

POLICY STATEMENT

LTC Region 4 follows all policies as outlined by Louisiana Technical College.

ADMISSIONS

CREDIT HOUR PROGRAMS

Steps for Enrolling

1. Applicant completes Application for Admission and submits with a non-refundable \$5 application fee and a \$15 testing fee.
2. Applicant provides proof of state required immunizations if born after 1956.
3. Applicant provides proof of high school transcript and/or GED, as applicable.
4. If applicable, applicant has official transcripts of previously attended college or universities mailed to the campus.
5. Applicant is assigned a testing date to take the LTC placement exam or supplies proof of testing exemption.
6. If applicable, applicant reports for testing.
7. Applicant receives test results *as applicable*.
8. If required by law, applicant provides proof of registration for federal draft.
9. Applicant is notified to report for college and program orientation.
10. Applicant reports for college and program orientation.
11. Applicant reports to pick up class schedule and pay applicable tuition/fees.
12. Student reports to and begins classes for all courses on approved schedules.

Application for Admission

Applications are accepted for credit hour programs Monday through Friday from 7:30 a.m. to 4:00 p.m.

Names of eligible applicants for programs that do not require that specific placement exam scores be met prior to enrollment are placed on a waiting list according to date of application. These applicants are accepted for enrollment on a first-come, first-served basis.

Names of eligible applicants for those programs that do require specific placement exam scores be met **prior to enrollment**, are placed on a waiting list **only after** attaining the required scores. Names are listed according to the date the applicant met the test requirements for the program requested. These programs include Aviation Maintenance Technology, Practical Nursing, Clinical Lab Technician, and Surgical Laboratory Technology.

ADMISSION STANDARDS

Louisiana Technical College Greater Acadiana Region 4 (LTC Region 4) adheres to the equal opportunity provisions of the federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of Race, Color, National Origin (Title VI of the Civil Rights Act of 1964), Sex (Title IX of the Education Amendments of 1972), Disability (Title II of the American with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973), or Age (Age Discrimination Act of 1975) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Reasonable auxiliary aids and services are available upon request to individuals with disabilities. Anyone with questions regarding this policy may contact the U. S. Department of Education, Office for Civil Rights at 1-800-421-3481.

Prospective students seeking admission are required to meet the admission requirements for the program in which they are requesting entry.

Admission Policies

Definition, admission eligibility, requirements, and procedures for Admission of First-Time Freshmen are outlined

in LTC Policy SA1930.254. Admission of Dual Enrolled High School Students is addressed by LTC Policy SA1930.253 and Admission of Transfer and/or Re-Entry Students are outlined in LTC Policy SA1930.255.

Age Requirements

1. Applicants without a high school diploma or GED are required to be seventeen (17) years of age prior to enrollment in most degree seeking programs.
2. Applicants for the Nondestructive Testing Technology program must be 17.5 years of age and 18 years of age to take coursework in which Radiation is used.
3. Applicants for the Commercial Vehicle Operation program must be 18 years of age.
4. Applicants to the Barber-Styling program must be 17 years of age.
5. Dual enrolled high school students must be 16 years of age or older to receive LTC on-site instruction.

Education Requirements for Credential Seeking Students

When pursuing the programs listed below, all applicants under regular admissions are required to have an approved high school diploma or have successfully completed the Test of General Educational Development (GED) prior to entry:

- Associate of Applied Science Degree programs
- Barber-Styling
- Medical Assistant
- Patient Care Technician
- Practical Nursing
- Nondestructive Testing Technology

Students in the Medical Office Assistant program who wish to become Nationally Registered Certified Administrative Health Assistants must have a high school diploma /GED prior to certification testing.

Applicants in the Cosmetology program must prove 10th grade equivalency prior to admission as well as Ability to Benefit.

Applicants no longer enrolled in high school who have not earned an approved high school diploma or passed the Test of General Educational Development (GED) may enroll in some Certificate of Technical Studies and Technical Diploma programs after they have demonstrated they have Ability to Benefit scores as defined in the Louisiana agreement with the U.S. Department of Education. Those students lacking a high school diploma or GED are encouraged to check with the campus admissions counselor for information about Adult Education classes that lead to a GED. LTC administers the ACT COMPASS or ACT ASSET to measure a student's ability to benefit.

| <u>Ability to Benefit Score Requirements: COMPASS Test)</u> | <u>ASSET TEST</u> | |
|---|-------------------|----|
| Reading | 62 | 34 |
| Math/Numerical | 25 | 33 |
| Engl./Writing | 32 | 34 |

International Applicants

LTC Region 4 is not currently accepting international students.

Additional Admissions Requirements for Practical Nursing Applicants:

Students must apply to the campus/program of their choice and meet the minimum admission standards. Documents required for admission include:

- Official birth certificate
- Official HS or GED transcript
- Proof of current immunizations
- History and Physical exam
- TB skin test or Chest x-ray
- Fingerprints and \$26.00 money order payable to Louisiana Department of Public Safety and Corrections

- \$25.00 money order payable to Louisiana State Board of Practical Nurse Examiners
- Additional criminal background check required for clinical courses – check with the campus for specific information
- Drug screening – check with the campus for specific information
- Applicants must NOT be currently serving under any court imposed order of supervised probation, work release, school release or parole in conjunction with any felony conviction(s) or plea agreement.
- Ability to obtain CPR for Healthcare Providers certification prior to first clinical course or as directed by program coordinator

Dual Enrolled High School Student LTC Admission Requirements

A junior or senior-level high school student or student at least 16 years of age may apply for dual enrollment on an LTC campus to earn college course credit at the discretion of the campus dean and high school principal/counselor and parent or guardian.

All degree seeking applicants to CTS or TD programs must submit an application for admission, take the placement exam if ACT or PLAN scores are unavailable, and submit all required transcripts and other documents as required of regular college students. Non-degree seeking applicants are exempt from placement testing, unless otherwise required for a special program funding.

Unless enrolled under the Louisiana Board of Regent's dual enrollment funding initiative or otherwise stated in an articulation agreement between the college campus and the local high school board, high school students will be required to pay tuition and fees and purchase books, tools, and equipment as required of regular college students.

Transfer and Re-entry Applicants

This section refers to applicants who were previously enrolled in

- Other regionally/nationally accredited postsecondary institutions of higher education
- Other LTC campuses
- Other programs at the same LTC campus
- An LTC campus with a break in semester enrollment (Re-entry)

Transfer applicants must follow the same steps for enrollment and meet the same program age and education requirements as other applicants. Transfer applicants with fewer than 12 semester hour of coursework must meet the same admission requirements as entering freshmen.

LTC students wishing to transfer between programs at the same LTC campus must complete and obtain approved signatures on the Request to for Program Change form IS100.55.

Students wishing to change their major program of study must do the following:

1. Complete a Request for Program Change form (IS100.55)
2. Submit the form to the program advisor for approval
3. Meet with and submit the advisor-approved form to the Office of Student Affairs
 - Discuss admission requirements for the program
 - Complete an admission application for the new program
 - Meet with Financial Aid, if applicable
4. When notified, meet with the academic advisor for the new program
5. Schedule, register, and make tuition/fee payments for the new semester.

Students with a break in semester enrollment must follow the provisions for re-admission.

Acceptance of transfer credit toward an LTC credential is not guaranteed to transfer students. Students wanting credential credit for previously completed college coursework must submit an LTC Transcript Evaluation Request, (form IS100.45) to the program advisor. The program academic advisor will submit these, along with any Course Substitutions (form IS100.6) as applicable, to the Associate Dean of Academic & Student Affairs for final approvals.

Admission of students on academic probation and/or suspension from regionally accredited institutions

- A student who is on probation and transfers to or within LTC with an adjusted cumulative grade point average of less than 2.000 will be admitted on academic probation.
- A student who has been academically suspended/dismissed from a regionally accredited institution may petition the Admission Standards Committee for permission to enroll at LTC during his/her period of suspension. Such appeals must be in writing. Credits earned while on suspension may or may not be accepted as transfer credit to other institutions. Individual colleges and universities determine whether transfer students will be awarded credit for course taken at one college while on suspension or dismissal from another college.

Transcripts from Other Institutions

To complete the admission process, transcripts from high school and all postsecondary schools attended are required to be mailed directly from the school to Louisiana Technical College campus of enrollment. Some Louisiana high school transcripts may be accessed through the Student Transcript System. Please check with the campus Office of Student Affairs.

Applicants who have completed the Test of General Educational Development (GED) must request test scores from the state to be mailed to the college campus along with a transcript from the last school attended. A form for requesting these documents can be obtained from the campus Office of Student Affairs.

Transcripts from LTC Region 4 Campuses

Transcripts from LTC Region 4 are made available to students and former students at a cost of \$5.00. Students and/or former students must submit an Official Transcript Request form to the campus Office of Student Affairs at least fifteen working days prior to the date the transcript is needed by the student.

Program Placement Testing Scope and Guidelines

Placement exams are used to assist instructors and students in determining academic skills levels. Results are used to guide students in making appropriate program choices, to screen students for particular programs, and to determine which students need to improve basic academic skills through Developmental Education.

An applicant may repeat the placement exam within 15 calendar days (prior to enrollment); however, there is a 30-calendar day waiting period for the ASSET if only one form is administered. Additionally, applicants may be limited by the number of times a placement exam may be retaken prior to program admission/enrollment.

Transfer applicants whose official transcripts prove the successful completion (minimum of "C") in required college level transferable general education courses are exempt from taking the placement exam, unless otherwise required for program entry by an accrediting agency; i.e., Louisiana State Board of Practical Nurse Examiners.

Who Must Take a Placement Exam

Unless otherwise exempt by policy, all applicants to the following programs are required to take a placement exam: Associate of Applied Science (AAS), Technical Diploma (TD), or Certificate of Technical Studies (CTS). Placement scores accepted by Louisiana Technical College are: ACT, SAT, ASSET, and COMPASS taken within the last 3 years.

Non-degree seeking students pursuing general education courses that require specific academic competencies are required to take a placement exam, have appropriate scores, or have approved transfer credit.

Placement Exam Scores

Program specific placement exam scores are included in the Program Description section of the Catalog.

Applicants who do not achieve the published placement exam scores for AAS, TD, or CTS programs must enroll in Developmental Education courses (English, Math, and/or Reading). In general, most students can simultaneously enroll in Developmental Education and program courses. However, in order to schedule general education courses associated with the AAS degree program, applicants who did not achieve the appropriate placement exam scores must first successfully complete all Developmental Education courses. Should a student in the AAS program not be able to attain appropriate skill levels, he/she can exit from most AAS programs with a Technical Diploma.

Programs with special requirements: Applicants for the programs listed below must have appropriate placement exam scores prior to program entry and/or be exempt as per Placement Exam policy. These include Aviation Maintenance Technology, Clinical Laboratory Technician, and Surgical Lab Technology. Applicants to the Practical Nursing Program with deficient scores are placed in either Developmental Education or Pre-Allied Health, depending upon the score levels achieved.

Coursework for students enrolling in Louisiana Technical College with transfer credit from other higher educational institutions will be evaluated to determine placement in LTC courses.

Immunization Requirement

As required by Louisiana R.S. 17:110, students born after 1956 must provide proof of immunizations. A form is provided for the applicant to take to his/her family doctor or the Health Unit for verification that all immunizations are current.

Selective Service Verification

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1, and Acts 1987, No. 214, Section 1), all male citizens and permanent residents born after 1959, who have reached the age of 18, are required to submit verification of having registered with Selective Service prior to enrolling.

Orientation

In order to acquaint the applicants with the policies and procedures of the college, a formal orientation is required prior to class attendance.

Class Schedules

Applicants are given a date and time to meet with the advisor of their program to complete a class schedule. Continuing students are required to meet with advisors and complete a class schedule at the end of each semester for enrollment the following semester.

Semester System

The Louisiana Technical College (LTC) academic year consists of a 16-week Fall and a 16-week Spring regular semester. An optional Nine-week Summer Session is available. Intercessions may be offered between the semesters and the summer session based on need. Courses may be compressed as long as the contact hours required for a course are completed during the semester, summer session, or intersession.

Definitions:

1. Summer Session – a summer session is shorter than a regular semester and not considered part of the academic year.
2. Intersession - offered between the semesters and summer session based on need.

3. Customized Sessions (non-credit) – courses/training specifically designed to meet the special needs of business/industry. If the existing “credit course” curriculum does not meet the special needs of business/industry training, the instruction should be considered “customized” and categorized as “non-credit.”
4. Mini-Session – An accelerated 7-week session, generally at the beginning of the semester to mid-term, or mid-term to end of the semester

NOTE: Competency based programs can accept new students at various points during the semester. That determination is based on the master schedule course offerings for the semester.

New Semesters/Sessions begin in the following months:

| | | |
|--------|---|-------------------|
| Fall | – | End of August |
| Spring | – | Mid - January |
| Summer | – | Beginning of June |

(See college academic calendars in the front of this catalog for exact dates)

College Class Days and Hours

LTC Region 4 class meeting patterns are listed on the Semester Program Master Schedule of Class Offerings for each campus in the Region. These can be obtained from the Student Affairs Office at the campus of your choice.

Classes in some programs are offered on a Monday-Wednesday-Friday and Tuesday-Thursday schedule. Classes in other programs meet on a Monday through Friday class schedule.

Most classes meet during the fall and spring semesters between the hours of 8:00 a.m. and 3:30 p.m. as shown in the schedule below. Summer semester classes usually have a different time schedule, but usually meet at same times each day.

Fall and Spring Semesters

| <u><i>Mondays, Wednesdays, Fridays</i></u> | <u><i>Tuesdays, Thursdays</i></u> |
|--|--------------------------------------|
| 8:00 a.m. - 8:50 a.m. First Period | 8:00 a.m. - 9:15 a.m. First Period |
| 9:00 a.m. - 9:50 a.m. Second Period | 9:25 a.m. - 10:40 a.m. Second Period |
| 10:00 a.m. - 10:50 a.m. Third Period | 10:50 a.m. - 12:05 p.m. Third Period |
| 11:00 a.m. - 11:50 a.m. Fourth Period | 12:15 p.m. - 1:30 p.m. Fourth Period |
| 12:00 p.m. - 12:50 p.m. Fifth Period | 1:40 p.m. - 2:55 p.m. Fifth Period |
| 1:00 p.m. - 1:50 p.m. Sixth Period | |
| 2:00 p.m. - 2:50 p.m. Seventh Period | |
| 3:00 p.m. - 3:50 p.m. Eighth Period | |

Enrollment Status

| <u><i>Fall and Spring Semesters</i></u> | <u><i>Summer Semesters</i></u> |
|---|--------------------------------------|
| Full-time - 12 credit hours or more | Full-time – 6 credit hours |
| 3/4 time - 7 to 11 credit hours | Part-time – Less than 6 credit hours |
| 1/2 time - 6 credit hours or less | |

Continuing Education (CED) Applicants

LTC Region 4 offers a variety of courses in the evenings for individuals who work and wish to upgrade skills, attain new skills, or take leisure learning courses. Continuing Education courses do not constitute a complete credit hour program curriculum. Applicants wishing to be trained for a new career should enroll in a credit hour preparatory program. Continuing Education courses can also be custom designed to meet specific training needs of business and industry. A listing of current CED course offerings can be obtained at the college prior to registration. Applicants are required to pay registration fees and tuition when registering for a course. For more information, please access

Continuing Education on the Greater Acadiana Region 4 website.

Servicemembers Opportunity College (SOC)

Because of its efforts to serve the education needs of service members and their families members, LTC Region 4 has been designated a Servicemembers Opportunity Consortium college. As a member of the SOC Consortium, LTC Region 4 has committed itself to fully support and comply with SOC principles and criteria. Through this commitment, LTC Region 4 ensures that:

- Service members and their family members share in the postsecondary educational opportunities available to other citizens
- Service members and their family members are provided with appropriately accredited educational programs, courses, and services
- Flexibility of programs and procedures particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format, and residency requirements are provided to enhance access of service members and their family members to undergraduate education programs.