

Essex County College College Regulation

REG. 5-2 ADMISSION TO THE COLLEGE

Purpose:

To establish the process by which students are admitted into Essex County College.

Application:

1. Essex County College is an open-door institution which grants admission to all students who:
 - are 18 years of age or older or show college readiness,
 - are a high school graduate or holder of an equivalent diploma or participate in the High School Dual Enrollment/ Pre-College Readiness Program.

Applicants who completed high school but are under 18 are considered college-ready and eligible for Admission.

Essex County College does not discriminate in admission or access to its programs and activities based on race/color, national origin, religion/creed, disability, age, marital status, sex, gender, sexual orientation, or veteran status.

Enrollment of students Under the Age of 18 with a high school diploma:

- Under the age of 18
- Completed high school diploma or equivalent

Applicants who completed high school or plan to complete high school but are under the age of 18 before starting classes should apply for Admission.

Enrollment of Students Under the Age of 18 without a High School Diploma:

- Under the age of 18
- Attending high school or homeschooled
- Not enrolled in Essex County College high school programs - Submit required documentation/form with the Pre-College Readiness Program

2. The College recognizes the following admissions categories as full-time (registered for 12 or more credits per fall & spring semesters) or part-time (registered for less than 12 credits per fall & spring semesters).
 - i. Matriculated Students: Students officially enrolled in programs of study leading to a degree and/or certificate: classified as a Freshman, Transfer, International, Adult Learner, Readmit, or Veteran.
 - ii. Non-matriculated Students: Students taking credit courses without the intention of earning a degree for personal interest, career advancement, enrichment, or transfer to another college/university for matriculation. Non-matriculated students are not eligible for financial aid. It is recommended that non-matriculated students enroll in no more than two courses per semester after 12 credits. A non-matriculated student who wishes to apply for matriculation to pursue a degree must complete an admissions application and meet with an academic advisor to review the degree requirements and complete the paperwork for matriculation.

- iii. Visiting Students: Students who are matriculated at another college/university and take limited credit courses at ECC. Visiting students do not plan to pursue a degree; they take pre-requisites or course equivalents to transfer credits to their original institution of attendance.
 - iv. Transfer Students: A student who leaves their original institution of attendance with course credits and is admitted to ECC to pursue a degree.
 - v. Readmitted Students: An admitted student pursuing a degree who was previously enrolled at ECC but has not had any attendance at ECC for three or more years. Students are considered active in the College record-keeping system for up to three consecutive years of absence.
3. The Open Admissions policy does not apply to persons seeking degrees or certificates from the Nursing and Allied Health programs, as special admissions requirements apply. Students can be admitted to the Nursing and Allied Health programs only by approval of the program admissions committee and after satisfactory completion of the pre-major requirements.
4. Placement testing determines placement in college-level or developmental courses when students are admitted to ECC. Exceptions from Placement Testing:
- Students who have earned an A.S. or B.A./B.S. degree from a U.S. college.
 - Students who have attended another college in the U.S. and have earned college credit in English Composition and college-level Mathematics.
 - Students who have SAT scores in critical reading and Mathematics sections of the test meet the cutoff determined by the Office of Testing.
 - Students who have ACT scores in the Mathematics sections of the test that meet the cutoff determined by the Office of Testing.
 - Students with Advanced Placement scores in English and Mathematics, as determined by the Office of Testing.
 - Students who completed developmental English and Mathematics at another college.
 - Students eligible for waivers through Multiple Measures must submit eligible documents, i.e., high school transcripts and standardized test scores.

Students can transfer placement scores from another college if the test is ACCPULACER/COMPANION sections Reading, Essay, Arithmetic, and Algebra taken no more than three years before application to Essex County College.

All appropriate documentation must be provided to the Office of Enrollment Services.

False and misleading information on an application may result in immediate dismissal from the College.

Responsible Official(s): Office of Enrollment Services	Reference: N.J.S.A. 18A:64A-12(o)
Regulation History: App. 11/95, Rev. 10/01, 7/11, 3/17, 12/23	Attachment(s):