

Students wishing to have their scores mailed or faxed to another educational institution must complete the Release of Records request form in order for an official score report to be sent from LCC. This form is available in the SSC and by emailing [testing@labette.edu](mailto:testing@labette.edu). The scores may be mailed, emailed or faxed from LCC to the student's desired educational institution. The student bears responsibility for ensuring the accuracy of the address or fax number provided to the SSC.

### **Accuplacer Score Entry in Jenzabar Computer System**

Primary responsibility for entering Accuplacer sub-test scores falls to the Program Assistant in the Student Success Center. Scores are entered on a daily basis. SSC staff members administering Accuplacer tests to students should stress the importance of accurate data entry, especially in regard to the student's first and last names and Social Security numbers.

1. Within Jenzabar EX, the Program Assistant selects RE-Test Scores
2. If the student's LCC ID is on the Accuplacer test results, it can be entered in the ID field. Otherwise the student's name can be entered in the ID field and Jenzabar will search for students with the same name.
3. Use the drop down menu and cross check the last four digits of the student's Social Security number to the Accuplacer test results sheet. If the student's name doesn't appear, right click the ID field and use the Advanced Search option.
4. Once the student is selected, the Test Scores box will be populated with all of the scores for the tests the student has taken. This includes Accuplacer test results as well as ACT test scores, etc.
5. To add a test score, right click anywhere on the Test Scores box and select "Add Row."
6. Use the drop down menu on the left side to select the score to be entered.
7. Enter the date the test was taken and then double click on the blank under the Total Composite Score heading.
8. A box will pop up prompting to save information, select yes. Type in the score and select yes.
9. At the end of a data entry session, save the last data entered from the File drop down menu in the Common window.

### **ACT/SAT Score Entry in Jenzabar Computer System**

Primary responsibility for entering ACT and SAT scores falls to the Dean of Enrollment Management Assistants in the Student Affairs Office. Scores are entered on a daily basis.