

ADMISSIONS PROCEDURES FOR NEW STUDENTS

Students may choose to apply for admission by submitting an online application or by completing the paper version.

Apply for Admission Online:

1. Go to www.escc.edu.
2. Click on the "Apply for Admission" link and follow instructions carefully.
3. Complete and submit your online application.
4. Return required documents as specified in the instructions in order to complete the application process. You may return this information in person or by mail to the campus you are planning to attend.

Apply for Admission Using Paper Application:

1. Obtain an Application for Admission and In-state Residency form from the Admissions Office at any ESCC location or at www.escc.edu.
2. Return the completed Application for Admission and In-state Residency form by mail or bring it to the Admissions Office at any campus location.

Requirements for All Students Applying for Admission:

1. Comply with identification requirement.
2. Request transcripts from appropriate institution(s).
3. Comply with the College's Placement Policy as stated in the *2009-2010 College Catalog and Student Handbook* which is available online at www.escc.edu.
4. If you are a first-time college student, apply for and attend orientation at the appropriate location.

RE-ADMISSION PROCEDURES

If you have previously attended ESCC, you must complete a Re-admit form if you have:

1. been out of school one or more terms (excluding the summer term),
2. enrolled at another college or university since attending ESCC.

Re-admit Forms are available online or at any ESCC location.

NEW STUDENT REGISTRATION

Most first-time students must take the COMPASS placement test. On the Enterprise Campus, schedule a test time with the Counseling Department (334) 347-2623, ext. 2272 or 2325. Counselors will personally assist students at the Enterprise Campus and Fort Rucker Site in making their first class schedules and registration after testing. At the Enterprise Campus, counselors will be available on Mondays and Tuesdays from 7:30 a.m.-6:00 p.m., on Wednesdays and Thursdays from 7:30 a.m.-4:15 p.m., and on Fridays from 7:30 a.m.-2:00 p.m. Making an appointment is suggested. New students must also schedule an orientation session at their respective campuses (see page eight). New students at the Alabama Aviation Centers at Ozark and Mobile will preregister during orientation.

REGISTRATION

General Information

Students who have been authorized may participate in online pre-registration beginning April 12. On-site preregistration will begin at ESCC locations on April 14. The calendar on page three lists the specific dates for each location. Students may use the online system to change their schedules until fees are paid. After payment of fees, schedule changes must be keyed at the location the student will attend.

Advisement Instructions for Enrolled Students

1. Meet with your advisor or a counselor to obtain your degree plan. Discuss your proposed class schedule for the upcoming semester. Follow your degree plan carefully and read all class requirements on your STARS articulation guide. Obtain a STARS contract at this website: <http://stars.troy.edu>. (See page five for information on STARS.)
2. Prepare a tentative class schedule listing the proper course titles, class times, dates, and five-digit call numbers.

Locating Your New Student ID

To find your new Student ID sign-on information go to escc.edu. Click on the *Student Information Center* link. At the log-in screen, enter your User ID and PIN (social security number OR student ID and birthdate OR the new PIN you created). At the Student Information Center page under Student Records, click on *My Schedule*. Your Student ID is the item on the screen labeled "Student ID." You should use this Student ID instead of your social security number for all future transactions. **Do not share this ID with anyone else.**

Register Online

1. Go to the ESCC website at www.escc.edu.
2. Click on the *Student Information Center* link.
3. In the User ID box, enter your Student ID.
4. In the PIN box, enter your birthdate if you have not created a unique PIN.
5. Click on the *Scheduling* link and key in the appropriate information according to the following instructions on the Registration screen:
 - a. Select the registration term from the dropdown box.
 - b. Select the action from the dropdown box.
 - c. Select "add" to add a course to the registration schedule.
 - d. Select "drop" to remove a course from the registration schedule.
 - e. Enter the five-digit call number associated with the course.
 - f. Click "Select Course" option to choose a course from the term schedule.
 - g. Click the "Add/Drop Course" option to advance to the next window.
 - h. Click the "Complete Registration" option to advance to the payment window.

NOTE: If you did not attend spring semester, you must see a counselor for registration.

TUITION/FEES PER CREDIT HOUR

In-State Total \$104.00
Out-of-State Total \$189.00

There will be an additional charge of
\$35 per credit hour
for Airframe Technology (AMT Classes) and
Powerplant Technology (AMP Classes).

Notes:

A facilities renewal fee of \$9.00 per credit hour is NOT charged for classes offered at the Fort Rucker Site.

We accept MasterCard and Visa.

PAYMENT OF TUITION AND FEES

All students, whether paying tuition by cash, check, scholarship, Pell Grant, or other financial aid, **must obtain a receipt by the published time to avoid cancellation of their schedule** (see the semester calendar on page three). Students may be receipted at the Enterprise Campus Business Office, Fort Rucker Site Office, the Alabama Aviation Center at Ozark Bookstore, Alabama Aviation Center at Mobile, or the Alabama Aviation Center at Albertville.

ONLINE SERVICES are available for payment of charges by using the following:

- ♦ A Credit Card (MasterCard or Visa)
OR
- ♦ 100% Financial Aid
Select the option to apply your Financial Aid to cover ALL Tuition and Fees.

Note: All cash, checks, or partial scholarships MUST BE paid at one of the ESCC locations listed above.

REFUND POLICY

Students will receive a 100% refund for PARTIAL withdrawals made during the official drop/add period only (see the semester calendar on page three for drop/add dates).

- Students who completely withdraw during first week of classes will receive a 75% refund and other institutional charges.
- Students who completely withdraw during second week of classes will receive a 50% refund and other institutional charges.
- Students who completely withdraw during third week of classes will receive a 25% refund and other institutional charges.
- Students who completely withdraw during fourth week of classes or after **WILL NOT RECEIVE A REFUND.**

NAVIGATING COLLEGE WITH COMPASS PLACEMENT TESTING AND STARS

COMPASS and STARS are two acronyms you will hear often. These are important terms as you begin to navigate your way into college life.

Beginning freshmen must take the COMPASS placement test to ensure they possess the basic skills required for success in college courses.

If you scored 480 or above on the SAT verbal and math, and 20 or above on the ACT English and 22 on the ACT math, and you apply for admission and enroll within two years of high school graduation, you will be exempt from taking the COMPASS test.

If you are a transfer student and have not taken math or English, you must take the COMPASS placement test prior to registering for English composition or mathematics courses.

If you are registering only for a special course (such as art studio, computer applications, or physical education activity classes), you should contact the Registrar, the Fort Rucker Site, the Extended Programs Director, the Dean of Instruction, or the Counseling Office to become exempt from taking the test.

STARS is the Alabama Articulation Program and stands for Statewide Articulation Reporting System.

This is a computerized articulation and transfer planning system designed to inform you about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state-funded four-year institution.

STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for scheduling course work, and can ease the transition from one institution to another. To obtain a copy of the "Transfer Guide & Contract," contact the Counseling Office at (334) 347-2623, ext. 2272, or go to the statewide articulation website at stars.troy.edu.

Helpful information about area colleges and careers is available in the Counseling Office at the Enterprise Campus, Fort Rucker Site, and all Alabama Aviation Centers. You are encouraged to make use of these free, professional services.



GRADE REPORTING

Enterprise State Community College does not mail grade reports. Students may check their grades online at www.escc.edu.

Online Grade Reporting

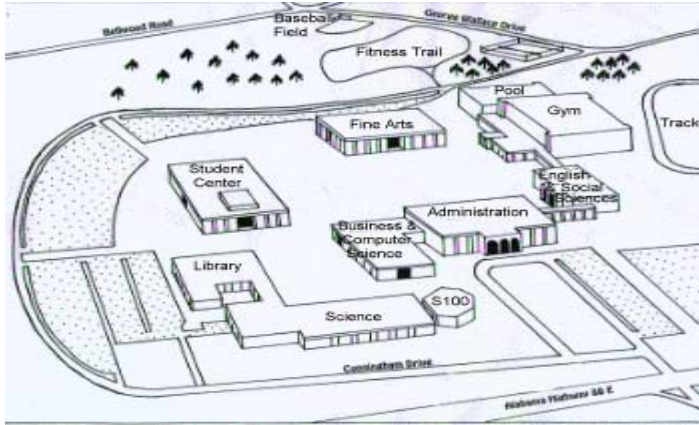
1. Go to the ESCC website at www.escc.edu.
2. Click on the *Student Information Center* Link.
3. In the User ID box, enter your Student ID.
4. In the PIN box, enter your birthdate or the new PIN you created.
5. Under Student Records, click on *My Grades*.

Grades are displayed for the term, as entered by the Registrar. If current grades have not been recorded, a message is provided for notification. If grades have been posted to history, the grades may be viewed from the transcript option.

**Check the ESCC website
(www.escc.edu) for cancelled
classes prior to the beginning
of classes.**

Location! Location! Location!

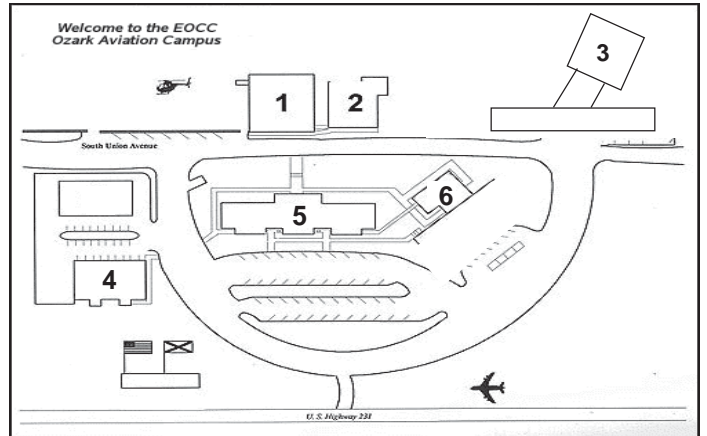
ENTERPRISE CAMPUS



600 Plaza Drive

- WA Wallace Hall (Administration Building, Business & Computer Science)
- SE Sessions Hall (Math & Science)
- TA Talmadge Hall (English & Social Science)
- FO Forrester Hall (Fine Arts)
- LO Lolley Hall (EMS and Health/Fitness)
- LW Lurleen B. Wallace Hall (Student Center)
- SN Snuggs Hall (Learning Resources Center)

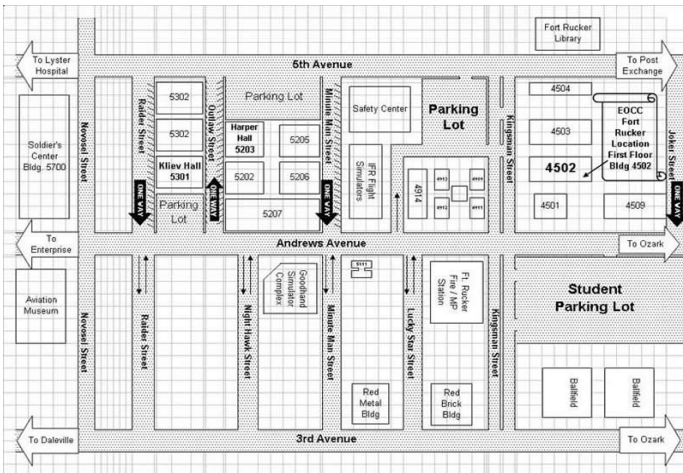
ALABAMA AVIATION CENTER AT OZARK



3405 South U. S. Highway 231

1. James Douglas Brown Building (Aviation Maintenance Technology) (BRN)
2. Rufus Barnett Building (Aviation Maintenance Technology) (BNT)
3. Aviation Technology Training Center (ATTC)
4. Henry Higham Building (Avionics Technology) (HIG)
5. Henry B. Steagall II Hall (Administration) (STE)
6. James G. Sasser Building (SAS)

FORT RUCKER SITE



Building 4502, Kingsman Street

ALABAMA AVIATION CENTER AT MOBILE



1975 Avenue C

Exit Michigan Avenue.
Follow Alabama Aviation College signs.

Take the first course in a series during the first mini-term. Register for these courses before June 1. Look for the second course in a series offered during the second mini-term and register before classes begin on July 7. Summer semester features mini-term courses on the Enterprise Campus only.

FINAL EXAM SCHEDULE FOR ALL LOCATIONS

ENTERPRISE CAMPUS

Class times for all exams will allow up to 75 minutes. Exams will be given during the regular class time on the dates designated below; *any exceptions must be granted in advance by the Dean of Instruction.* Friday/Saturday and Friday only/Saturday only classes will take final exams on their last class day.

Day—Classes	Exam Date	Day	Night—Classes	Exam Date	Day
Mondays/Wednesdays Tuesdays/Thursdays 1st Mini-term 2nd Mini-term Friday Only	August 11 August 10 July 6 August 10 Last Class Day	Wednesday Tuesday Tuesday Tuesday n/a	Monday Only Wednesday Only Tues/Thurs Mon/Wed 1st Mini-term 2nd Mini-term	August 9 August 11 August 10 August 11 July 6 August 9	Monday Wednesday Tuesday Wednesday Tuesday Monday

FORT RUCKER SITE

Classes	Exam Date	Day	Classes	Exam Date	Day
Monday/Wednesday, Full Term	August 11	Wednesday	Tuesday/Thursday, Full Term	August 10	Tuesday

ALABAMA AVIATION CENTER AT OZARK

Final exams are scheduled to ensure the College is adhering to FAA Part 147 time requirements and therefore are **not to be given any earlier than scheduled.** Final exam dates may be adjusted as necessary due to weather. Academic courses should follow the schedule for the Enterprise Campus.

Day—Classes	Exam Date/Time	Day	Night—Classes	Exam Date/Time	Day
Monday/Tuesday/Wednesday Wednesday/Thursday/Friday	August 9, 9:40 a.m. August 6, 7:40 a.m.	Monday Friday	Monday/Tuesday/Wednesday Wednesday/Thursday/Friday	August 9, 6:40 p.m. August 6, 5:20 p.m.	Monday Friday

ALABAMA AVIATION CENTER AT MOBILE

Final exams are scheduled to ensure the College is adhering to FAA Part 147 time requirements and therefore are **not to be given any earlier than scheduled.** Exams are given during regular class time. Final exam dates may be adjusted as necessary due to weather.

Aviation Maintenance Technology					
Day—Classes	Exam Date	Day	Night—Classes	Exam Date	Day
Monday-Wednesday Wednesday-Friday	August 4 August 5	Wednesday Thursday	Monday-Wednesday Wednesday-Friday	August 4 August 5	Wednesday Thursday
Avionics Technology			General Education Exams given during regular class time.		
Day—Classes	Exam Date	Day	Day—Classes	Exam Date	Day
Monday-Friday	August 5	Thursday	Monday/Wednesday Tuesday/Thursday	August 4 August 5	Wednesday Thursday

ALABAMA AVIATION CENTER AT ANDALUSIA

Final exams are scheduled to ensure the College is adhering to FAA Part 147 time requirements and therefore are **not to be given any earlier than scheduled.**

Day—Classes	Exam Date/Time	Day			
Monday-Wednesday Wednesday-Friday	August 9, 7:30 a.m. August 6, 7:30 a.m.	Monday Friday			
Night—Classes	Exam Date/Time	Day	Night—Classes	Exam Date/Time	Day
Monday/Tuesday Thursday/Friday	August 4, 4:00 p.m. August 6, 7:30 p.m.	Monday Friday	Monday/Wednesday Wednesday-Friday	August 9 August 6	Monday Friday

ALABAMA AVIATION CENTER AT ALBERTVILLE

Final exams are scheduled to ensure the College is adhering to FAA Part 147 time requirements and therefore are **not to be given any earlier than scheduled.**

IMPORTANT NOTICE: Get Your Student E-mail

Every registered student at ESCC has an e-mail account and address. You will have this account as long as you are enrolled at ESCC. You can send and receive ESCC e-mail from any location when you are on the Internet.

To find your student e-mail address, just go to www.escc.edu to the Student Information Center, select *Student Information* and *View My Information*. Your student e-mail password is the same as your student information password (PIN).

To use your student e-mail, go to www.escc.edu/stuemailinstruct.html and click on the link "Student E-mail." At the "name" prompt, type your account name: first initial, last name, first four digits of your birthday (example: sjones0515), and use your "Student Information" password (PIN).

Maintain your ESCC mailbox because its storage size is limited. Delete old mail, especially large messages. Forward items you want to keep to a different e-mail account or save to a drive. Empty your "Trash" folder often.

**For information about SOCAD or
ESCC's Fort Rucker Site, call (334)598-3438
or go online at www.escc.edu.**

NEW STUDENT ORIENTATION SESSIONS STUDENTS ENTERING FOR THE FIRST TIME SPRING 2010

Orientation helps students, whether recent high school graduates or returning adults, make the transition to college. Orientation provides new students with information about the College, its programs, and its services. Orientation helps students succeed at ESCC.

All first-time students are required to register for ORI 100, a one-hour orientation class. New students on the Enterprise Campus must complete an orientation reservation form and return it at least three days before the selected orientation session.

For more information, contact the campus where you plan to enroll. The following schedule shows the sessions planned for all campuses.

ENTERPRISE CAMPUS:

May 26, 4:00-8:30 p.m.

June 9, 1:30-4:30 p.m.

FORT RUCKER SITE:

Attend a session at the
Enterprise Campus

OZARK CENTER:

April 22, 9:00 a.m.-1:00 p.m.

May 20, 9:00 a.m.-1:00 p.m.

MOBILE CENTER:

N/A

ENTERPRISE CAMPUS

Contact Joey Holley at (334) 347-2623, ext. 2336.

FORT RUCKER SITE

Contact Russell Davenport at (334) 598-3438 or (334) 347-2623, ext. 4227.

ALABAMA AVIATION CENTER AT OZARK

Contact Valeria Pryor, (334) 774-5113, ext. 3657 or (334) 347-2623, ext. 3657.

ALABAMA AVIATION CENTER AT MOBILE

Contact Larrie Zimmer at (251) 438-2816, ext. 5101 or (334) 347-2623, ext. 5101 or 5117.

HOW TO ACCESS AN INTERNET COURSE

To find your WebCT sign-on information go to www.escc.edu. Click on the *Student Information Center* link. At the log in screen, enter your User ID and PIN (social security number OR student ID and birthdate OR the new PIN you created). At the *Student Information Center* page under *Student Records*, click on *My Schedule*. Your WebCT ID and WebCT password is the item on the screen, labeled *WebCT ID*.

There are two ways to access your online courses—go to www.escc.edu and click on the *Current Students* link, then from the *Current Students* dropdown, select *Taking Courses*, *Online Courses*, *Online WebCT courses* **OR** go to www.escc.edu and click on the WebCT icon to the right of the ESCC home page. Click on the Log in link which will prompt you to enter your WebCT ID and password. In order to access **myWebCT**, you will enter the WebCT ID that you found in *Student Records* above. **This will be your WebCT ID and password.**

If you are unable to log on to **myWebCT**, recheck your WebCT ID and password. Make sure you are entering the correct letter case with no spaces. Your WebCT ID and password must be entered **EXACTLY** as given in the instructions above. You will now be at your personal **myWebCT** page. At this point, the course(s) that you are registered for will be shown in the upper left-hand corner of your screen. Simply click on the title of your course, and you will be taken to the homepage for your course.

Once you have logged in successfully, please be sure to change your password. To change your password, from your *myWebCT*, click *Password Settings*. Under *Change Password*, complete the text boxes, and then click *Update Password*. On the Log in to the WebCT screen, enter your WebCT ID (user name) and your new password. Click *Log In*.

**IMPORTANT: STUDENTS MUST CHECK IN WITH THEIR INSTRUCTOR DURING
THE FIRST TWO DAYS OF CLASS VIA WEBCT E-MAIL.
ONLINE COURSES WILL NOT BE AVAILABLE UNTIL THE FIRST DAY OF CLASSES.**

STUDENT ADVANCEMENT SERVICES LAB TESTING HOURS

The SAS Lab located in Snuggs Hall—Learning Resource Center will hold testing hours Mondays through Thursdays, Noon to 7:00 p.m. and Fridays 8:00 a.m. to 1:30 p.m. All exams must be completed prior to closing time.