

# Admission Requirements

Applications for admission to Northeast may be completed before the semester begins; however, it is suggested that all admissions requirements be completed at least two weeks before the semester in which the student plans to attend. Admission to the College does not ensure admission to any individual program or course. An application must be completed online. An applicant who has no prior post-secondary experience who is attending the College for the first time will be designated a first-time college student. An applicant who is attending the College for the first time and has previously attended a post-secondary institution will be designated as a transfer student. The student may transfer with or without credit but must still send their previous institution transcripts

Students who have submitted all required documentation will be admitted as unconditional status.

Students who have not submitted all required documentation will be admitted as conditional status. Failure to provide documentation by the end of the first semester will prevent a student from future registration and official transcript release. If all required admissions documentation has not been received by the College prior to the issuance of first semester grades, the grades will be reported on the transcript, but the transcript will not be released until all required documentation is received.

Students previously enrolled at Northeast who have not been in attendance for one year will be required to complete a readmission application. If the student attended college elsewhere during this period, official transcript(s) must be sent to the Registrar's Office.

An applicant must provide the following required admissions documentation:

1. **High School Graduates/GED® students must complete the NACC orientation program and placement testing. Students must also provide:**
  - a. Admission application
  - b. Official transcript directly from the institution – high school or GED®. Students who have received an Associate's degree or higher are not required to request their high school or GED Transcripts.
  - c. Official transcript – all previous colleges attended.
2. **Transient Students** – A student enrolled at another college or university who is taking classes at Northeast for the express purpose of transferring credit back to the home college or university is classified as a transient student.
  - a. Admission application
  - b. Official documentation letter from the institution which certifies that the credit earned at Northeast will be accepted as a part of the student's academic program. Transient students are not required to provide transcripts of previously earned credits from other postsecondary institutions.
3. **Non-High School Graduates/Non-GED students must complete the NACC orientation program and placement testing. Students must also provide:**
  - a. Admission application
  - b. Official transcript – high school (if attended) or GED
  - c. Official transcript(s) directly from the institution(s) – any college attended
  - d. Written consent from the appropriate secondary administrator if the student is under age 17
  - e. Evidence of a required Assessment Score
4. **International Students** – A student who is a citizen of another country is designated as an international student. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Immigration and Naturalization Service, and all other applicable directives. International students must pay out-of-state tuition. There is no financial aid available for international students. International students must complete the NACC orientation program and placement testing. An international student must provide:
  - a. Admission application
  - b. Acceptable F1 student VISA
  - c. Official transcripts in English that document graduation from a secondary school that is equivalent to a U.S. high school. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript

- evaluation service such as SPANTRAN: The Evaluation Company and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated.
- d. Official transcripts in English from all colleges and universities previously attended. All domestic transcripts must be mailed directly to Northeast Alabama Community College from the institution attended. Personal copies are not accepted. All foreign transcripts must be evaluated by an approved transcript evaluation service. International students are responsible for contacting a transcript evaluation service such as SPANTRAN: The Evaluation Company and must make arrangements for all necessary fees or requirements. International students must request that an official transcript evaluation be mailed to Northeast Alabama Community College. The transcripts must be evaluated, not just translated. Students who have achieved a minimum of an associate degree are not required to provide high school transcripts but are required to submit all other evaluated college transcripts. Students who have achieved a minimum of an associate degree are only required to submit an evaluated transcript from the granting institution.
  - e. Official transcript showing a minimum score of 5.5 on the International English Language Testing System (IELTS), a total score of 61 on the Internet-based Test of English as a Foreign Language (TOEFL), a total score of 500 on the paper-based TOEFL, or a 2A on the Step EIKEN Test in Practical English Proficiency.
  - f. A current and valid passport or other official documentation to verify lawful presence.
  - g. A current photo (passport-size, preferred).
  - h. Payment of I-901 Student and Exchange Visitor Information System (SEVIS) Fee.
  - i. A medical health history with proof of vaccinations
  - j. A signed notarized statement dated within the last six months verifying adequate financial support.
  - k. Documentation demonstrating adequate accident, sickness, and life insurance that includes evacuation repatriation, which must be maintained during all periods of enrollment.
  - l. International students transferring from another college must also provide a current Form I-20.
5. **High School Students** – Students currently enrolled in high school may enroll in courses at Northeast if the student is participating in the Dual Enrollment for Dual Credit or Accelerated High School Programs. Students participating in the Dual Enrollment for Dual Credit program must provide:
- a. Dual Enrollment/Accelerated Admissions Application
  - b. Documentation of a minimum (unweighted) high school GPA of 2.5 on a 4.0 scale.
  - c. Written approval of the designated school official.
  - d. Documentation that the student is in grade 10, 11, or 12 or has an exception granted by the Chancellor upon the recommendation of the principal and superintendent in accordance with Alabama Administrative Code §. 290- 8-9.12.

Students participating in the Accelerated High School program must provide:

- a. Dual Enrollment/Accelerated Admissions Application
- b. Documentation from the local principal or his or her designee certifying that the student has a minimum cumulative 3.0 average on a 4.0 scale.
- c. Written recommendation from the designated school official for the student to be admitted in the accelerated program.
- d. Documentation that the student has completed the 10th grade or has an exception granted by the Chancellor upon the recommendation of the principal and superintendent in accordance with Alabama Administrative Code §. 290-8-9.12.