

## ADMISSION AND REGISTRATION



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**Admission**

Moraine Valley is a comprehensive, full-service community college with an open-door admission policy for high school graduates or others qualified to enter. Admission is available to individuals 18 or older who are high school graduates/GED recipients, or who have permission from their high school. After admission, Moraine Valley provides advising and counseling services to help each student choose an appropriate field of study according to individual abilities and interests. Students' entry into most programs, college transfer or career, is not limited. However, in some programs, particularly the Health Science programs, space may not be available for all applicants. See Admission to Health Science Career Programs in this section for more information.

**Residency**—A resident must live in the Moraine Valley Community College district at least 30 days prior to the start of the semester and meet at least one of these criteria:

- Under 18 whose parents or legal guardians reside in the college district;
- Under 18 who is married and who is established in a permanent family residence in the district;
- Under 18 who resides in the district in a dwelling he or she has purchased; and/or
- 18 or older who resides in the district, providing residence was not for the sole purpose of attending college.

Refer to the Moraine Valley at a Glance section of this catalog for a map of the Moraine Valley district.

Tuition rates are determined by the legal residence of the student. These rates are lower for residents of the Moraine Valley Community College district than they are for out-of-district residents who attend Moraine Valley. A student who temporarily moves into the district for the purpose of attending the college at a reduced tuition rate will not be considered as having established a bona fide residence within the district.

It is the student's responsibility to demonstrate residency status. A student may be asked to display verification of residence before class registration can be completed. The following documents may be presented to verify residency: property tax statement, driver's license, Illinois state ID card, vehicle registration, copy of lease or purchase agreement, utility or telephone bill, or voter's registration card. Documents or bills that are used to verify residence are required to be in the student's name.

Residency status is determined at the time of registration. It will not be changed after the refund period for that semester.

The vice president of Student Development or a chosen representative will determine whether an applicant meets the residency criterion.

**International Students**—For international student admission procedures, see the International Student Affairs section, page 28.

**Admission**—A regularly admitted student is one who completes the college's admission process. The admission process is not completed until the following documents are submitted:

- a completed application. A Social Security number is required for completion of this information. This number is used as the student identification number.
- a final high school transcript, indicating the date on which the student graduated, or a General Educational Development (GED) certificate or an official report of qualifying GED scores.
- all college transcripts, if applicable.
- completion of standardized placement tests at orientation/registration time. The American College Test (ACT) generally is not required, but may be used to assist in the counseling and placement of students, and for admission to designated programs.

**Admission to Associate in Arts or Associate in Science Transfer Degree Programs**—Students enrolling in Associate in Arts or Associate in Science transfer degree programs must have completed the minimum high school course requirements as outlined in the following section, in accordance with Illinois Public Act 86-0954. Students who do not meet these requirements will be considered provisionally admitted until such time that all academic deficiencies have been removed as outlined by the college. These requirements will be waived for (a) students who submit college transcripts showing successful completion, with a grade of "C" or better, of 24 semester hours of transfer college credit at the 100 level or above; and (b) students who successfully complete the GED exam.

**High School Course Requirements for Admission to Transfer Degree Programs**

Subject	Yrs.	Description
English	4	Emphasizing written and oral communication and literature
Social Studies	2	At least one year of United States history or a combination of U.S. history and American government; other acceptable subjects are anthropology, economics, geography, psychology, and sociology
Mathematics	2	Introductory through advanced algebra, geometry, trigonometry or fundamentals of computer programming



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Science	2	Selected from biology, chemistry, earth science, and physics (laboratory science)
Electives	2	Foreign language, music, art, and/or vocational education
Flexible Academic Units	3	Additional English, social studies, mathematics, science, foreign language, music, art, and/or vocational education
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**Transfer from Other Colleges**—A transfer student must complete the college admission process. Students intending to obtain transfer credit must submit an official college transcript from each college attended to the Admissions and Records Office. Transfer credit earned from regionally accredited colleges and universities will be accepted according to Moraine Valley admissions policies.

**Transcript Evaluations**—Before an evaluation can be done, an evaluation request form must be submitted to Admissions and Records. Evaluation request forms are available at Admissions and Records. Official transcripts must be sent to Moraine Valley directly from the transferring institution. Evaluations take six weeks after receipt of all materials.

**Readmission**—Any student who has not been enrolled at Moraine Valley for one or more semesters must be readmitted to the college. The student is required to submit updated application information to the Admissions Office. If the student has attended one or more colleges during this interim period, official transcripts for all academic work taken since last attending Moraine Valley must be submitted.

**High School Students**—High school students 16 or older may take courses at Moraine Valley upon the recommendation of their high school principal or a designated representative. Interested students must submit completed application information and a high school student authorization form signed by the appropriate high school official. Forms must be returned to the Admissions and Records Office and presented at the time of registration. Those seeking an exception to the college policy must contact the vice president of Student Development.

**Admission to Health Science Career Programs**—Health Information Technology, Radiologic Technology, Respiratory Therapy Technology, and Nursing are health career programs leading to an Associate in Applied Science degree. All of these programs have special admission requirements and limited enrollment. Applicants are responsible for ensuring that all admission requirements are met, and all documents and scores are submitted on time. Only complete application files will be reviewed for admission.

General information and program requirements may be found in the Career Programs section of this catalog and on the career program worksheet available from the Academic Advising Center.

Information about and admission requirements for certificate health science career programs (Coding Specialist, Medical Transcription, Phlebotomy) may be found in the Career Programs section of this catalog.

**Admission Requirements**

Documents Required for a Complete File for All Associate's Degree Health Science Programs

- A completed program admission application (an application to the specific health program of your choice is available and must be returned in the Admissions Office).
- A complete high school transcript showing date of graduation or a GED certificate.
- Official transcripts from all colleges or universities previously attended.
- Placement tests.

**Academic Requirements for Specific Health Science Career Programs****Health Information Technology**

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095 or above, or an equivalent course at another college, with a grade of "C" or above.
- Keyboarding proficiency of 30 words per minute.
- A minimum overall grade point average of 2.0 based on a four-point system.

**Nursing**

- One year of high school general biology with lab, or one semester of college general biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095, or an advanced college-level algebra course, with a grade of "C" or above.
- One year of high school chemistry with a lab, or a college chemistry course with a lab, with a grade of "C" or above.
- A minimum overall grade point average of 2.5 on a four-point system.
- Current Illinois State Certified Nurse Assistant (CNA) certification or current licensure as a licensed practical nurse (LPN).
- Successful completion of COL-101, College: Changes, Challenges, Choices.



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### Radiologic Technology

- One year of high school biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095, or an advanced college-level algebra course with a grade of "C" or above.
- A minimum grade point average of 2.0 based on a four-point system.

### Respiratory Therapy Technology

- One year of high school general biology with lab, or one semester of college biology with lab, with a grade of "C" or above.
- One year of high school algebra, Moraine Valley course MTH-095, or an advanced college-level algebra course, with a grade of "C" or above.
- A minimum grade point average of 2.5 based on a four-point system.

### Selection Criteria

- Selection of qualified applicants is completed by employing a system using GPA, number of college hours completed and grades in program-specific course work. The high school grade point average will be used for the applicant who has attempted less than 12 semester hours of college-level credit. More information about the ranking system can be found on the career program worksheet available from the Academic Advising Center.
- Qualified residents of the district will be given priority.
- The specific program admission application must be submitted by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program. Files need to be completed and proof of program academic requirements must be received within 15 days of original deadline to maintain priority consideration.
- Qualified nonresidents who submit the specific program admission application by March 1 for programs beginning in fall (August) or Oct. 1 for the spring (January) nursing program, who have complete files and proof of program academic requirements within 15 days of original deadline may be selected on a space-available basis.
- On a space-available basis, applicants who did not meet all admission requirements of the deadline may be considered after March 15 or Oct. 15.

### Transfer Students

- Placement is considered on an individual basis.
- Obtain and complete a transfer evaluation request available from the Admissions Office.
- See Academic Advising Center for general education information.
- See coordinator of specific associate's degree health career program for evaluation of career course work.

### Reapplication

Applicants not selected for one starting class are individually responsible for reactivating and updating their application file for subsequent starting classes. Reapplicants must complete a readmission form and submit it to the Admissions Office during the applicable time period.

### Readmission

See specific program in the Career Programs section of this catalog.

## Academic Placement Tests/Orientation

**Full-time Students**—Students registering for 12 or more credit hours are required to complete placement tests in reading, writing and mathematics, and participate in an orientation program prior to their first registration. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a "C" or better; or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. To be considered for an exemption, students need to present a college transcript or grade report/ACT report showing successful completion at their orientation program. No student will be exempted from this policy based on his or her original date of admission. Information about placement tests and orientation will be given at time of application.

### College Course Requirement

**COL-101—College: Changes, Challenges, Choices** is a graduation requirement. Students must complete this course with a passing grade. The course is required for all first-time, full-time students except:

- students who have successfully completed a similar course at another college. Course must be documented on the college transcript.
- students who have previously completed 30 credit hours. Credit must be documented on the college transcript.
- summer pre-session or summer regular session "reverse-transfer" students



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**Part-time Students**—Students registering for less than 12 credit hours are required to complete the appropriate placement tests in reading, writing and mathematics prior to registering for English composition courses (COM-090, 101) and/or any mathematics course (MTH-095 and higher; BUS-120 Business Math), or they must complete the reading and writing tests after attempting 11 credit hours. Students may be exempt from placement testing if they meet the following requirements: completed college-level courses in English and/or mathematics with a "C" or better; or received a score of 20 or higher on the ACT in both the English and reading, and/or the mathematics test. Students need to personally bring a college transcript or grade report/ACT report showing successful completion to the Academic Advising Center or a new student information session. No student will be exempted from this policy based on his or her original date of admission. Part-time students who need assistance with educational planning and course selection should attend any of the scheduled new student information sessions.

Students who place into RDG-041, RDG-071 or RDG-091 must enroll in that reading course their first semester and continue in the reading sequence until RDG-091 is successfully completed with a grade of "C" or better. Students who place into RDG-041 or RDG-071 must see a counselor or advisor for additional course selections.

### Registration

**New Students**—Once admission steps have been completed, a new student will receive an acceptance letter and information on registration.

**Full-time Students**—Full-time students (those who plan to enroll in 12 credit hours or more) must complete placement tests and attend orientation. Orientation will include registration for the first semester.

All new full-time students must enroll in COL-101—College: Changes, Challenges, Choices.

**Part-time Students**—Part-time students may register in person, by telephone, by automated touch-tone system, or online from the Web site. Students who need assistance with educational planning and course selection may attend a new student information session. Students who enroll in composition and/or mathematics courses are required to take placement tests in these areas. A fee is charged for these tests. Specific dates for registration and placement tests are announced in the class schedule sent to every household in the college district prior to the start of each semester.

**Currently Enrolled Students**—Currently enrolled students receive priority registration dates each semester. Academic information for registration is available in the class schedule.

### Workforce Development and Community Services—

Students may register by mail, by fax, in person, or by telephone prior to the beginning of class. Specific registration information is listed in the class schedule prior to each semester. Tuition and fee rates are set according to the standard schedule.

Some continuing education courses carry adult education credit, and are supported by state and local taxes. In these cases, the tuition is assessed on the basis of residency.

**Late Registration**—A student may register for a course 12 to 17 weeks in length during the first week of the course. The instructor's written permission is required after that period. A student may register for a course five to 11 weeks in length during the first three days of the course. The instructor's written permission is required after that period.

A student may register for a course four weeks or less in length the first day of the course. The instructor's written permission is required after that period.

### Tuition and Fees

Moraine Valley strives to make education affordable.

**Tuition**—Tuition is assessed on the basis of residency at the time of registration.

Residency Status: In-District  
Rate per Credit Hour: \$49

Residency Status: Out-of-District  
Rate per Credit Hour: \$190

Residency Status: Out-of-State  
Rate per Credit Hour: \$220

Residency Status: International  
Rate per Credit Hour: \$220

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**Rate Changes**—Although the college tries to maintain stable tuition and fee rates, the rates are subject to change without notice.

**College Activities Fee**—A college activities fee of \$2 per credit hour must be paid with tuition.

**Technology Fee**—A technology fee of \$3 per credit hour must be paid with tuition.

**Student Identification Card Fee**—An identification card can be obtained in the College Center, first floor near Admissions and Records. The card is required for use of the library, Testing Center and other services. A fee of \$1 is billed with tuition each semester. A lost or stolen card will be replaced for a \$5 fee.

**Fees**—Additional fees are required for some instructional programs and courses. These fees may cover laboratory equipment, supplies and malpractice insurance.

Other college fees include the following:

Transcript.....	\$3
Transcript—Immediate Service .....	6
Certificate/Degree Petition.....	15
Nonsufficient Check.....	25
Partial Payment/Reinstatement.....	20

Tuition and fees are assessed at the time of registration. Visa, MasterCard, American Express, and Discover are accepted.

Full payment can be made either at the time of registration or by the due date. If payment is not made by the due date, the student's courses may be dropped for nonpayment. A partial payment plan is available. There is a fee for partial payment and for reinstatement. Further information can be obtained in the Registration Office.

**Senior Citizen Tuition Rates**—The tuition rate for residents of the college district who are 62 or older is half the regular tuition rate. This rate applies to credit courses only. Proof of age is required at the time of registration. Senior citizens 65 or older whose annual household income is \$13,999 or less may enroll in credit courses tuition-free. Certain restrictions apply. Further information is available in the Bursar's Office. These criteria are subject to change without notice.

**Balance Due**—Moraine Valley reserves the right to withhold transcripts and other educational documents from students who are in debt to the institution.

**Cooperative Programs**—Moraine Valley has cooperative agreements with several suburban community college districts that enable Moraine Valley district residents to enroll in occupational programs not currently offered by Moraine Valley. See page 142 for more information.

**Chargebacks**—A resident of the Moraine Valley Community College district may receive a chargeback to attend another Illinois community college if that individual is accepted into a program at another Illinois community college that is not offered by Moraine Valley. Both full-time and part-time attendance is allowed. Chargebacks will only be approved if submitted by the appropriate deadline.

Chargebacks do *not* apply if:

- You are enrolling in a transfer program.
- The program you are seeking is part of a cooperative agreement with another community college. See page 142 for more information about cooperative programs.
- A student enrolls in classes that are part of continuing education, general studies, community services, or short-term job training programs (noncredit).

Chargeback requests must be made at least 30 days prior to the anticipated enrollment at another community college. Application forms are available in Admissions and Records.

Courses which are remedial (under the 100 level) are not covered under the chargeback agreement. Take remedial courses at your local community college; repeated courses are the student's responsibility and are not covered by chargeback.

**Tuition Refund**—In order to receive a tuition refund, it is the student's responsibility to officially drop courses within the following refund deadlines:

- 100 percent refund—before the end of the first week in which the class is scheduled;
- 50 percent refund—before the end of the second week in which the class is scheduled; and
- Full tuition charged—after the end of the second week in which the class is scheduled.

Refunds for short-term classes vary according to the length of the course.

A student is entitled to a full refund of tuition and fees for a class cancelled by the college.

