

# The Admissions Process

## General Information

### The Admissions Office:

The Admissions Office assists individuals who seek to enroll in a degree or certificate program (matriculated). If an individual intends to receive a degree or certificate from MVCC and/or any financial aid for which they may become eligible, they must file an application for admission and be accepted to the College in a degree or certificate program prior to the semester in which they wish to begin their studies.

International students, who will need an F-1, J-1, or M-1 visa to enter the United States and enroll (matriculated student), should contact the International Student Services Office at [international.admissions@mvcc.edu](mailto:international.admissions@mvcc.edu).

### Services:

We recommend that all potential applicants schedule an interview appointment to discuss their program options and preparation.

The following information and services are also available:

- College literature and brochures
- Interviews and/or tours: individual or group visitations by appointment, program information sessions
- Online and print applications

Prospective students with disabilities who need materials provided in alternative formats should contact the [Office of Accessibility Resources](#).

## Admissions Policy Information

### Open Admissions

MVCC is an open admissions institution, like all community colleges in the State University of New York system. Applicants to the college are not required to compete based on past academic performance, grades, or standardized test scores. However, the college does offer certain selective programs with limited space and specific criteria for direct entry into the major. As a result, admission to these selective programs is not guaranteed.

Many of our programs have prerequisite requirements. These prerequisites are stated so that applicants are aware of the level of difficulty within the program. If applicants do not possess the appropriate prerequisite background, it may be recommended that they begin their college program in an alternate major, or they may be required to take preparation courses equivalent to those entry prerequisites. The need to take preparation coursework can extend the time needed to complete a degree or certificate.

The College does not require that applicants take either the SAT or ACT for admission; however, students may be exempt from some or all portions of the placement test based on SAT or ACT scores, and should check the [College's placement testing exemption policy](#).

### Regular Admission

High school graduates, high school seniors, General Equivalency Diploma (GED) or Test Assessing Secondary Completion (TASC) recipients, home-schooled students, or students attending unregistered high schools who can provide evidence of equivalent education in New York State, and immigrants who possess Foreign Diploma Credentials can apply for regular admission.

In order to be considered for regular admission as a high school graduate, applicants who have been home-schooled must provide documentation of successful completion of an education "substantially equivalent" to a four-year high school program given to students graduating from the applicant's respective home district high school in pursuant to the requirements of section 100.10 of the Regulations of the Commissioner of Education. If available, certification must be in the form of an original letter from the superintendent of the home district or their designee where the equivalent education has taken place. The letter must include the name of the applicant and how the education was considered substantially equivalent to that of the school district. Applicants who have earned a Foreign Diploma must provide an official copy of the diploma and a certified English translation of their documentation to verify graduation. If documents are not available, applicants will need to apply under the Special Admission category.

### Special Admission (admission of non-high school graduates)

Non-high school graduates, home-schooled students who cannot provide evidence of "equivalent education," correspondence diploma recipients, students who attend a non-registered high school, undocumented immigrants and those who have completed an Individualized Education Program (IEP) Diploma, New York State Career Development and Occupational Studies Commencement Credential (CDOS), or Skills and Achievement Commencement Credential for Students with Severe Disabilities (SACC) are considered non-high school graduates and must apply for admission under the Special Admission category. All applicants in this category must take and pass an "Academic Opportunity Assessment" (AOA) test before being accepted into a degree or certificate program.

Contact the Admissions Office at 315-792-5354 to arrange for an interview to discuss the requirements you must meet in order to enroll as a non-high school graduate.

Important note for students granted Special Admission: Completing the GED or TASC Test is required by New York State Education Law, which states a student must possess a high school diploma or an equivalency diploma (GED or TASC) before they can be authorized to receive a degree or certificate from a college or university. The equivalency diploma can be earned by either:

1. Passing a standard equivalency diploma, OR
2. Completing 24 college credit hours in subjects specified by the New York State Education Department and receiving an equivalency diploma. A detailed discussion of the 24-credit-hour requirement will be a part of the process for admission to the college. Those granted special admission will be enrolled in a section of our Liberal Arts and Sciences: General Studies major. Student advisement will be coordinated by and through the student support advisors in the Student Service Center, Payne Hall, on the Utica Campus. They must remain in this major until they have completed the GED requirement. Information and applications for earning the GED by completing college credit can be obtained from staff in the Admissions Office, the Office of Records and Registration, the Holistic Student Support Center (Advisement), the Rome Student Services Center, and/or directly from the New York State Education Department website at <http://www.acces.nysed.gov/hse/high-school-equivalency-hse>. Upon receiving the GED, the student must present a copy of the GED to the Admissions Office, which will update the student record to a high school equivalent graduate status.

## International Student Admission

Students who are not citizens of the U.S. and require a student non-immigrant visa (F1, M1, or J1) to attend college in the U.S., can apply as an international student. In order to be accepted, students must have completed the equivalent of a U.S. high school education. As part of the visa process, international students must show their intention to return to their home country after completing their U.S. studies and their ability to pay for a year of living and studying at MVCC.

Please contact the Admissions Specialist and International Coordinator at +1-315-792-5354 or [international.admissions@mvcc.edu](mailto:international.admissions@mvcc.edu) for additional information and guidance through the immigration/visa process.

### **Non-High School Graduates, No High School Equivalency, Home-Schooled Students who do not possess a superintendent equivalent education letter or do not meet criteria to be considered a high school graduate, non-Dual Credit, or Magnet Bridge, and those between the ages of 16 and 19 (at the start of the semester)**

If you wish to attempt college-level coursework but you have not completed high school graduation requirements, do not possess a high school equivalency, are a home-schooled student but do not possess a superintendent equivalent education letter, and are not participating in Dual Credit or the Magnet Bridge program, you must contact the Director of Admissions to schedule a pre-enrollment interview with appropriate College personnel to assess your academic and social readiness. Interested students may be required to take the MVCC placement test prior to enrolling for any courses offered by the College as part of the process.

## MVCC English Language Test Statement

Proof of English proficiency is required for issuance of an I-20 immigration form and acceptance letter for an academic program. Proof of English proficiency may be demonstrated with: MVCC's online placement test, a TOEFL, iTEP, or IELTS score, or by successful completion of a college level English composition course at another institution. The online placement test or proof of English Proficiency must be submitted prior to acceptance and issuance of the I-20.

For admittance into an academic program with a standardized test, scores needed are TOEFL 500, TOEFL CBT 173, iBT 61, or IELTS 5.5. Students will take the MVCC placement test prior to acceptance at the College, at which point the level of ESL or academic readiness will be determined. A new I-20 can be issued if a student demonstrates their English level is appropriate for Associate level academic courses. If placed in the ESL program (at any level), no retesting will be allowed without direct involvement of a full-time ESL faculty member.

### **Options for Non-Matriculated (non-degree) Student Status and Enrollment**

Please note: Students enrolling as non-degree students or who are currently in high school are not eligible to receive standard financial aid assistance.

## Advanced Standing Opportunities

MVCC recognizes that prospective students can earn college credit in a number of different ways, including MVCC's extensive Dual Credit Program. Therefore, the College provides opportunities for applicants to enroll with advanced standing that reflects their prior learning and academic credit. Only credits meeting the requirements of the MVCC major can be accepted for inclusion in the major. The College may accept a maximum of 75% of all credits completed through the opportunities described below to complete MVCC degree or certificate requirements for graduation. 25% of a student's graduation credits must be taken at MVCC. The opportunities described below may only be posted to the student's MVCC transcript once the student has matriculated, with the exception of Dual Credit and Bridge Programs. ([See Residency Requirements](#))

### **AP Course Credits**

Applicants completing Advanced Placement Course work in high school may be eligible for MVCC credit according to the chart below. Applicants must request that the College Board send an official copy of their AP score report to the MVCC Admissions Office in order for potential AP credit to be evaluated.

AP Course Credits		
AP Course	Minimum Score	MVCC Credit Given
Art History	3	HU204
	5	HU204, HU205
Biology	3	BI141
	5	BI141, BI142
Calculus AB	3	MA151
	5	MA151, MA152
Calculus BC	3	MA151, MA152
Chemistry	3	CH141
	5	CH141, CH142
Chinese & Culture	3	FL111
	4	FL111, FL112
Comparative Government & Politics	3	PS202
Computer Science A	3	CI110
	5	CI110, CI245
English Language/Composition	3	EN101
	4	EN101, EN102
English Literature/Composition	3	EN102
	4	EN101, EN102
Environmental Science	3	BI105
European History	3	HI1XX

French & Culture	3	FR101
	4	FR101, FR102
German & Culture	3	GR101
	4	GR101, GR102
Government & Politics	3	PS101
Human Geography	3	GE101
Italian & Culture	3	IT101
	4	IT101, IT102
Japanese & Culture	3	FL141
	4	FL141, FL142
Latin	3	FL151
	4	FL151, FL152
Macroeconomics	3	BM115
Microeconomics	3	BM110
Music Theory	4	HU183
	5	HU183, HU184
Physics 1	3	PH151
Physics 2	3	PH152
Physics B	3	PH151
	5	PH151, PH152
Physics Electricity & Magnetism	3	PH261
Physics Mechanics	3	PH261
Psychology	3	PY101
Spanish Language	3	SP101
	4	SP101, SP102
Spanish Literature	3	FL2XX
Statistics	3	MA110
Studio Art: 2D Design	3	FA105
Art: 3D Design	3	FA108
Studio Art: Drawing	3	FA101
U.S. History	3	HI111
	4	HI111, HI112
World History	3	HI101
	4	HI101, HI102

## Articulation Agreements

An articulation agreement serves as an understanding between MVCC and a specific secondary school. It provides pathways for students to enter specific academic programs with advanced standing. The College maintains agreements with regional BOCES and local school districts. These agreements are subject to occasional change. Students should consult their high school counselors for agreement information.

## Credit by Examination

The College may grant credit for course equivalent work completed through the following examinations:

1. College-Level Examination Program (CLEP) Exams, general and subject. CLEP is sponsored by The College Board. For more information, go to [www.collegeboard.com](http://www.collegeboard.com). The American Council on Education (ACE) recommends a scaled score for the granting of college credits by completing CLEP examinations. However, the Council also recognizes the right of each college and university to set its own standards for the granting of credit. At MVCC, CLEP examination credits are evaluated by the Academic Dean in charge of either the course or program in which the credits are intended to be used. Original score reports are required for evaluation. For information on CLEP testing at MVCC, please visit [www.mvcc.edu/placement-testing](http://www.mvcc.edu/placement-testing).
2. New York College Proficiency Exams.
3. MVCC Credit by Examination: designed and administered by MVCC, available only to matriculated students. Interested students must apply through their Academic Dean. There is a fee associated with Credit by Examination.

## Credit for Non-Collegiate Instruction

An assessment of credits earned through non-collegiate instruction is available to matriculating MVCC students. Evaluations will be completed by the appropriate Academic Dean. Training certificates or transcripts should be presented at the time of application.

## Credit for Experiential Learning

Assessments of applicable Credit for Experiential Learning (CEL) are available only to MVCC matriculated students. CEL materials are available from the Office of Records and Registration and must be submitted through the student's Academic Dean. Refer to the [Tuition and Fee Schedule](#) for costs associated with CEL.

## Transfer Credit

Applicants transferring to MVCC from other accredited institutions may receive whole or partial credit for college courses completed. Acceptance of transfer credit is the prerogative of the appropriate Academic Dean or their designee. Students who are new to MVCC, and have attended other colleges, must request that an official transcript from those institutions be sent to the Admissions Office to complete their application. If a student attempts credit at another institution while enrolled at MVCC, they must send an official transcript from the other institution to the MVCC Office of Records and Registration for processing. Only official transcripts from each prior college will be used for transfer evaluation.

Students may also earn credit through articulation agreements signed between MVCC and a specific secondary school. The College maintains these agreements with regional BOCES and local school districts. An original transcript from the regional BOCES or school district will need to be sent to the Admissions Office or Office of Records and Registration for processing.

Transfer credit is awarded for courses with a minimum grade of C- (C minus). Grades of "P" or "S" are acceptable only for Physical Education courses and for College Foundations Seminar. Grades of "S" are also acceptable from the Community College of the Air Force. Transfer courses are assigned a grade of "T" and are not used in calculating the student's GPA.

Matriculated students may be permitted to "reverse transfer" back credit from other colleges to complete an MVCC degree. A minimum of 25% of required program credits must be completed at MVCC to fulfill the residency requirement. More information can be obtained in the Office of Records and Registration.

MVCC may grant course credit for passing, at an acceptable level, examinations administered under the AP program and the CLEP. For AP credit, the student must have earned a minimum score of 3 for credit. For CLEP credit, the student must have the minimum test score recommended by ACE (American Council on Education).

Applicants seeking transfer credit for academic work completed in a foreign educational system should contact the Admissions Office/ International Student Services Office.

A veteran applicant must request a Joint Military Transcript (JST) to be sent to the [Veterans Education Services Office](#). Transfer credit may be awarded upon review by the Academic Dean or their designee following the recommendations by ACE.

## Contact Information

Address applications or correspondence to either:

<b>Admissions Office</b>
Mohawk Valley Community College
1101 Sherman Drive
Utica, NY 13501-5394
315-792-5354
email: <a href="mailto:admissions@mvcc.edu">admissions@mvcc.edu</a>
Text: 315-888-5602
<b>International Admissions</b>
Mohawk Valley Community College
1101 Sherman Drive
Utica, NY 13501-5394
315-792-5350
Fax: 315-792-5527
email: <a href="mailto:international.admissions@mvcc.edu">international.admissions@mvcc.edu</a>
<b>Assistance with Admissions on Rome Campus:</b>
Student Services Center — Rome Campus
Mohawk Valley Community College
1101 Floyd Avenue

Rome, NY 13440-4699
315-334-7709
Fax: 315-334-7726