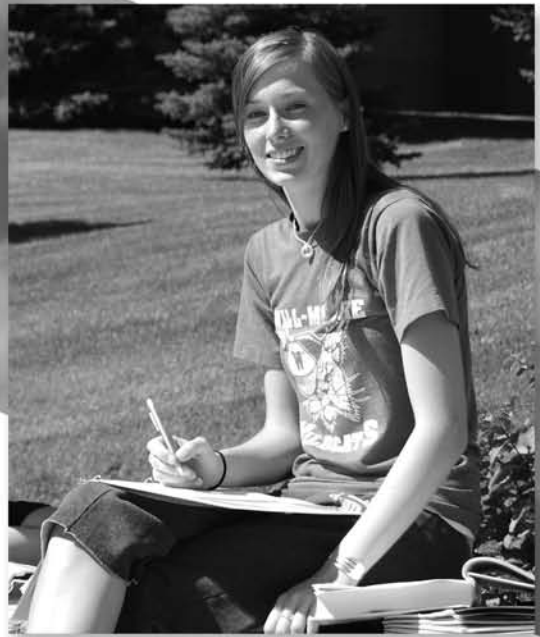


# Admissions





- COMPASS placement exam. BSC requires all students ages 25 or older to submit COMPASS assessment scores in the areas of English, math and reading, unless exemptions apply. All students who plan to take an English or math course must submit appropriate assessment scores prior to enrollment. Transfer students' transcripts will be evaluated to determine if exemptions apply. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

\*Exemptions may apply.

## ADMISSION OF RETURNING STUDENTS

Welcome Back! You are a returning student if you have previously taken classes and/or graduated from BSC after graduation from high school. You may not need to re-submit any official documentation that we have previously received.

A complete admissions file includes:

- BSC application for admission
- If you attended other institutions after leaving BSC, you will need to submit official transcripts of all colleges/universities previously attended. These must be sent directly from the institutions and must show all courses attempted and grades earned. Transcripts must be signed by a school official and contain the official school seal.
- Other official documents, if not previously submitted

## ADMISSION OF NON-DEGREE STUDENTS

A non-degree student is any student who has not met the necessary admission requirements or is not pursuing a degree or vocational program. Credits earned cannot be credited toward a degree or program diploma until all admissions requirements have been satisfied and their credit records evaluated by the Registrar. Non-degree students are not eligible for graduation and are not eligible to receive any Title IV financial aid.

A complete admissions file includes:

- BSC application for admission
- Pay a \$35 application fee.\* This is non-refundable, but must be paid only once.
- Documented proof of immunity to measles, mumps, and rubella. Immunity can be proven by presenting evidence of having had two immunizations (doses of MMR vaccine) more than one month apart from a licensed physician or authorized representative of a state or local health department or by presenting proof of a positive serologic test for measles, mumps and rubella, or by presenting proof of date of birth prior to 1/1/57. Exemptions to this policy may be granted for medical reasons (certified by a licensed physician) or philosophical/religious beliefs. Applies only to on-campus students.

- ACT, SAT, COMPASS or college transcripts will be required of students enrolling in English, math or courses that have a pre-requisite. The college transcript will only be used for placement and will not be officially evaluated. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

\*Exemptions may apply.

## ADMISSION OF EARLY ENTRY STUDENTS

Provides an opportunity for high school Juniors and Seniors to receive college credit. The letter grade received in the course will be posted on only the BSC transcript. The grades earned will not affect the high school G.P.A.

A complete admissions file includes:

- BSC application for admission
- Pay a \$35 application fee.\* This is non-refundable, but must be paid only once.
- Permission from parent/guardian and high school administrator
- Documented proof of immunity to measles, mumps, and rubella. Immunity can be proven by presenting evidence of having had two immunizations (doses of MMR vaccine) more than one month apart from a licensed physician or authorized representative of a state or local health department or by presenting proof of a positive serologic test for measles, mumps and rubella. Exemptions to this policy may be granted for medical reasons (certified by a licensed physician) or philosophical/religious beliefs. Applies to on-campus students only.
- ACT/COMPASS Placement Test Scores. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

\*Exemptions may apply.

## ADMISSION OF DUAL CREDIT STUDENTS

Provides an opportunity for high school Juniors and Seniors to receive both high school and college credit. The letter grade received in the course will be the same and posted on both the high school and college transcript.

A complete admissions file includes:

- BSC application for admission.
- Pay a \$35 application fee.\* This is non-refundable, but must be paid only once.
- North Dakota University System Dual Credit Enrollment Application.
- Documented proof of immunity to measles, mumps, and rubella. Immunity can be proven by presenting evidence of having had two immunizations (doses of MMR vaccine) more than one month apart from a licensed physician or authorized representative of a state or local health department or by present-

ing proof of a positive serologic test for measles, mumps and rubella. Exemptions to this policy may be granted for medical reasons (certified by a licensed physician) or philosophical/religious beliefs. Applies to on-campus students only.

- ACT/COMPASS Placement Test Scores. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

\*Exemptions may apply.

## ADMISSION OF COLLABORATIVE STUDENTS

A collaborative student is a student who is earning their degree from BSC, but will be taking a course(s) at another NDUS institution within the same term. BSC will be the “Home Institution” and the other NDUS institution will be considered “Provider Institution.” If BSC is your “Provider Institution,” you must meet all admissions requirements of your “Home Institution.” Also, you must meet all pre-requisites of courses taken at your “Provider Institution.” Students are only eligible for graduation and to receive any Title IV financial aid from the “Home Institution.”

A complete admissions file includes:

- BSC application for admission
- Pay a \$35 application fee.\* This is non-refundable, but must be paid only once.
- An official high school transcript or proof of successful completion of the GED. Ask your high school to mail one final, official transcript showing all your high school grades and graduation date to BSC. Do not have the transcript sent until after graduation. If you completed your GED (high school equivalency) exam, have the results sent to BSC.
- Documented proof of immunity to measles, mumps, and rubella. Immunity can be proven by presenting evidence of having had two immunizations (doses of MMR vaccine) more than one month apart from a licensed physician or authorized representative of a state or local health department or by presenting proof of a positive serologic test for measles, mumps and rubella, or by presenting proof of date of birth prior to 1/1/57. Exemptions to this policy may be granted for medical reasons (certified by a licensed physician) or philosophical/religious beliefs. Applies only to on-campus students.
- Results of the American College Test (ACT) or the Scholastic Aptitude Test (SAT). This is required of students 24 years of age or under and/or students with less than 24 semester (36 quarter) hours of completed college credit. Students with ACT scores more than five years old must also complete the COMPASS placement exam.
- COMPASS placement exam. BSC requires all

students ages 25 or older to submit COMPASS assessment scores in the areas of English, math and reading, unless exemptions apply. All students who plan to take an English or math course must submit appropriate assessment scores prior to enrollment. Transfer students’ transcripts will be evaluated to determine if exemptions apply. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

- If you have attended other colleges, ask them to mail one official and complete transcript, showing courses attempted and grades earned to BSC. Transcripts must be signed by a school official and contain the official school seal.
- Students are also required to complete the Collaborative Registration Form to determine eligibility.

\*Exemptions may apply.

## ADMISSION OF INTERNATIONAL STUDENTS

All documents submitted must be translated into English and certified as to their authenticity and accuracy. The I-20 will not be issued by BSC until the admissions file is complete.

A complete admissions file includes:

- BSC application for admission
- Pay a \$35 application fee. This is non-refundable, but must be paid only once.
- An official high school (secondary school) transcript, showing dates of attendance, courses attempted, grades and date of graduation. This must be sent directly from the high school.
- Submit one FINAL, OFFICIAL college transcript from colleges previously attended. The transcript must show dates of attendance, courses attempted, grades etc. If you are requesting to have courses evaluated for transfer credit, a course-by-course evaluation of non-U.S. postsecondary credentials is required. The evaluation form may be obtained at [www.WES.org](http://www.WES.org). The form must be submitted with official transcripts/academic records from all post-secondary schools attended, along with word-for-word English translations. There will be a cost to the student for the service charged by the World Education Service. There is no guarantee that the credits will transfer.
- Complete COMPASS assessment (taken on the BSC campus, required for all international students.)
- Documented proof of immunity to measles, mumps, and rubella. Immunity can be proven by presenting evidence of having had two immunizations (doses of MMR vaccine) more than one month apart from a licensed physician or authorized representative

of a state or local health department or by presenting proof of a positive serologic test for measles, mumps and rubella. Tuberculosis Screening may also be applicable. Read Tuberculosis Screening for International Students at [bismarckstate.edu/student/admissions/screening.pdf](http://bismarckstate.edu/student/admissions/screening.pdf).

- Results of the American College Test (ACT). This is only required for Canadian students under the age of 25.
- International students (whose first language is not English) must submit certification of satisfactory completion (score of 525 or better for paper-based test; score of 195 or better for computer-based test, or score of 70 for internet-based) of the Test of English as a Foreign Language-TOEFL, before they will be considered for admission to BSC. TOEFL results must be recent and verifiable. Information regarding TOEFL can be obtained by contacting: TOEFL Box 899, Princeton, NJ 08541.
- Completed Declaration of Finance form. Documentation must show a source of full financial support for all years of attendance at BSC. You should be prepared to provide additional certified bank records or other pertinent documentation upon request.
- Medical Insurance: All International students who enroll at BSC are required to purchase a medical health insurance policy which remains in effect for the duration of study. The premium for coverage under this plan will be billed directly to the student. The annual fee must be paid in full at the beginning of the first year and prior to each subsequent year of study. The insurance will be coordinated by the International student admissions office. (Students from Canada and Norway are exempt).
- A copy of your passport, including passport expiration date and the U.S. entry visa stamp in the passport with expiration date (except Canadians) - after a student arrives on campus.

## **ADMISSION OF BACHELOR OF APPLIED SCIENCE (BAS) IN ENERGY MANAGEMENT STUDENTS**

The BAS in Energy Management is designed for individuals interested in supervisory and management positions in the energy industry. The BAS builds on energy related foundations developed in previously completed energy education programs and includes General Education classes, Core Management courses and Energy Management courses. This program is offered entirely online.

A complete admissions file includes:

- BSC application for admission
- Pay a \$35 application fee.\* This is non-refundable, but must be paid only once.
- Completion of an Associate in Applied Science

(AAS), Certificate or Diploma in an accredited and approved program in an energy related field.

- Official transcripts of all colleges/universities previously attended. These must be sent directly from the institutions and must show all courses attempted and grades earned. Transcripts must be signed by a school official and contain the official school seal.
- COMPASS placement exam. BSC requires all students ages 25 or older to submit COMPASS assessment scores in the areas of English, math and reading, unless exemptions apply. All students who plan to take an English or math course must submit appropriate assessment scores prior to enrollment. Previous students' transcripts will be evaluated to determine if exemptions apply. If the COMPASS placement exam is not available in their area, students may be eligible to take the ACCUPLACER assessment.

\* Exemptions may apply.

## **LIMITED ENROLLMENT PROGRAMS**

Acceptance for admission does not automatically guarantee an applicant acceptance in all courses or programs. Some programs require students to obtain specific placement scores before being accepted into the program (see Student Assessment), and some accept a limited number of students each year. Acceptance into these programs is generally on a first-come, first-served basis.

The following programs have limited enrollment.

- Automotive Collision Technology
- Automotive Technology
- Carpentry (Residential)
- \*\*Clinical Laboratory Technician
- Electronics/Telecommunications Technology
- Graphic Design and Communications
- Heating, Ventilation and Air Conditioning
- Instrumentation and Control Technology
- Lineworker (Electrical)
- Mechanical Maintenance Technology
- \*\*Nursing
- \*\*Paramedic (EMT)
- \*\*Phlebotomy Technician
- Power Plant Technology (on-campus)
- \*\*Practical Nursing
- Process Plant Technology (on-campus)
- \*\*Surgical Technology
- Welding

Applicants for these limited enrollment programs must do the following:

1. Complete admissions file according to your admission status
2. Review and meet program specific required placement scores
3. Students applying for the Graphic Design and Communications Program must complete a personal interview with faculty in that program. To set up

an appointment, please contact Tom Marple at 701-224-5563 or Sean Thorenson at 224-5564.

4. Students accepted by the Lineworker, Surgical Technology, and Welding programs must see a licensed physician for a physical examination and submit the completed physical exam form. This is a requirement after admission to one of these programs.
5. Applicants are encouraged to contact the selected program to set up an interview.
6. Pay a \$100 tuition deposit when you are accepted into the program. This is non-refundable if you decide not to attend BSC.
7. \*\* Programs do not require the tuition deposit

## STUDENT ASSESSMENT

### Pre-Enrollment Student Assessment

Bismarck State College is committed to helping students achieve their educational goals while attending college. Numerous studies of college students across the country have found that one of the most important predictors of student success is how well they do in their first semester or year of college. Crucial to success is enrollment in appropriate levels of instruction based on readiness for college level work. If students enroll in courses for which they are academically prepared, they should likely succeed. To enhance our students' chances of success, the BSC Assessment Committee and respective departments implemented the initial pre-enrollment assessment scores for the 1997-98 school year.

A pre-enrollment assessment is **required** of all first-time and non-continuously enrolled degree-seeking (full-time & part-time) students applying for admission in Liberal Arts courses or Technical Programs. Students will have their assessment scores screened for proper placement in English, math and reading and to be admitted to a limited enrollment Technical Program.

North Dakota State Board of Higher Education policy requires all students ages 24 or under and/or students with less than 24 semester hours of completed college credit to submit ACT Assessment scores for admission to a ND University System college or university. Students with ACT scores more than five years old must also complete the COMPASS placement exam.

Bismarck State College also requires all students ages 25 or older to submit COMPASS assessment scores in the areas of English, math and reading, unless exemptions apply. **All students who plan to take an English or math course must submit appropriate assessment scores prior to enrollment.** Transfer students' transcripts will be evaluated to determine if exemptions apply.

Students who meet all admission requirements will be admitted to BSC. They will not be denied admission to the college based on test scores. However, they will need to meet established criteria for enrollment in certain courses and programs.

Sometimes test scores indicate the need for college preparatory work prior to enrollment in some college level

courses or programs. Advisers will use assessment scores to assist students in registering for courses in which they will most likely succeed.

### ACT Assessment

A student must register directly with ACT for a specific test date. Registration materials are available at BSC Admissions or Testing Services offices or at any high school counseling office. Students may also register online, by visiting the ACT Web site at [www.actstudent.org](http://www.actstudent.org).

### COMPASS Assessment

The COMPASS computerized placement exam is offered on the campus of BSC at various times each semester. Prior to registering for the COMPASS placement exam, students must fill out and submit the North Dakota University System Application for Admission. Students will be required to pay a \$15 fee prior to testing. The fee may be paid the day of the exam. An appointment is required and sessions are limited. Please contact Testing Services at 701-224-5658 to schedule an appointment to take the COMPASS Exam. The BSC Testing Service's office is located in Schafer Hall Room 205.

### Assessment for Limited Enrollment Technical Programs

Students applying for admission to limited enrollment Technical Programs are required to obtain specific placement scores before being accepted in that program. The placement scores are developed to reflect the probability of academic and employment success. Each program will designate assessment scores for both the ACT and COMPASS exams. Some programs will have a composite assessment score, whereas others will have assessment scores in specific areas such as math, reading, or English. The following programs require minimum assessment scores before acceptance.

Please refer to the program section of the catalog for specific assessment scores.

- Automotive Collision Technology
- Automotive Technology
- Carpentry
- Electric Power Technology
- Electronics/Telecommunications Technology
- Graphic Design and Communications
- Heating, Ventilation and Air Conditioning
- Instrumentation and Control Technology
- Lineworker (Electrical)
- Mechanical Maintenance Technology
- Nuclear Power Technology
- Power Plant Technology
- Process Plant Technology
- Welding

## PLACEMENT SCORES

### English Placement

ACT	COMPASS	
0-14	0-42	ASC 087 College Writing Prep
15-17	43-67	ENGL 110 + ASC 088 (Composition Lab online or on-campus)
18-36	68-100	ENGL 110

ACT 22 or COMPASS 86 is required for current high school students taking English 110.

### Reading Placement

ACT	COMPASS	
0-14	0-67	ASC 082 Effective Reading
15-20	68-84	Independent Work in the Sykes Student Success Center
21-36	85-100	College Level Reading Skills

### Math Placement

ACT	COMPASS	
<b>Pre-Algebra</b>		
0-14	0-30	ASC 092 Beginning Algebra
15	31-40	ASC 092 Beginning Algebra or Math 102 Intermediate Algebra (slower paced with lab)
16-18	41-100	Math 102 Intermediate Algebra (Students who have an ACT math score of a 16 are recommended to take the Intermediate Algebra (slower paced with lab) class)

#### Algebra

16-18	0-50	Math 102 Intermediate Algebra (Students who have an ACT math score of a 16 are recommended to take the Intermediate Algebra (slower paced with lab) class)
*19	*51-60	Math 102 Intermediate Algebra or Math 103 College Algebra
20-23	61-100	Math 103 College Algebra, Math 104 Finite Math, Math 107 Pre-Calculus or Math 210 Elementary Stats

#### College Algebra

20-23	0-45	Math 103 College Algebra, Math 104 Finite Math, Math 107 Pre-Calculus or Math 210 Elementary Stats
24	46-50	Math 107 Pre Calculus or Math 165 - Calculus I
25-36	51-100	Math 165 Calculus I (If appropriate)

#### Trigonometry

0-45	Math 107 Pre Calculus or Math 165 Calculus I
46-100	Math 165 Calculus I (If appropriate)

\*Minimum score needed for Math 103 College Algebra ONLINE.

## ADMISSION/CONTINUED ENROLLMENT OF INDIVIDUALS WITH DEFAULTED LOANS AND DELINQUENT ACCOUNTS

A student in default on a Perkins Loan granted under the federal educational lending acts or other student financial assistance programs may not be admitted, nor register, and grade transcripts for that student shall be withheld unless the student is granted a waiver.

A student who is delinquent in payment of tuition and registration fees, student activity fees or other student fees, room and board charges, library fees or fines, parking fees or fines, or any other debt owed the institution may not register and grade transcripts for the student shall be withheld until the debt is paid, unless the student is granted a waiver.

Copies of this policy, which includes how to apply for a waiver, are available in the Student Finance Office or at <http://www.bismarckstate.edu/hr/stupol/Defaulted-LoansDelinquentAccounts.pdf>.

