

Title : Admission Procedures

Number :

5010.01

Approved :

08/10/23

Reference : A.R.S. §15-1805.01; §15-1821; 34 CFR §600.11; 34 CFR §668.16(p)

### Admission to Eastern Arizona College (EAC or the College)

#### A. General Admission Requirements.

1. Admission may be granted to any person who meets one of the following criteria:
  - a. Is a graduate of a high school which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Board of Education or other appropriate state educational agency. The Registrar's Office will require official high school or homeschool transcripts showing a graduated status to evaluate high school completion.
  - b. Has a high school certificate of equivalency.
  - c. Is at least eighteen (18) years of age or older and demonstrates evidence of potential success in the community college.
  - d. Is a transfer student in good standing from another college or university.
  - e. In cases where the Secretary or the institution has reason to believe that a high school diploma submitted is not valid, the Registrar's Office will require official high school or homeschool transcripts showing a graduated status to evaluate high school completion.

#### B. Admission of students under 18 years of age.

1. Admission shall be granted to any student who is under age eighteen and who achieves, at a minimum, student completion of course prerequisites and at least one of the following:
  - a. PSAT (Preliminary Scholastic Aptitude Test composite score of 720 or more.
  - b. SAT (Scholastic Aptitude Test) composite score (verbal and math) of 720 or more.
  - c. ACT (American College Test) composite of 12 or more.
  - d. A passing score on the relevant portions of the statewide assessment.
  - e. The completion of a college placement method designated by EAC that indicates the student is at the appropriate college level for the course.
  - f. Is a graduate of a private or public high school or has a high school certificate of equivalency.
2. The College may limit the number of semester hours in which the student may enroll to not more than six credit hours.
3. A student under 14 years of age must also have written permission of the College instructor teaching a class prior to enrolling.

#### C. Homeschooled students are exempt from the requirements listed in Section B above.

D. Students who enroll in vocational courses may be admitted on an individual basis with the approval of the Vice President of Academic and Student Affairs or personnel designated by the Vice President of Academic and Student Affairs (college officials) if the student meets the established requirements of the courses for which the student enrolls and that college officials determine that the student's admission is in the best interest of the student.

E. Admission to the College under A, B, C or D does not ensure registration in courses or programs which have specialized entrance requirements nor does it ensure admittance to campus housing.

### Admission Procedures

#### A. New students:

1. Admission consists of establishing a record at the College. There are two ways to do this.



**Title** : Admission Procedures

**Number** :

5010.01

**Approved** :

08/10/23

**Reference** : A.R.S. §15-1805.01; §15-1821; 34 CFR §600.11; 34 CFR §668.16(p)

- a. You may complete and submit the Admissions Form located on EAC's website <https://eac.edu/apply/index.php>, or
- b. Visit the Records and Registration Office in the College's Student Services Building, 615 N. Stadium Avenue, on the Thatcher Campus between 8:00 a.m. and 5:00 p.m., Monday through Friday.
2. Submit Transcripts:
  - a. Transfer students who want to receive credit for prior college work or who need to show that prerequisites have been satisfied, or athletes needing to prove eligibility must also submit an official transcript from the last college attended. Athletes must also submit an official high school transcript or proof of GED. Admission to EAC will not be delayed pending receipt of the transcript.
  - b. Students are responsible for requesting that colleges send official transcripts necessary for transfer credit evaluation.
  - c. Exceptions may be made by the Registrar.
3. Placement Test Results:
  - a. Tests are used for counseling and advisement purposes only and are not used to screen out candidates for admission.
4. Health Examinations and Forms:
  - a. Students participating in intercollegiate athletics are required to have a physical examination prior to practicing or playing on any of the intercollegiate teams. Students who enroll in physical education activities or engage in intramural sports are also strongly encouraged to have a physical examination prior to participation.
  - b. All students are expected to provide themselves with health and accident insurance.
5. Social Security Number: Entering students will be requested to provide their social security number. Social Security Numbers are used to correctly match student accounts and send 1098-T federal tax forms. Social Security Numbers are not used by EAC as the student's identification number. Upon admission, a randomly generated student number is assigned.
6. Housing Application: Students desiring on-campus college housing must submit a Housing Application. The minimum age to live in college housing on campus is at least 18 years old by the 45<sup>th</sup> day of the semester for which the student has applied. Prior to checking into a residence hall, a 17-year-old student and their parent(s) will be required to meet with the Director of Residence Life or Dean of Students to review expectations and policy for living in on campus housing.
7. Inquiries concerning admission to Eastern Arizona College should be sent to the Records and Registration Office, Eastern Arizona College, 615 N. Stadium Avenue, Thatcher, AZ 85552-0769.
- B. Former students: Former students re-enrolling after an intervening semester are subject to policies and procedures in force at the time of re-enrollment.
- C. International Students: International students may be admitted to the College. Notice will be sent to the student indicating either acceptance or denial after the Records and Registration Office has received all of the following items. International students must submit the following:
  1. Admissions form.
  2. Housing Application (if College housing desired).



<b>Title</b> :	<b>Admission Procedures</b>	
<b>Number</b> :		<b>5010.01</b>
<b>Approved</b> :		<b>08/10/23</b>
<b>Reference</b> :	<b>A.R.S. §15-1805.01; §15-1821; 34 CFR §600.11; 34 CFR §668.16(p)</b>	

3. Official transcript of high school and college work.
4. Completed medical examination.
5. Complete one of the following tests:

TOEFL (Test of English as a Foreign Language). The minimum TOEFL paper-based test score we accept is 500, the minimum TOEFL computer-based test score we accept is 173, and the minimum TOEFL internet-based score is 61. For information on the TOEFL, visit <https://www.ets.org/toefl.html>.

IELTS (International English Language Testing System). The minimum IELTS raw score we accept is 23, and the minimum band score we accept is 6.0. For more information on the IETLS, visit <https://ielts.org/en-us/>.

ACCUPLACER. Students must achieve a minimum composite score of 224 for the Reading, Writing, and Listening portions of the ACCUPLACER assessment. For more information on the ACCUPLACER, visit <https://accuplacer.collegeboard.org/>.

6. Certification of Finances.
7. Medical and hospitalization insurance is required.

After being admitted to EAC, the International Student is responsible for completing all Immigration and Naturalization Service (INS) requirements. Students may not enroll in classes at the College without the I-20 Certificate of Eligibility form on file in the Records and Registration Office.

#### Veterans and Children of Deceased or Disabled Veterans

Most of EAC’s curricula and courses are approved for Veteran’s benefits by the Department of Veterans Affairs. Veterans are urged to contact the Veterans Affairs Office (below) for determination of approved courses. These programs are maintained by cooperative arrangement between the College, the State of Arizona, and the United States Department of Education. The College and students must comply with all regulations governing the act under which the students are granted educational benefits.

Veterans should apply for the educational benefits from the Department of Veterans Affairs well in advance of their enrollment at EAC. The Veterans Application for Education Benefits may be obtained from the Veterans Affairs Office on the Thatcher campus. All Veterans are required to submit official transcripts of all previous college work. For further information, please write to Veterans Affairs Office, Financial Aid Department, Eastern Arizona College, 615 N. Stadium Avenue, Thatcher, AZ 85552-0769.

#### Acceptance

Admission may be denied or revoked and registration canceled if it appears that a student's attendance would not be mutually beneficial to the student and Eastern Arizona College.

Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admission policies may be requested through EAC’s Academic Standards Committee.

Registration cannot be completed until all admission requirements have been met.

The act of enrolling in courses at the College indicates you agree to be subject to all the requirements, policies, and regulations in the College Catalog, Schedule of Classes, and Student Handbook, and agree to establish a permanent college academic record. You further acknowledge that in order to be admitted to other colleges or universities you may be required to send this academic record to those institutions. Your enrollment also certifies your understanding that the content of EAC courses are designed for adult students and if you are a younger student you may feel constrained from participating in class discussions due to the maturity and age of other students in addition to the subject matter being discussed.

