

General College Admissions

Norwalk Community College maintains an open admission policy. An applicant should have such maturity and other qualities which indicate an ability to profit from a program offered by the College. Admission to the College, however, does not necessarily mean immediate admission to all courses and programs. Students taking courses in the credit division who have not completed high school can attend NCC through programs such as the High School Partnership program or College Pathway program. Home schooled students must provide a certificate of completion of the State Certified Home School Curriculum.

Students may be required to satisfy course and program eligibility requirements. Admission to the Associate Degree programs in Nursing, Physical Therapist Assistant, Respiratory Care and Legal Assistant is governed by special criteria.

Students planning to enroll in degree or certificate programs must show evidence of high school graduation, or a passing grade on the General Educational Development (GED) examination. If a student does not have a diploma or the equivalent, he or she can still qualify for financial aid by achieving predetermined scores on the college placement test. Current high school students must have completed their sophomore year and present a letter of recommendation from their counselor or principal as part of the Admission application.

Placement Testing

Experience shows placing students in courses appropriate to their background and ability is the best way to ensure success. The college has adopted a mandatory placement test program. Placement tests are given in English writing skills, reading skills and mathematics. All new students must complete placement tests. The placement test may be waived for students who have prior college English and mathematics credits or SAT scores of at least 450 in English and at least 550 in Math. For information about waivers, call the Testing Center at (203) 857-7070.

Applicants with documented disabilities who wish to take the placement test under modified conditions should contact the Coordinator of Student Disability Services at (203) 857-7192 prior to scheduling the test.

ESL Placement Testing

In most cases, students whose first language is not English will be required to take the ESL placement test. Students may take other college courses depending on their ESL placement level. ESL testing information is available on the NCC website under Admissions. Contact the ESL Department at (203) 857-7176 for information about ESL classes.

NCC Immunization Requirements

If you were born after December 31, 1956, Connecticut State Law requires that all full-time and degree seeking students enrolled in postsecondary schools be adequately protected against measles, mumps and rubella. In addition, as of August 1, 2010, all full-time and matriculating students except those born in the continental

United States prior to January 1, 1980, must provide proof of immunization against varicella (chicken pox). Students must have two doses of each vaccine administered at least one month apart to ensure adequate immunization.

For a copy of the NCC State Immunization Policy form, including information on options and religious and medical exemptions, log on to: <http://www.ncc.commnet.edu/dept/admissions/pdf/ProofofImmunization.pdf>

Admissions Procedures

All new students must:

1. Submit a completed admissions application and a \$20 non-refundable application fee to the NCC Admissions Office, 188 Richards Avenue, Norwalk, Connecticut 06854-1655.
2. The applicant must take the college placement test, unless waived. Information about test dates and times is available on the NCC website under Admissions.
3. Submit proof of immunization to the Admissions Office, if applicable. Once you have submitted a copy of your immunizations, it becomes the property of the college.

Admissions Online

New and transfer students can now apply to Norwalk Community College using the Internet. Students can find the Application on the NCC home page (<http://www.ncc.commnet.edu>). They must click on "Apply Online." Payment is by credit card only. Once a student's payment is received, their application is processed and they are sent further instructions. The web application is available up to 14 days prior to the start of each semester.

New Degree and Certificate Students

Persons applying to a Degree or Certificate program should submit proof of high school completion or copy of a GED certificate to the Admissions Office. Once an applicant has submitted official transcripts from another school, these records become the property of the college.

Undecided Students are those who are interested in pursuing a degree or certificate, but are currently undecided about choice of major. This category will exclude students from Financial Aid eligibility.

Non-Degree Students

Non-degree students are those who are taking credit courses but not working toward a degree or certificate at NCC. Non-degree students are not eligible to receive financial aid or veteran's benefits. Proof of high school completion is not required.

Transfer Students

Students must make a request in writing to have their courses evaluated for transfer credit. Transcript evaluation forms are available in the Counseling Center (Room E 104) at (203) 857-7033. Consult the Academic Policies section of this catalog for detailed

information on transfer of credit. Submit official transcripts from previous college(s) attended if you are transferring credit towards a degree or certificate program or want the placement test waived. Once an applicant has submitted official transcripts from another school, these records become the property of the college.

Readmit Students

Former NCC students who have not registered for four or more consecutive semesters, excluding summer sessions, must apply for readmission to the college. Readmit students do not pay an application fee. In some cases, a readmit student may be encouraged to take the placement test. Information about placement test dates, times, sign up procedures and waivers is available online under Admissions. Proof of immunization is required. The catalog in effect at the time of readmission, or any subsequent catalog, governs their academic status and graduation requirements.

Readmit Students - Fresh Start Options

The Fresh Start Option (FSO) gives the readmitting student an opportunity to start again without the burden of a poor academic history. See page 43.

International Students

International students may attend and pursue a degree at the college. Students whose first language is not English must take the ESL placement test prior to registering for classes to determine their English level. Students who do not place into ENG101 must take the appropriate ESL courses first. The TOEFL exam is not required for admission. Services include registration advisement, visa processing, and college, career and personal counseling.

Applicants should contact the International Student Office at (203) 857-7282 (Room E202) in advance of the semester in which attendance at the college is intended in order to complete visa and admissions requirements. Required forms include admissions application, detailed high school transcripts accompanied by a certified English translation, letters of residency and support in addition to appropriate visa paperwork. Admissions can be for the fall, spring, or summer semesters. Tuition and fees are based on the out-of-state rates, which can be found in the financial information section of the College catalog and website. Completion of visa and registration requirements cannot be guaranteed. Students must have an approved visa or visa status prior to attending classes.

High School Partnership Students

High school juniors and seniors with a “B” average attending participating schools may be eligible for the free program. Students must be recommended by their high school principal or designee to take college level credit courses. Students so recommended must take the Accuplacer placement test or present SAT scores to meet eligibility for college level courses.

Non-Credit Students

Non-credit students are those taking extended studies courses, which carry no credit and are not applicable to a degree or certificate program. An application for admission to the college is not required for non-credit students. New or readmit credit students must get started at the Admissions Office. For information about courses, call Extended Studies at (203) 857-7080. All non-English speaking students who are interested in learning English must complete and submit an application for admission and take the English as a Second Language placement test.

The Connecticut College of Technology Pathway Program

The Connecticut College of Technology Pathway Program is intended to provide students with a clear passage toward obtaining bachelor's degrees in engineering or technology, after graduating from a community college.

The community college provides the first two years of study for entry into engineering programs at the University of Connecticut, University of Hartford, University of New Haven, and Fairfield University, as well as many out-of-state engineering colleges.

Engineering Technology graduates may pursue a B.S. in Technology at Central Connecticut State University. Adult students may complete their bachelor's degree in applied science and technology by using the innovative degree programs of Charter Oak State College.

The Pathway Program provides two distinct cores: one in pre-technology and the other in engineering. Students who know that they want to earn a bachelor's degree in technology or engineering can begin their education at a conveniently located community college, using the broad support services available at these schools while studying full-or part-time.

Veterans and Reservists

Veterans and students eligible for VA educational benefits must complete NCC's application procedures for degree or certificate students. In addition, they must contact the Veterans' Certifying Official in the Registrar's Office at (203) 857-7006 to apply for educational and/or tuition waiver benefits. See additional Veteran/Reservist information under Financial Aid and Academic Information.

Servicemembers Opportunity College

Norwalk Community College has been designated as an institutional member of the Servicemembers Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world.

As an SOC member, Norwalk Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences.

SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of Secretary of Defense, and a consortium of leading national higher education associations. It is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

New England Regional Student Program

Each New England state has agreed to admit a quota of out-of-state New England residents for study at its public, degree-granting, two-year colleges and institutions. The plan provides an opportunity to study at an out-of-state institution.

When a study program is not offered at an in-state institution, a qualified student may enroll at any participating out-of-state institution offering that study program.

When a study program is offered at both an in-state and out-of-state institution, and the out-of-state institution is closer in traveling time to a qualified student's legal residence, that student may enroll out-of-state.

Qualified students of the six New England states will pay the in-state tuition (some states impose a 25 percent surcharge) of the host institution, if accepted under either plan. Interested students should write to the Director of Admissions at the institutions concerned for admission applications, catalogs, and further information.

Registration Procedures

All students must register for courses during designated registration periods preceding each semester. Registration dates are listed on the web and in the schedule of classes published before each registration period. Full payment of the semester's tuition and fees is required at the time of registration unless otherwise specified or unless other arrangements have been made through the Business Office or the Financial Aid Office. Students should refer to the NCC website www.ncc.commnet.edu each semester for specific registration information.

Summer Sessions

Each year during the months of May, June, and July, the College conducts a number of summer sessions. The exact dates of these sessions are announced in the spring on the NCC website and in the class schedule, which is published on the web.

Admission To Competitive Programs

Legal Assistant Admission Requirements

Applicants to the Legal Assistant program must complete an application for admission to the college indicating Legal Assistant Degree or Legal Assistant Certificate as their major. Students are admitted to the program on a rolling basis once they have completed the necessary requirements.

Admission Requirements for *Degree* program:

1. Eligibility to enroll in ENG 101 determined by placement test

results or completion of prerequisites.

2. Proof of high school completion with either a copy of a final high school transcript, diploma, or GED.
3. Approval of Program Coordinator based on an individual interview.

Admission Requirements for *Certificate* program:

1. Proof of high school completion with either a copy of a final high school transcript, diploma, or GED.
2. Proof of college completion of either an Associate or Bachelor degree with a copy of said degree or a final transcript.
3. Approval of Program Coordinator based on an individual interview.

Nursing Admission Process

(All Nursing Admission Standards are Subject to Change)

Please see Connecticut Community College Nursing Program Information and Application packet for more information.

New and Readmit students must complete the NCC New/Readmit Student Application indicating Nursing as their major. Current students in another major must submit a Change of Major form to the Records Office declaring Nursing as their major.

Students applying to Nursing will be accepted into the General Studies major initially. They will be assigned to the Allied Health Department and coded as pre-nursing in our computing system.

All students must also submit a Nursing Program Application according to the following procedures.

The Connecticut Community Colleges Nursing Program (CT-CCNP) is an Associate in Science Degree Nursing Program offered at six Connecticut Community Colleges: Capital, Gateway, Naugatuck Valley, Norwalk, Northwestern and Three Rivers. The graduate is eligible to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN) and can apply for licensure through the Connecticut State Board of Examiners for Nursing. (More information at www.commnet.edu/nursing or www.ncc.commnet.edu.)

Application Process:

The application period is November 1 through February 1. Submit the following to the Admissions Office at the College of First Choice** by the February 1st deadline date:

- College application (separate from the nursing program application) with application fee of \$20.00 for first-time applicant to any of the twelve Connecticut Community Colleges.
- Connecticut Community Colleges Nursing Program (CT-CCNP) application.
- Official high school transcript indicating date of graduation, General Educational Development (GED) diploma, or State High School Equivalency Diploma.
- Official college/university transcripts, if applicable, from **ALL** colleges/universities previously attended.
- Official ATI-TEAS results, if not taken at a CT Community College.

ADMISSIONS

- Proof of measles & rubella immunization if born after 12/31/56 (exempt if graduated from a CT high school 1999 or later).
- Complete the required computerized Accuplacer Assessment Test. The assessment test may be waived for applicants who have prior college English and/or math credits OR who have submitted official SAT I results with acceptable scores.

**** “College of First Choice” is the college that the applicant would most like to attend. Applicants must meet admission and transfer requirements of the “College of First Choice.”**

Admission Requirements:

- High School graduate or equivalent.
- A score of 40 or higher on the College Level Math portion of the Accuplacer; OR SAT I Math score of 550 or higher; OR Connecticut Community College MAT*136 or 137, or equivalent or higher, with a grade of C or higher, completed prior to application deadline of February 1.
- One year of high school Chemistry with a lab or Connecticut Community College CHE*111 or equivalent with a grade of C or higher, completed within five years prior to application deadline of February 1.
- A passing score on the computer proficiency test or completion of Connecticut Community College CSA*105, CSA*106 or CSC*101 or equivalent, with a grade of C or higher, completed prior to application deadline of February 1.
- Connecticut Community College ENG*101: English Composition, or equivalent, with a grade of C or higher, completed prior to application deadline of February 1.
- Connecticut Community College BIO*211: Anatomy and Physiology I, or equivalent, with a grade of C+ or higher, completed within five years prior to application deadline of February 1.
- Connecticut Community College BIO*212: Anatomy and Physiology II, or equivalent, with a grade of C+ or higher, completed within five years prior to application deadline of February 1 or completed during, but no later, than the spring semester of application year.
- 2.7 GPA – Based on all college courses taken within the past five years and any college courses taken prior to five years that meet the nursing admission and/or curriculum requirements.
- TEAS score. Applicants must have an adjusted individual total score of 65% or higher. Test scores are valid for three years from the testing date, and must be submitted by February 1.

Important Notes:

- There are a limited number of seats available in the Nursing Program each semester. Therefore, meeting minimum requirements does not guarantee admission to the program.
- Applicants are considered for admission using specific academic criteria including, but not limited to, GPA, number of credits earned and grades in certain subjects such as chemistry, English, math and standardized test scores. The specific formula used to rank applicants is included with the Nursing application and is subject to change.

- All records, including high school and college transcripts, must be received by February 1.
- Incomplete applications and applications received after the February 1st deadline will not be considered.
- Courses completed in Adult Education and GED Programs are not acceptable as prerequisites.
- Anatomy and Physiology will not be accepted if taken more than five years prior to admission into the nursing program.

Transfer Credits

- Have official transcripts from other colleges sent to NCC by February 1. If this is your first semester at NCC send transcripts to the Admissions Office. All other students send transcripts to the Records Office.
- Submit a transcript evaluation request form which can be obtained in the Counseling Center, Room 104, East Campus.
- In accordance with transfer of credit guidelines set forth by the Board of Trustees, courses which meet nursing program requirements* are accepted at Norwalk Community College.
- Once a student earns credit at NCC, he/she may not transfer credit for the same course from another college.
- Anatomy and Physiology completed within the past 5 years.
- At least 25 percent of course work must be completed at NCC.
- Transfer credit must be applied and appear on the NCC transcript in order to count toward an NCC degree or certificate.

**See course descriptions in this catalog.*

Advanced Placement for Licensed Practical Nurses

LPNs not licensed in Connecticut who are admitted to the NCC Nursing Program may take an examination to earn credit for Nursing 101. A fee is required.

Practical Licensed Nurse

The Connecticut Community Colleges Nursing Program participates in the Connecticut Articulation Model for LPNs. Applicants must meet the CT-CCNP admission requirements. Applicants are encouraged to seek advisement prior to this process.

Medical Assistant Admissions

Applicants seeking admission into the Norwalk Community College Medical Assistant Program must file a Medical Assistant Application through the Nursing and Allied Health Office.

Submit the following by the March 31st priority acceptance deadline date (second priority acceptance deadline July 1, third acceptance deadline August 10):

- College application (separate from the Medical Assistant program application) with application fee of \$20.00 for first-time applicant to any of the twelve Connecticut Community Colleges.
- Norwalk Community College—Medical Assistant Program application.
- Official High School transcripts indicating graduation or GED OR

- Official College/university transcripts, if applicable.
- Proof of Measles and Rubella immunization.
- Complete the required Accuplacer computerized placement test. The placement test may be waived for applicants who have prior college English and/or mathematics credits.

Admission Requirements for Fall semester:

- HS graduate or equivalent
- Accuplacer score eligible for MAT 94 or higher completed prior to application deadline.
- Accuplacer score eligible for ENG 101 or higher completed prior to application deadline.
- GPA 2.3 – Based on a minimum 9 college credits and all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Medical Assistant curriculum requirements. High school GPA of 2.3 or higher will be accepted if student has not completed college level courses and meets all other requirements.
- BOT 111 Keyboarding for Information Processing I or HS Keyboarding with a B or better within the last 5 years or test out through the NCC Keyboarding competency examination.
- ATI-TEAS test score. Applicants must achieve a composite score of 50% or higher.

APPLICATION

Where to Apply – Applicants must submit all application materials to the Nursing and Allied Health Office - E306 by March 31st for first priority admission.

When to Apply – The application period for the Medical Assistant program is November 15 through August 10. Students only must apply for the clinical course as spaces are limited. They start in the fall semester.

Notification of Admission Status – *students will be notified by letter of the admission decision within a month after application deadline.*

Admission to Physical Therapist Assistant Program

Admissions Requirements:

- A cumulative GPA of 2.5 or higher in high school or college (college GPA based on more than 15 credits).
- Eligibility for MAT 172, either by completion of Developmental Studies and Math courses, placement test results recommending MAT 172 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Eligibility for ENG 101, either by completion of Developmental Studies courses, placement testing results recommending ENG 101 or higher, or previous college credits accepted as transfer credits by the Counseling Center.
- Successful completion of college level Anatomy and Physiology I with lab (BIO 211 or equivalent) with a grade of C or better within five years of application for program entry.
- Complete a minimum of forty (40) hours of documented volunteer or paid experience in a physical therapy setting.

- Completion of a program candidate advisement session held by a PTA faculty/staff member prior to the application deadline.

Important Notes:

- Applications are available February 1st each year. All students accepted to the program start in the fall semester.
- Students must receive a C or better for all general education courses required by the program (ENG 101, BIO 212, CSA 105, ENG 102, MAT 172 or 201, PSY 111, IDS elective and COM 173).
- A grade point average of 2.3 or better must be maintained throughout the entire program for all technical education/PTA courses. Students must earn a C or better in all technical education/PTA courses. If the student earns a C- or below in a PTA course, that course must be repeated.
- Space is limited. Meeting minimum requirements does not guarantee admission into the program.
- You may declare pre-Physical Therapist Assistant as your major in the Records Office. Fill out a Change of Major form and indicate General Studies/Pre-PTA cohort. Only students accepted into the PTA program may change their major to Physical Therapist Assistant.
- Graduation from NCC with an Associate in Science (major in PTA) does not guarantee licensure to practice as a PTA. You must meet all requirements of the state you plan to practice in prior to licensure. The state of Connecticut requires successful completion of the National Physical Therapist Assistant Examination administered by the Federation of State Boards of Physical Therapy (www.fsbpt.org) prior to application for licensure.
- Student membership with the American Physical Therapy Association (www.apta.org) is required during the first year of the program. Currently, annual dues are \$90.
- Certain clinical rotations may require background checks, drug testing, physical examinations, uniforms, and or other related equipment. This must be provided at the expense of the student and is not the responsibility of the college.
- All PTA students are required to be covered by Professional Liability Insurance. This insurance must be in force for the duration of any and all internships and proof must be on file with the program coordinator. NCC will provide liability insurance for all students, for a fee that appears on the student's college bill. Students have the option of obtaining their own private liability insurance and may waive NCC's fee if proof of insurance is produced.
- The college requires that students show proof of immunization against measles, mumps, rubella and varicella to comply with state law. Healthcare facilities where PTA students have clinical education experiences may require a physical and/or proof of additional vaccines (such as Hepatitis B) or tests (such as tuberculosis). Costs associated with these tests and medical examinations are the responsibility of the student.
- The clinical internship schedule is at the discretion of the supervising PT/PTA at the clinical education site and may include

ADMISSIONS

evenings and weekends.

- In addition to college tuition, lab fees, and textbooks, students must arrange and pay for parking at and transportation to clinical internships and required uniforms/attire. Every attempt will be made to place students in an area that is within a reasonable driving distance from Norwalk, or the student's home, however students may be required to attend clinical internships or learning experiences outside those areas.

Respiratory Care

Admission to the Respiratory Care Program

Applications for admission to the Respiratory Care Program are available in the Admissions Office. After completion of the Respiratory Care Program, graduates are eligible to take the national exam for the Registered Respiratory Therapist (RRT) credential.

New students must complete an application for admission to the College indicating Respiratory Care as their major and follow the Admissions Procedures as described in the catalog. New, continuing and readmit students must fulfill the Respiratory Care Program admission requirements prior to applying for admission to the Respiratory Care Program. Admission to the Respiratory Care Program is selective. Students are admitted to the Program each fall semester,

Application Process

Applicants seeking admission into the Norwalk Community College Respiratory Care Program must file a Respiratory Care Application through the Admissions Office, Application period for fall is November 1st through March 1st. Submit the following by the March 1st deadline date:

- College application (separate from the Respiratory Care program application) with application fee of \$20.00 for first-time applicant to any of the twelve Connecticut Community Colleges.
- Norwalk Community College--Respiratory Care Program application.
- Official High School transcripts indicating graduation or GED.
- Official College/university transcripts, if applicable.
- Proof of Measles and Rubella immunization.
- Complete the required Accuplacer computerized placement test. The placement test may be waived for applicants who have prior college English and/or mathematics credits.

Admission Requirements:

- HS graduate or equivalent
- SAT I Math Score of 550 or higher or Accuplacer score above MAT 136; or completion of MAT 136 or higher, with a grade of C or higher completed prior to application deadline.
- GPA 2.5 – Based on all college credits taken within the past five years; and any college courses taken prior to five years that are transferred in to meet the Respiratory Care curriculum requirements.
- ATI-TEAS test score. Applicants must achieve a composite score of 60% or higher. TEAS must have been completed

within the last three years.

- Computer literacy – A passing score on the computer proficiency test OR completion of Connecticut Community College CSA*105 or CSC*101, or equivalent, with grade of C or higher, completed prior to application deadline of February 1.
- College Chemistry: CHE 111 or equivalent. Students must have a grade of C or higher and have completed the course within 7 years of the application deadline by the spring semester prior to admission.
- Completion of ENG 101: English Composition, or equivalent, by the end of the spring semester prior to admission. Must receive a grade of C or higher.
- Completion of BIO 211: Anatomy and Physiology I or equivalent. Students must have a grade of C or higher and have completed the course within 5 years of the application deadline. May be completed in the summer prior to admission.

Important Notes:

1. Students entering the Respiratory Care curriculum must start the program in the fall semester.
2. Priority acceptance will be based upon academic achievement.
3. All records, including high school and college transcripts from each college attended, must be received and college transcripts evaluated by the application deadline date.
4. To evaluate transfer in credits from other colleges, fill out the Transcript Evaluation Request Form in the Counseling Center (Room E104).
5. The evaluation of international transcripts may require use of the World Education Services (WES). Application also available in the Counseling Center (Room E 104)
6. College science courses will not be accepted for transfer if taken more than ten years prior to admission.

Readmission Policies for Allied Health Programs

1. Complete Admission Requirements (must meet current admission standards).
2. Reapply by letter to the Director of Nursing and Allied Health stating reasons for seeking readmission.
3. Readmission eligibility will be determined by faculty.
4. Students who received a clinical failure are not eligible for readmission.

Tuition and Fees

For the most current Tuition and Fees Schedule, consult the Norwalk Community College website at www.ncc.commnet.edu. Click on "Admissions" and scroll down to "Tuition and Fees."

Both tuition and fees are subject to change without notice.

Information is available on NCC's website about tuition and fees for Connecticut Residents, Out-of-State Students, Summer and Extension Courses and New England Board of Higher Education Students.

Note: The following Additional Mandatory Usage Fees are also