

ADMISSIONS



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GENERAL

James Sprunt Community College operates an "Open Door" admissions policy that does not impose restrictive standards for admissions and accommodates all persons who are 18 years of age or older or whose high school class has graduated. (Persons between 16 and 18 years of age may be admitted when special needs are demonstrated. Contact Admission Specialist for details.) Any adult, whether a high school graduate or not, who makes application and can benefit from the programs is admitted to the college.

Applicants will be given placement tests to aid in evaluating their potential for success in their chosen field. The tests will in no way deny admission to any student. If any evaluation of test scores or other evidence indicates that an applicant is not ready to enter the program of study selected, he/she may then be scheduled to enter the Basic General Education program in the preparation for his/her chosen program and/or encouraged to reexamine his/her educational and occupational goals.

See specific program requirements on the following pages of this section for further information.

The college serves all students regardless of age, race, color, religion, sex, disability, political affiliation, or national origin.

James Sprunt Community College reserves the right to refuse admission to any student whose enrollment or continued presence is considered a risk for campus safety or disruption of the educational process.

WHEN TO APPLY

The applicant is encouraged to apply as soon as possible. High school seniors are encouraged to apply early in their senior year. The new year begins in the fall semester; however, applicants may enter most programs at the beginning of any semester.

In order to be considered for admission into a Health Education Program, the applicant must have the application on file and all admission criteria met by the following deadlines:

Associate Degree Nursing: February 1st of each year for consideration for the next fall semester

Practical Nursing: February 1st of each year for consideration for the next fall semester

WHERE TO APPLY

Applications should be directed to the Admission Specialist at James Sprunt Community College and may be submitted in person or mailed to:

**Admission Specialist
James Sprunt Community College
Post Office Box 398
Kenansville, North Carolina 28349**

A printable admission application, as well as an on-line application, may be accessed through the college's website at www.jamessprunt.edu.

PROCEDURES

Applicants for admission to all curriculum programs are required to complete the following:

1. **APPLICATION:** This application can be obtained from the Student Services Office on campus in the Strickland Student Center or by accessing the college's website at www.jamessprunt.edu.
2. **TRANSCRIPTS:** Applicants are responsible for having an official high school transcript from their high school or the equivalent forwarded directly to the Admission Specialist. If an applicant has received his/her high school diploma from a correspondence school, the correspondence school must be accredited by the Distance Education and Training Council (DETC) to be acceptable, unless part of a regionally accredited college or university. Applicants who have attended other colleges, universities or post-secondary schools are responsible for having an official transcript from each institution attended submitted directly to the Admission Specialist. Credit will be granted for courses completed with a minimum grade of "C" if they are comparable to courses in the program of study selected by the applicant. Also see section on "Transfer of Credits to James Sprunt Community College".
3. **HEALTH FORM:** Special physical forms are required by applicants in certain departments, such as the Health Education Department and Basic Law Enforcement Training. These forms are provided to the applicant by the department.

A completed medical form is required by the college transfer department before a student can participate in the physical activity element of a physical education class. These forms are available from the Physical Education instructor.

4. **PLACEMENT TEST:** All students applying for entrance to James Sprunt Community College will take the ASSET tests. See requirements for transfer students under section "Transfer of Credits to James Sprunt Community College". **ASSET scores over five years old are not accepted.** Students will be tested in the areas of math,

reading, writing and algebra prior to admission into a program. Special Studies students may take up to 12 credit hours in areas other than math and English or courses with math and/or English prerequisites before being tested. The following scores will exempt students from Basic General Education courses:

TEST	ASSOCIATE DEGREE PROGRAMS	COSMETOLOGY DIPLOMA PROGRAM
ALGEBRA	41	
ENGLISH (Writing)	41	36
MATH (Numerical)	41	
READING	41	36

A STUDENT WILL NOT BE TESTED MORE THAN TWICE IN A 12-MONTH PERIOD. Students will be allowed to retake the placement test if extreme or extenuating circumstances as determined and documented by the test administrator are present. The Vice President of Curriculum Services must approve any exceptions in writing.

Students applying for admission who have been previously tested either at James Sprunt Community College or at another accredited institution may use the previous test scores for admission purposes **if the tests are equivalent to those required for admission to James Sprunt Community College and if the tests are not over five years old and if the student has attended the college from which the scores are obtained.**

Health Education applicants should refer to the Programs of Study for additional information on admissions and testing.

Restrictions for Enrollment in Courses in Program:

1. Students who fall below the cut-off scores in English and/or math only are free to enroll in any course within their programs except English and math and courses which have English or math prerequisites.
2. Students who fall below the cut-off scores in reading will be placed into a restricted enrollment status for their programs. Academic advisors will provide additional information on the courses in which students may enroll.

Scholastic Aptitude Test (SAT) scores of 480 on Critical Reading (Verbal) and 440 on Math will be accepted in lieu of the college's placement tests. **SAT scores over five years old are not accepted.** Applicants should have a copy of their scores forwarded to the Admission Specialist.

The ACT Assessment Test may be substituted for the ASSET test if an applicant scores 18 or better on English, mathematics and reading. **ACT scores over five years old are not accepted.** Applicants should have a copy of their scores forwarded to the Admission Specialist.

5. **PRE-ADMISSION COUNSELING:** This counseling is available and is beneficial to the applicant by affording an opportunity to discuss his/her test scores and get acquainted with school officials, the campus, students, and to ask any questions about his/her choice of program and later employment.

NOTIFICATION OF ACCEPTANCE

The Admission Specialist will send a letter of acknowledgment to the student upon receipt of application. A letter of full acceptance may be sent upon completion of all admission requirements. Students who have not completed these procedures may be accepted as provisional students but must complete all admissions requirements immediately following registration and no later than the end of their first semester of enrollment. If these requirements are not met, the student may not be allowed to register for the next semester's classes and a registration hold will be put on the record until requirements are completed. Students desiring admission to the Health Education programs must follow the procedures listed in this catalog.

PROVISIONAL ADMISSIONS

Curriculum students who do not complete all admissions requirements will be enrolled on a provisional basis until these requirements are met. (See Associate Degree Nursing admissions procedures for provisional admission into that program.) If admission requirements are not completed by the end of the student's first semester of enrollment, the student may not be allowed to enroll for the next semester's courses. However, a student may continue at the discretion of the Vice President of Student Services. **SPECIAL PROVISION:** Applicants may be allowed to enroll as special students not seeking a degree or diploma and take up to 12 semester hours of credit without completing the placement test requirements for admission. However, no student may enroll in an English or math course required in an associate degree program or in courses with English or math prerequisites prior to being tested without approval of the Vice President of Curriculum Services.

All admission requirements must be completed once the student has declared a major area of study or completed 12 semester hours of credit.

ADMISSION OF FORMER STUDENTS

All former students are encouraged to enroll for additional study with the college. Students reentering must follow normal admission procedures. If the student was out of school as a result of disciplinary action or suspension, it will be necessary to consult the Vice President of Student Services and petition for readmission to the college.

If the program in which the former student is applying for admission requires placement testing, the student must be retested if previous test scores are over five years old.

See specific sections on Health Education Programs (Associate Degree Nursing, Practical Nursing, Medical Assisting, etc.) for readmission requirements.

ADMISSION FOR CLASS AUDIT

Any eligible student may register for a class for audit on a space-available basis after having paid regular tuition and fees for that course. Students who audit classes do not receive credit for courses taken, and class discussion, tests, and exams are optional at the discretion of the instructor. Students are expected to attend class regularly, and a notation of the audited class will be made on the student's permanent record represented by "AU". An audit may be changed to a credit only during the scheduled period of adding courses. A student may not audit the same course more than two times unless approved by the Department Head, the instructor for the course, the Vice President of Curriculum Services, and the Registrar.

Nursing courses may be audited by nursing students only. The nursing student may audit those nursing courses for which he/she has received a grade upon approval of the Department Head for Health Education.

Students may audit only the following physical education class unless approved by the Department Head and Registrar: PED 110.

Adding or dropping an audit course is governed by the same procedures as adding or dropping a course for credit.

ADMISSION OF FOREIGN STUDENTS

James Sprunt Community College is not approved for attendance of non-immigrant students with F, M, or J visas. Students with other visas will be considered on an individual basis.

ADMISSION OF UNDOCUMENTED NONIMMIGRANT APPLICANTS

As a directive from the State Board of Community College, James Sprunt Community College will restrict the admission of undocumented or illegal immigrants until further notice.

VETERANS

Veterans who receive their high school diploma equivalency certificate through the USAFI should have their certificate reissued by the North Carolina State Board of Education in order to meet admission requirements. The minimum score for issuance of a North Carolina High School Diploma Equivalency Certificate is 2250 with no section having a score less than 400.

CREDIT BY EXAMINATION

A student may receive credit by examination for specified courses offered at James Sprunt Community College. A list of courses for which credit by examination is given is available through the office of the Vice President of Curriculum Services and the office of the Registrar. Any student applying to

receive credit by examination for a course in which he/she has not previously or is not currently enrolled will be required to demonstrate preparation through study and/or work experience by the department administering the examination.

Credit by examination must be certified by the Registrar and the instructor responsible for teaching the course, and the grade of "CRE" will be placed on the student's transcript to denote credit received by examination. Hours credit will be given toward graduation if applicable to the student's major; however, no grades or quality points will be awarded. **Persons wishing to take challenge exams in curriculum courses (in order to receive credit by examination) must register and pay regular tuition and fees for the courses he/she wishes to challenge. Registration and payment of tuition and fees must be made prior to administering the challenge exam and the awarding of credit.**

Students are placed in Basic General Education courses as a result of their scores on the College's placement test. If a student's course load is less than full time having paid part-time tuition and if the student received credit by examination for a Basic General Education course as a result of further testing, the student will not have to pay additional tuition for placement into another Basic General Education course (i.e., drop MAT 060 and add MAT 070). However, additional tuition will be required if the student is placed into a curriculum course (i.e., MAT 070 and add MAT 140).

A student who takes the ASSET placement test and achieves scores of 41 or better on both the Reading Skills Test and the Writing Skills Test may receive Credit by Examination ("CRE") on his/her transcript for ENG 101, Applied Communications I, if that course is required in his/her program of study.

A student who takes the ASSET placement test and achieves scores of 41 or better on both the Algebra and Math (numerical) tests may receive Credit by Examination ("CRE") on his/her transcript for MAT 101, Applied Mathematics I, if that course is required in his/her program of study.

In order to receive credit for ENG 101 and/or MAT 101, the student must be currently enrolled at JSCC and must register and pay tuition for the course(s) for which he/she wishes to receive credit. The request for Credit by Examination must be initiated by the student through his/her advisor who should request the Testing Office to complete a credit by exam form based on the ASSET test results.

CREDIT BY EXAMINATION THROUGH TECH-PREP ARTICULATION

High school students who receive credit through Tech-Prep will not be required to register and pay regular tuition and fees for those courses for which they receive credit. A grade of "TP" will be put on the student's transcript to denote credit achieved through Tech-Prep. Also see section on "Advanced Credit". In order to receive credit through Tech-Prep, students must enroll at James Sprunt Community College within two years of high school graduation.

Please refer to specific sections for Health Education Programs for further regulations concerning credit by examination in the health education areas.

ADVANCED PLACEMENT

A freshman who scores 3 or above on the Advanced Placement tests administered by the College Board will receive appropriate college credit and advanced placement. Students taking Advanced Placement tests should have the score reports sent to the Admission Specialist for evaluation concerning placement and credit.

ADVANCED CREDIT

Advanced credit is credit which is granted in specific courses by James Sprunt Community College to students who have satisfactorily completed equivalent high school courses. Credit by examination is credit which is granted to a JSCC student who, without registering for a course, has achieved/passed the course competencies with the specified grade or better. Credit is also awarded to students who have scored satisfactorily on subject standardized tests. The general conditions and procedures for granting credit by articulation, examination, or subject advanced placement tests shall be as follows:

1. The student enrolls in a curriculum program within two years after leaving high school or as approved by the Registrar and Department Heads.
2. The student is enrolled the semester credit is granted.
3. High school courses for which advanced credit is granted must have been completed with the grade and conditions as specified in the Courses and Conditions for Advanced Credit. (See advisor, Registrar or Vice President of Curriculum Services for specific grades and conditions.)
4. A student requesting credit by examination for a course which is part of a sequence must do so prior to enrollment in the next appropriate level course.
5. To receive credit by examination, the student shall pass an examination with the specified numerical grade. The JSCC instructor shall forward documentation to the Registrar. In addition to the courses listed in this agreement, credit by examination may be available for other courses. A list of these courses is in the office of the Vice President of Curriculum Services and the office of the Vice President of Student Services at JSCC.
6. The Registrar shall post credit by examination with a "CRE" and shall post the advanced credit with an "TP" on the transcript. The credits shall be applied toward graduation requirements if applicable to the major but shall not be calculated in the student's grade point average.

7. Students who receive credit by examination, advanced credit, or subject standardized test credit under this agreement will not be required to register and pay tuition for courses for which they receive such credit.

HUSKINS BILL COOPERATIVE PROGRAM

The purpose of the Huskins Bill Cooperative Program is to provide the opportunity for qualified high school students to enroll in college-level courses. College courses offered under the Huskins Bill are listed in a cooperative agreement between James Sprunt Community College and the Duplin County Board of Education. Students may enroll in one of these classes if they have a grade point average of "B" or better or by special recommendation from the high school counselors and principal. To enroll in English or math, students must meet or exceed the established cut-off score on the College's Placement Test and/or have a grade point average of "B" or better in the respective subject area. A list of approved courses is available through the Office of the Vice President of Curriculum Services, Office of the Registrar, Office of the Huskins Coordinator, or the Duplin County Board of Education. Huskins students do not pay tuition but are responsible for purchasing books and supplies. Further information may be obtained by contacting one of these offices or high school counselors or principals.

CONCURRENT/DUAL ENROLLMENT

High school students may enroll in college-level courses on a space-available basis as concurrent (dual) enrollees provided they are at least sixteen years old and are recommended by their high school guidance counselor and principal. Concurrent enrollees must meet course prerequisites including making a satisfactory score on the college's placement test before enrolling in math or English courses. Concurrent enrollees must be enrolled at least half-time at their high school and be making satisfactory progress toward high school graduation as determined by their principal. Concurrent enrollees do not pay tuition but are responsible for purchasing books and supplies. Concurrent enrollees may **not** enroll in courses numbered below 100. High school students interested in this program should see their guidance counselor for additional information and the necessary forms.

LEARN AND EARN ONLINE PROGRAM

Learn and Earn Online (LEO) is a state funded program that permits public high school students to enroll in online college-credit courses. All LEO courses are delivered exclusively online, and students are exempt from applicable tuition and textbook costs associated with all courses they take through the LEO program. High School students may enroll in online courses through the LEO program if they are enrolled at least half-time at their high school and are making satisfactory progress towards graduation. LEO students must also have a grade point average of "B" or better or the special recommendation from their high school counselor and principal. To

enroll in English or math, students must meet or exceed the established cut-off score on the college's placement test and/or have a grade point average of "B" or better in the respective subject area. High school students interested in this program should see their guidance counselor for additional information and the necessary forms or contact the Learn and Earn Online Coordinator.

SERVICES FOR STUDENTS WITH DISABILITIES

The purpose of James Sprunt Community College's program for students with special needs is to provide reasonable accommodations for students with various disabilities so that they may derive equal benefits from attending JSCC. This program provides numerous services that assist students in reaching their academic goals. It is the student's responsibility to advise a counselor or advisor that he/she has special needs and to provide documentation relating to those needs.

SPECIFIC PROGRAM INFORMATION

1. **Two-Year Associate Degree Programs:** The student must be a high school graduate or successfully complete the North Carolina high school diploma equivalency test (GED) at James Sprunt Community College or other approved school.
2. **One-Year Diploma Programs:** The applicant must be a high school graduate or successfully complete the North Carolina high school diploma equivalency test (GED) at James Sprunt Community College or other approved school. **Exception:** High school graduation may be waived by decision of Student Services Counselor when special aptitude and interests demonstrate, through testing, that the student has the ability to benefit from the training. This requirement also applies to certificate programs of one year or less.
3. **College Transfer and General Education:** The student must be a high school graduate or successfully complete the North Carolina high school diploma equivalency test (GED) at James Sprunt Community College or an approved school. Additionally, the student is encouraged to complete the Scholastic Aptitude Test (SAT). James Sprunt Community College is an official testing center for the SAT.
4. **Basic General Education:** This program is an integrated, student-centered program of instruction designed to increase the student's opportunities for success in his/her academic experiences. Placement in the Basic General Education Studies Program is made by the student's advisor based upon the applicant's previous educational record and entrance placement tests. Depending upon the individual's needs and occupational goals, he/she will be encouraged to strengthen knowledge and skills in reading, mathematics, English and/or science before entering curriculum courses in each discipline.

5. **North Carolina High School Diploma Equivalency (GED):** This is a certificate of high school equivalency and is recognized as the legal equivalency. Preparation is available at the off-campus Adult Education Centers as well as on campus. Refer to the section on Continuing Education in this catalog for further information. The North Carolina High School Diploma Equivalency exam is given on a referral basis upon recommendation from the Basic Skills Department.
6. **Extension Programs:** Non-credit courses are available to persons 18 years of age or older. Refer to the Continuing Education section in this catalog for further information.
7. **Adult High School Diploma Program:** This program is offered through a cooperative agreement between the Duplin County Public Schools and James Sprunt Community College. The program of study is individually designed to assist students in completing the requirements for the high school diploma. Placement in the program is based on the student's prior academic record, placement test results, and the individual assessment by the program coordinator. Refer to the section on Continuing Education in this catalog for further information.
8. **Human Resources Development Program (HRD):** The Human Resources Development Program is funded by the State and sponsored by the North Carolina Community College System. The mission of the Human Resources Development Program is to educate and train individuals for success in the workplace. It provides structured prevocational training, counseling, and assistance in placement into permanent employment or further educational training for chronically unemployed and underemployed adults in Duplin County. Human Resources Development is a self-sufficient program designed to provide the instruction and counseling and individual needs to succeed in today's competitive job market. HRD is designed to help unemployed and underemployed adults successfully obtain and maintain employment. HRD's primary objective is teaching individuals to assess their assets and limitations, develop a positive self-image, improve academic skills, and understand the dynamics of interpersonal relationships. HRD offers a variety of classes that give the students an avenue to explore employment opportunities or skills training that can be studied even further by enrolling at James Sprunt Community College. The staff will provide job counseling to students and will assist students in updating their resumes and in obtaining job referrals and letters of recommendation. Tuition for HRD classes may be waived if you meet one of several criteria. See Fees section in the Continuing Education section of this catalog.

CATALOG OF RECORD

A student who is not in continuous attendance for 12 calendar months or more must graduate under the provisions of the catalog in effect on the date of his/her last reentry or a subsequent issue.

ACADEMIC PROBATIONARY OR SUSPENDED STATUS

A student on academic probationary or suspended status from his/her last college or post-secondary institution may be admitted on a probationary status and may be subject to academic retention regulations as defined in this catalog.

DISCIPLINARY SUSPENSION

A student who has been suspended from his/her previous college or post-secondary school for disciplinary reasons may be admitted to James Sprunt Community College only when approved by the Vice President of Student Services.

LIBRARY

The James Sprunt Community College Library is responsible for developing and delivering learning resource services and programs which enrich and support the college curriculum and help students meet their educational goals.

The library is located on the first floor of the Helen A. Boyette Building. Resources include books, magazines, microforms, books on tape, and computer access for research. The library's on-line public access catalog provides its users access to the Community College Libraries in North Carolina (CCLINC). CCLINC is a cooperative of over 40 North Carolina College System libraries. JSCC library users can access the holdings of all CCLINC members and receive materials via interlibrary loan. The library offers a variety of services including reference assistance, photocopying, interlibrary loan, and Internet access. A classroom and several small study rooms are available in the library.

The JSCC library patron is permitted a two-week circulation period on books with an additional two weeks upon renewal. Duplin County residents may use the library resources during operating hours but are not permitted to check out materials. Unreturned items or items returned past the due date are assessed fines, determined by the library. Notices are mailed to the patron, listing the items overdue. After thirty days, a HOLD notice is sent to Student Services. A student will not be allowed to register, receive grades, diploma, or transcripts until all fines are paid in full. Library Book Return boxes are located behind the Boyette Building, outside the main door of the library, and at the circulation desk inside the library.

The JSCC library staff encourages all students, faculty, staff, and Duplin County residents to utilize the excellent resources available at the JSCC library.

MEDIA PRODUCTION CENTER

The proposed Media Production Center is in the planning stage and will be located in the McGowen Building. The center supports the administrative and instructional function of the college through instructional, promotional, and public information avenues.

EVENING OFFERINGS

James Sprunt Community College offers a wide range of courses during the evening hours. The college employs a full-time Coordinator of Evening and Week End Services to maintain a high-quality program and to assist evening students.

There is always a variety of non-credit Continuing Education courses offered on campus and off campus during the evening hours. In addition, the College offers a large number of credit courses at night. Some curriculum and continuing education courses are offered on the week end.

It is possible to earn an associate degree, diploma or certificate in certain curriculum programs by attending only evening classes. Please contact the Coordinator of Evening and Weekend Services or the Admission Specialist for further information.

Preparation for taking the High School Diploma Equivalency exam (GED) or completion of the Adult High School Diploma Program may also be done during the evening hours.

An extension center of the college, the Wallace-Rose Hill Center, operates during the evening hours at Wallace-Rose Hill High School in the town of Teachey. Curriculum credit and Continuing Education classes are among the offerings at the Wallace-Rose Hill Center.

The Wallace-Rose Hill Center is open from 5:00 p.m. to 10:00 p.m. Monday through Thursday.

CLASS SCHEDULE

James Sprunt Community College schedules classes between 8:00 a.m. and 10:30 p.m. Monday through Thursday and 8:00 a.m. to 4 p.m. on Friday. Classes at the Wallace-Rose Hill Center are scheduled from 5:00 until 10:00 p.m. Monday through Thursday except summer semester when no classes are scheduled at the center. The college also periodically offers Saturday classes on campus and at the Wallace-Rose Hill Center and at other locations throughout Duplin County, including workplace literacy sites.

ADMINISTRATIVE OFFICE HOURS

Offices are normally open from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 4 p.m. on Friday. The Coordinator of Evening and Weekend Services is on duty Monday through Thursday evenings on campus until 10:30 p.m.

A counselor is on duty daily and upon request. The Veterans Affairs Office is open one night per week and upon request. A member of the Student Services Office is available to provide assistance to students Monday through Thursday evenings until 6 p.m.

CHANGES IN REGULATIONS

James Sprunt Community College reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedure as deemed necessary.

