

OWENS COMMUNITY COLLEGE  
PROCEDURES

**General Admission  
PROCEDURES:**

**Board Policy No.: 3358:11-2-01**

**I. Applying to Owens Community College**

Students seeking admission to Owens Community College are to complete an Application for Admission. The application process and steps are specific for each student type. Be advised that official transcripts from prior educational institutions become the property of Owens Community College and will not be released to a third party or to the student.

**A. New First-Time Students**

High school students, recent high school graduates, or adults who have never attended an accredited college and are interested in enrolling in courses leading to a degree or certificate program should complete the following steps for admission:

1. Submit an Application for Admission.
2. Submit an Official High School Transcript, Home-School Completion Documentation, or Certificate of High School Equivalence (GED).
  - a. Official High School Transcripts are defined by the state in which the student graduated from a charter, non-charter, private, or public school. Contact your high school and request that an official copy of your transcript be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
  - b. Official Home School Completion Documentation is defined by the state and district in which the student completed the home-school education. Submit your official home-school documentation to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
  - c. Official GED Certificate is defined by the state in which your GED test was administered. Contact your state agency to request that an official copy of your GED scores be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
3. Submit Official Military Transcripts, if applicable:
  - a. Request that an official copy of your transcript(s) from the appropriate agency be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
    - The Army/American Council on Education Registry Transcript Systems (AARTS)
    - Sailor/Marine/ACE Registry Transcript (SMART)
    - The Community College of the Air Force (CCAF)
    - Coast Guard Institute
4. Submit ACT Scores, if applicable, to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
5. Submit College-Level Examination (CLEP) Scores, if applicable, to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.

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6. Submit a copy of Licensed Practical Nursing (LPN) licensure, or other applicable certifications to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
7. Complete the Admission Assessment and Placement Program.
  - a. Owens Community College has created an Admission Assessment and Placement Program for all entering students based on a holistic advising approach.
  - b. The Admission Assessment and Placement Program includes an evaluation of reading, writing and math skills along with an evaluation of high school transcripts, previous academic history and an evaluative advising session. Based on the results of this assessment, students are placed in courses appropriate to their academic skill level.
  - c. Contact the Owens Testing Center to schedule your placement assessment.
  - d. Uniform Statewide Standards for Remediation-Free Status. In accordance with Ohio Revised Code 3345.061(F) the Owens Community College Board of Trustees adopted the State of Ohio Uniform Standards for Remediation-Free Status. For the purposes of said standards and assessments, a student deemed remediation free in a subject will be eligible to enroll in a college credit-bearing course in that subject, including students participating in the College Credit Plus program. Admitted students who are deemed remediation free are still subject to any pre-requisite and placement testing requirements for specific academic programs.
8. Complete the New Student Orientation (NSO)
  - a. New, first-time degree/certificate seeking students will be required to complete NSO.
  - b. NSO must be completed prior to registering for classes.
9. Complete the Free Application for Federal Student Aid (FAFSA), if applying for Financial Aid.

**B. Transfer Students**

Students who have completed credit courses at another college/university in the United States and are seeking to transfer the credits into an Owens Community College degree or certificate program should complete the following steps for admission:

1. Submit an Application for Admission.
2. Submit an Official High School Transcript, Home-School Completion Documentation, or Certificate of High School Equivalence (GED).
  - a. Official High School Transcripts are defined by the state in which the student graduated from a charter, non-charter, private, or public school. Contact your high school and request that an official copy of your transcript be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
  - b. Official Home School Completion Documentation is defined by the state and district in which the student completed the home-school education. Submit your official home-school documentation to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699

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- c. Official GED Certificate is defined by the state in which your GED test was administered. Contact your state agency to request that an official copy of your GED scores be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
3. Submit Military Transcripts, if applicable:
  - a. Request applicable, official transcripts from the appropriate agency be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
    - The Army/American Council on Education Registry Transcript Systems (AARTS)
    - Sailor/Marine/ACE Registry Transcript (SMART)
    - The Community College of the Air Force (CCAF)
    - Coast Guard Institute
4. Submit a copy of Licensed Practical Nursing (LPN) licensure, or other applicable certifications to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699.
5. Submit an Official College Transcript
  - a. Students who have completed courses at another accredited post-secondary institution in the United States and want to transfer credits to Owens Community College must request that official college transcripts, from all other institutions attended, be sent to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
  - b. Students who have completed college/university level courses outside the United States, and want to transfer credits to Owens Community College, must first request that an official transcript, and a certified English translation, be sent to a transcript evaluation service. Owens will review credits once all documents from the Academic Credential Service conducting the transcript evaluation are received. A list of credential service providers are available from:
    - AACROA International Education Services  
<http://www.edupass.org/admissions/evaluation.phtml>
    - National Association of Credential Evaluation Services  
<http://www.naces.org/>
  - c. The Records Office should receive the Official College Transcript-by the following dates:
    - Fall Semester: July 15
    - Spring Semester: November 15
    - Summer Semester: April 15
  - d. Students should check the Graduation Requirements Policy and Procedures to determine how many of their major course requirements and how many of their total credits need to be completed at Owens Community College.

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6. Complete the Admission Assessment and Placement Program, if applicable:
  - a. Transfer students, who have not taken the required placement examination in the last two years and do not have transfer credits for college-level mathematics and English composition, are required to participate in the Admission Assessment and Placement Program.
  - b. Uniform Statewide Standards for Remediation-Free Status. In accordance with Ohio Revised Code 3345.061(F) the Owens Community College Board of Trustees adopted the State of Ohio Uniform Standards for Remediation-Free Status. For the purposes of said standards and assessments, a student deemed remediation free in a subject will be eligible to enroll in a college credit-bearing course in that subject, including students participating in the College Credit Plus program. Admitted students who are deemed remediation free are still subject to any pre-requisite and placement testing requirements for specific academic programs.
7. Complete the New Student Orientation (NSO), if applicable:
  - a. Degree/certificate seeking Transfer Students with less than 9 transfer credit hours will be required to complete new student orientation.
  - b. NSO must be completed prior to registering for classes.
8. Complete the Free Application for Federal Student Aid (FAFSA ), if applying for Financial Aid.

**C. Guest/Transient Student**

Guest/Transient students are enrolled in another college/university and take credit classes at Owens Community College with the intent to apply the credits to their degree back to their home institution. Guest/Transient students should complete the following steps for admission:

1. Submit an Application for Admission
2. Talk to their home institution academic advisor to ensure that the credits taken at Owens Community College will transfer back to the home institution.
3. Submit College Transcript if pre-requisites exist for course(s) of interest to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
4. Students Deciding to Matriculate and Obtain a Certificate or Degree.
  - a. Guest/Transient students, who decide to become certificate or degree seeking, must meet with an academic advisor to review the requirements for the program/major. Additionally, the student must then meet with an Oserve Advocate to complete the necessary paperwork and be informed about applying for financial aid if desired.

**D. Non-Degree Seeking Students**

Non-Degree seeking Students are those who take credit courses for personal interest, career advancement, enrichment or via a Contract Training Agreement and are not enrolled in a degree or certificate program.

1. Non-Degree seeking students should complete an Application for Admission
2. Non-Degree seeking students, including those admitted via a Contract Training Agreement are not required to participate in new student orientation (NSO).

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3. Submit College Transcript if pre-requisites exist for course(s) of interest to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699
4. Students Deciding to Obtain a Certificate or Degree:
  - a. Non-degree students, who decide to become certificate or degree seeking, must meet with an academic advisor to review the requirements for the program/major. Additionally, the student must then meet with an Oserve Advocate to complete necessary paperwork and be informed about applying for financial aid if desired.

**E. Reactivating Students**

Students who previously were enrolled at Owens Community College, but have been absent for more than one year (more than two consecutive semesters, not including summer) should complete the following steps:

1. Complete an online Reactivation Application
  - a. Reactivating students are required to update their records prior to re-enrolling.
2. Participate in Admission Assessment and Placement Program, if applicable
  - a. Reactivating students who have not completed developmental courses may be required to participate in the Admission Assessment and Placement Program.
  - b. Students will be notified by their advisor as to whether they will need to participate.

**F. Dual Enrolled Students**

Students enrolled in grades 9-12 at public and non-public high schools, and who are Ohio residents may be admitted to Owens Community College under two different program opportunities: College Credit Plus Program or Early Admission Program.

**1. College Credit Plus Program**

- a. Students enrolled in grades 7-12 at public, community and non-public high schools and home schools and who are Ohio residents may be admitted to Owens Community College under the College Credit Plus Program
  - i. Option A allows the student to receive either college credit OR both high school and college credit. Under Option A, the student is responsible to pay the entire cost of the program, including tuition, fees, and books.
  - ii. Option B allows the student to receive both high school and college credit. Under Option B, the student is not required to pay for tuition, books, or fees that are directly related to the course, as long as the student has the approval for the credit hours from the student's school. Parents should inquire with school staff members to be fully informed about any other fees for which the student may be responsible.
  - iii. For public and community school students, the cost of the college courses are paid for by funds redirected to Owens Community College from the Ohio Department of Education.

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- iv. For non-public school students or home school students, the cost is subsidized by a specified amount from funds set aside by the State of Ohio and awarded. Parents should inquire with school guidance counselor or home school organization and Owens Community College representatives about the approval process by the Ohio Department of Education.
- b. Students seeking admission into the College Credit Plus program must complete the following steps:
- i. Submit the written consent of the school counselor or principal. (Forms are provided to the student from the school district.)
  - ii. Submit parent or guardian signature on the Parent Signature Form.
  - iii. Submit a complete Owens Community College ~ College Credit Plus application.
  - iv. Submit a school transcript.
  - v. Meet with the Owens Community College representative prior to registration.
  - vi. Take the Owens Community College placement test and achieve the scores needed for recommendation into college-level coursework. For admission, students do not need to achieve college-level placement test scores, but must meet the required pre-requisites necessary to register for desired classes. Applicants may waive the Owens Community College placement test if their ACT scores meet the minimum scores required by the college.
  - vii. Engage in the Owens Community College College Credit Plus Orientation prior to class.
  - viii. Abide by all of the policies and procedures of Owens Community College as well as specific to this College Credit Plus program.
- c. Admission to this College Credit Plus program does not ensure acceptance into a specific program of academic study.
- d. Students cannot enroll in developmental education courses under the College Credit Plus program.
- e. Uniform Statewide Standards for Remediation Free Status. In accordance with Ohio Revised Code (F) the Owens Community College Board of Trustees adopted the State of Ohio Uniform Standards for Remediation Free Status. For the purposes of said standards and assessments, a student deemed remediation-free in a subject will be eligible to enroll in a college credit bearing course in that subject, including College Credit Plus courses. Admitted students who are deemed remediation-free are still subject to any pre-requisite and placement test requirements for specific academic programs.

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**2. Early Admission Students**

- a. Non-Ohio resident high school students currently enrolled in grades 9-12 may be admitted to Owens Community College under the Early Admission Program and should complete the following steps
  - i. Submit the written consent of the high school guidance counselor or principal. (Forms are provided to the student from the high school.)
  - ii. Submit parent or guardian signature on the Parent Signature Form.
  - iii. Submit a complete application for admission.
  - iv. Submit high school transcript.
  - v. Meet with the Owens Community College representative prior to registration.
  - vi. Take the Owens Community College placement test and achieve certain scores needed for recommendation into college-level coursework. Applicants may waive the Owens Community College placement test if their ACT scores meet the minimum scores required by the college.
  - vii. Engage in the Owens Community College new student orientation for early admission students.
  - viii. Abide by all the policies and procedures of Owens Community College as well as any specific to the Early Admission program.
- b. Admission to this Early Admission program does not ensure acceptance into a specific program of academic study.
  - a. Students cannot enroll in developmental education courses under the Early Admission program.
  - b. Uniform Statewide Standards for Remediation-Free Status. In accordance with Ohio Revised Code 3345.061(F) the Owens Community College Board of Trustees adopted the State of Ohio Uniform Standards for Remediation-Free Status. For the purposes of said standards and assessments, a student deemed remediation-free in a subject will be eligible to enroll in a college credit-bearing course in that subject, including Early Admission courses. Admitted students who are deemed remediation-free are still subject to any pre-requisite and placement testing requirements for specific academic programs.

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**G. Mature Citizens**

The mature citizens program is designed for Ohio residents sixty years of age or older who want to take courses at the college.

- a. Instructional fees are waived for the mature citizen taking a course(s) on a non-degree (audit) and space available basis only.
- b. Mature citizens-students are responsible for book(s) and any other expenses attached to the course.
- c. All academic policies and procedures apply to mature citizens-students.
- d. Mature citizens desiring credit for coursework or who wish to enroll in a degree program, must pay all required tuition and fees.

**H. International Students**

**a. Admission requirements for F-1, M-1 and J-1 visa students**

- i. Proof of English language proficiency. A potential F-1, M-1 or J-1 student must provide evidence of English proficiency by submitting test scores from the “Test of English as a Foreign Language” (TOEFL), ESL Webcape Test, Degrees of Reading Power or other English proficiency test recognized by the College. Students must have the minimum passing scores for the proficiency test.
- ii. College placement exam. International students are required to take the Owens Community College placement exam (COMPASS) to determine writing, reading, listening and oral communication placement. Students with F-1 or J-1 visa requesting consideration for acceptance to the College without appropriate evidence of English proficiency (TOEFL, other proficiency exam, transfer credit for English or math, etc.) are required to achieve the minimum scores on COMPASS for admission to the College. Students may be denied admission to the College based on COMPASS scores and referred to one of the nearby English language institutes for more intensive training in English.
- iii. Proof of adequate financial support. Immigration regulations prevent M-1 and J-1 visa students from earning any substantial portion of the amount needed for tuition and living expenses while attending the College. The international student is required to transmit a letter or affidavit from a sponsor attesting that the sponsor is willing to pay for the student’s cost of education and living expenses while enrolled at Owens from an appropriate government or a bank statement from a bank official showing that there are sufficient funds to cover the cost of the education while attending the College and that these funds will be available for the student’s educational and living expenses.
- iv. Submission of official transcripts. Official high school transcripts are required before acceptance. If an international student has attended a college or university, those transcripts must also be submitted. Send to: Records Office, Owens Community College, P.O. 10,000, Toledo, Ohio, 43699. All documents submitted to the College by the student or the student’s representative must be translated and may have to be evaluated into the English language if the original language used is not English. The student will bear the cost of having the transcript translated or evaluated.



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- v. Personal interview. Before final acceptance, a personal interview with the international student advisor is recommended if time and distance permits. Upon acceptance, a designated College official will contact each student with instructions on how to proceed for advising and registration. Students will be assigned to the College's representative/advisor for international students throughout their enrollment at Owens.
- vi. Transfer requirements. If an international student is presently in the United States and attending a college or university but wants to transfer to Owens Community College, all admission requirements as outlined above must be met and all required documents submitted.
- vii. Uniform Statewide Standards for Remediation-Free Status. In accordance with Ohio Revised Code 3345.061(F) the Owens Community College Board of Trustees adopted the State of Ohio Uniform Standards for Remediation-Free Status. For the purposes of said standards and assessments, a student deemed remediation free in a subject will be eligible to enroll in a college credit-bearing course in that subject, including dual enrollment and post-secondary enrollment option courses. Admitted students who are deemed remediation free are still subject to any pre-requisite and placement testing requirements for specific academic programs.

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**b. Admissions requirements for individuals in the United States on visas other than F-1 or J-1 visas.**

- i. Since there are over 35 different types of visas for non-immigrant foreign nationals who are in the United States and these visas have differing and often strict study restrictions, all foreign nationals who wish to be admitted to Owens Community College must report to the Office of International Programs and Services. The Owens Community College representative will determine if the non-immigration foreign national is permitted under U.S. Citizenship and Immigration Services regulations to study in the United States. If the office determines that the student is permitted to study, the Office of International Programs and Services will assist the student through the admissions process and will inform the Records Office of the determination.

**c. Admissions requirements for permanent residents and refugees.**

- i. Permanent residents and refugees are permitted to study in the United States. Permanent residents and refugees should apply for admission to Owens in the same manner as U.S. citizens.
- ii. College placement exam. Permanent residents and refugees whose first language is not English are required to take the Owens Community College placement exam to determine writing, reading and listening and oral communications placement. Permanent residents and refugees should be referred to the Office of International Programs and Services for English as a Second Language examination and placement in appropriate English as a Second Language coursework.

**d. Admissions requirements for undocumented persons**

- i. College placement exam. Undocumented persons whose first language is not English are required to take the Owens Community College placement exam to determine writing, reading and listening and oral communications placement. Undocumented persons whose first language is not English may be referred to the Office of International Programs and Services for English as a Second Language examination and placement in appropriate English as a Second Language coursework.

**II. Applying for Selective Admissions Programs/Majors**

Admission acceptance to Owens Community College does not ensure acceptance to a particular program or major. There are selective admission programs/majors with additional requirements for admission. Students applying for selective admission should be aware of the following:

1. Requirements, Deadlines, Evaluation Criteria
  - a. Refer to the specific program or major in the respective Academic Program sections of the College Catalog for a list of requirements.
  - b. Submit all additional test scores or materials and complete all requirements by the deadline dates.
  - c. When all required materials have been received the applicant's file will be evaluated against the program entrance requirements before being considered for acceptance.
  - d. Students accepted into a specific program will be notified.

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### 2. Background Checks

- a. Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, or practica through their program, should be aware that their host facility may require a criminal background check, finger printing, or drug screening.
- b. Although the College will make reasonable efforts to place admitted students in field experiences and internships, it will be up to the host facility to determine whether a student will be allowed to work at that facility.
- c. Successful completion of a program of study at the College does not guarantee licensure, certification, employment in relevant occupation, or transferability/admission to other educational institutions or programs.
- d. Students should be aware that a criminal record may jeopardize licensure by the State certification body.
- e. Students should consult the certification body corresponding to their intended occupation for more details.

7-30-15 Update - Includes the procedures for the College Credit Plus program; updated procedures for Early Admission students; and for the International Student section, an update with respect to M-1 students.