



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Admissions and Registration</b>
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title &amp; No.:</i>	Admissions and Registration, BP 3.10
<i>Legal Reference:</i>	Arizona Revised Statute (A.R.S.) § 15-232; § 15-234; §15-1805.01; A.R.S. § 15-1821.01; A.R.S. § 15-217.03; 8 CFR Part 214
<i>Cross Reference:</i>	Equal Educational Opportunity, BP 3.05

### **PURPOSE**

This Administrative Procedure (“AP”) provides guidance for Pima Community College (“College”) employees on the Admissions and Registration standards for students.

Admission to the College is open to all who want to continue their learning. No person shall be denied admission to the College on the basis of gender, race, ethnicity, national origin, age, disability, sexual orientation, gender identity, or gender expression. The College follows Arizona Revised Statute (A.R.S.) A.R.S. § 15-1805.01 (Admissions, enrollments, community colleges); § 15-1821 (Special admission of students under age eighteen; enrollment information; reports); § 15-1821.01 (Dual enrollment information) § 15-232 (Division of adult education; duties).

## SECTION 1: Admission to the College

- 1.1 Admission to the College does not guarantee admission to a specified program of study, nor registration in all courses offered by the College.
- 1.2 The College shall follow the criteria for “Limited Enrollment (Selective Admissions)” as defined by the program of study. The current, required criteria can be obtained from the Academic Department, program webpage, and can be found in the College Catalog.
- 1.3 The College has procedures for the validation of high school completion. Students self-certify their high school completion status on the Pima admission application or through their MyPima portal after applying for admission. There are exceptions to high school completion validation based on program admissions (e.g., IBEST programs). High school completion must be validated by the College if:
  - The College has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education (34 C.F.R § 668.16 (p)), or
  - The College has reason to believe the high school diploma is dubious— e.g., the college knows the student bought the diploma or transcript and was required to perform little or no work.

The College will review the validity of high school completion if:

- Conflicting information is presented between the admission application (Student Information System) and the information provided on the FAFSA;
- College staff has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education;
- College staff has reason to believe the high school diploma is dubious — e.g., the college knows the student bought the diploma or transcript and was required to perform little or no work.
- College staff have become aware of a school or educational provider with a judgment or adverse judicial finding based on fraudulent or insufficient accreditation.
- External entities inquire about the acceptance of credentials from a provider by the college for admission or financial aid purposes.

If the College has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the following procedure will be followed:

- The College’s Office of Financial Aid and Scholarships (OFAS) places a requirement to produce a high school diploma or official transcript validating completion. This requirement prevents Title IV aid from being awarded to the student until the discrepancy is resolved.
- The student receives a communication notifying the student how to resolve the discrepancy, directing them to upload either a high school diploma or an official high school transcript to the Registrar File Upload tool on the MyPima portal.
  - If a student is found to have identified an invalid provider as the high school completion provider, the student will receive an email communication and checklist requirement in the student management system informing them that although they have been admitted they have provided conflicting information that must be resolved.
- Documentation review will be conducted by the Registrar's Office. Student records will be noted and the Office of Financial Aid and Scholarships will satisfy the requirement if acceptable documentation has been presented.
  - High School Diploma or transcript - Review for Registrar signature, secure delivery, secure paper, etc.
  - GED - access state education database to validate completion.
  - Homeschool - Review for proper components per A.R.S. § 15-1821 and § 15-1805.01.

## **SECTION 2: Credit Course Registration**

- 2.1 A student is officially registered for a class after completing all registration steps. By registering for the class, the student agrees to the financial obligations associated with the class. Only registered students are allowed to attend classes.
- 2.2 The College may limit the number of credit hours a student is permitted to register for based on Standards of Academic Progress.
- 2.3 The College shall follow the “Standards of Academic Progress” as defined by the Academic Standards Committee and listed in the College Catalog. See AP 3.30.01 (Academic Standing Policy).
- 2.4 The College may establish course prerequisite and corequisite requirements that a student must meet prior to registration.

- 2.5 A student is not officially registered when waitlisted for a course. A waitlisted course does not guarantee registration in that course or count towards enrolled credit hours.

**SECTION 3: Admission and Registration of Credit Students Under Age Eighteen**

- 3.1 Students under the age of eighteen shall be admitted to the College and register for courses under guidelines set by A.R.S. § 15-1821.
- 3.2 The College may limit the number of credit hours for which a student under the age of eighteen is permitted to register under guidelines set by A.R.S. § 15-1821.
- 3.3 The College will make an enrollment determination based on factors set forth in the *Underage Student Enrollment Application & Agreement*.

**SECTION 4: Admission and Registration of Dual Enrollment Students**

- 4.1 Dual Enrollment students shall be admitted to the College under guidelines set by A.R.S. § 15-1821.01.

**SECTION 5: Admission and Registration of International Students**

- 5.1 International students shall be admitted to the College under guidelines set by 8 CFR Part 214: Nonimmigrant Classes.
- 5.2 Primary responsibility for admitting and monitoring international students at the College falls under the Center for International Education (CIE).

**SECTION 6: Admission and Registration of Adult Basic Education**

- 6.1 A student shall be admitted to the College under guidelines set by A.R.S. § 15-232, A.R.S. § 15-234, and A.R.S. § 15-217.03 if the student qualifies for adult basic education classes.
- 6.2 Primary responsibility for admitting, registering, and monitoring adult education students at the College falls under the Adult Basic Education for College and Career (ABECC) department.

## **SECTION 7: Admission and Registration of Continuing and Community Education Students**

- 7.1 Students taking continuing or community education courses and who do not intend to pursue a degree or certificate at the College, are classified as Continuing or Community Education and considered non-degree seeking.
- 7.2 A student is officially registered for a class after completing all registration steps. By registering for the class, the student agrees to the financial obligations associated with the class. Only registered students are allowed to attend classes.
- 7.3 Prospective students between the ages of 4 and 17 may be registered for community education courses by their parent or guardian.
- 7.4 Primary responsibility for admitting, registering, and monitoring continuing and community education students at the College falls under the Continuing Education department.

## **SECTION 8: Student Admissions Status and Classification**

- 8.1 College students' admission status will be classified using the following criteria:

### **Regular Student**

Students with a high school diploma or equivalent enrolled in an eligible certificate or degree program will be classified as a regular student.

### **Admitted Student**

Students without a high school diploma or equivalent enrolled in an eligible certificate or degree program will be classified as an admitted student.

### **IBEST Student**

Students without a high school diploma or equivalent and qualify for Ability to Benefit (ATB) enrolled in an eligible IBEST certificate or degree program will be classified as an IBEST student.

- 8.2 College credit-seeking students will be classified using the following criteria:

### **Full-Time Student**

Students actively enrolled for 12 or more credit hours for the fall, spring or summer semesters will be classified as full-time students.

**3/4-Time Student**

Students actively enrolled for 9 to 11.99 credit hours during fall, spring or summer semesters will be classified as 3/4-time students.

**1/2-Time Student**

Students actively enrolled for 6 to 8.99 credit hours during fall, spring or summer semesters will be classified as 1/2-time students.

**Less than 1/2-Time Student**

Students actively enrolled for .01 to 5.99 credit hours during fall, spring or summer semesters will be classified as less than 1/2-time students.

**Freshman**

Students who have less than 30 semester credit hours will be considered freshmen.

**Sophomore**

Students who have earned 30 or more semester credit hours will be considered sophomores.