ADMISSIONS AND ENROLLMENT

ADMISSIONS POLICIES
Admission to Kansas City Kansas Community College is granted by meeting one of the following requirements:
- A graduate from a regionally accredited high school
- A transfer student in good standing, from a regionally accredited university/college
- A successful completer of the General Education Development (GED) examination

If these requirements cannot be met, students should seek admission under the special student, high school student, or international student categories.

As an equal opportunity institution, the College accepts all applicants without regard to race, religion, color, creed, national origin, sex, age, physical disability, or veteran status.

Students who falsify admissions information and/or fail to submit all transcripts as required by state law are subject to academic dismissal.

ADMISSION PROCEDURES
New Students
Students must obtain, complete, and submit the following for admission to KCKCC:
1. New Students must complete an on-line application form. An online application can be found on the college home page at www.kckcc.edu and click Apply for Admission.

2. If pursuing a degree at KCKCC, certificate, or applying for financial aid (including VA benefits), students must submit official transcripts.
    1. An official high school transcript that includes a graduation date (if you have completed over 24 hours of college credits, only your college transcript is required).
    2. An official transcript from each college/university attended.
    3. Non-degree seeking students must provide a college transcript if the course they are enrolling in requires a prerequisite.

3. Students are responsible for contacting the institutions they have attended and requesting that their official transcripts be mailed directly to the Registrar's Office. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed. Electronic transcripts are accepted through direct transmission from secured sites of authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes, but they are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.

4. Proof of residency: Residency status is determined by Kansas statutes. Kansas law generally requires students to live in the state of Kansas for six consecutive months prior to the first day of the term with an intent to stay in Kansas.

5. Complete the Required Placement Exam.

ADMIT STATUS
Former Students and Graduates
Former students who have not attended KCKCC for two or more semesters must submit a new Application for Admission. Former students are also responsible for providing the Registrar's Office with official transcripts from all colleges they have attended while away from KCKCC.

Graduates of KCKCC must submit a new Application for Admission. Graduates are responsible for providing the Registrar's Office with official transcripts from colleges they have attended while away from KCKCC. At admission, students fall under the current catalog year.

Catalog Compliance

Students who maintain a consecutive enrollment and successfully complete at least one class during each semester (excluding Summer Sessions) graduate under the KCKCC General College Catalog degree requirements for the academic year they entered the college. A student may opt to move forward to another more recent catalog but may not move backwards for program requirements. If a more recent catalog is selected, all the current catalog requirements must be met. Students who have interrupted their enrollment for (2) or more semesters graduate under the college catalog with degree requirements for the academic year they return to the College.

HIGH SCHOOL STUDENTS

Concurrent Enrollment Partnership Program

The Concurrent Enrollment Partnership Program provides secondary schools with the opportunity to expand their curriculum by scheduling KCKCC courses in conjunction with their regular class offerings. Students have the advantage of taking their classes right at the high school.

Courses taught at the high school have identical course content to that of courses offered on campus and are evaluated by an Instructional Dean at the College before being implemented at the high school. Faculty are evaluated and must meet the same criteria as instructors who teach on campus.

Students interested in participating in the program should contact their high school counselor for additional information and details on the enrollment process.

Concurrent and Dual Enrollment Defined

The Kansas Board of Regents (KBOR) encourages high school students to take advantage of postsecondary education opportunities by enrolling in college courses while still in high school. The statute is commonly known as concurrent enrollment of high school students in eligible postsecondary institutions. Different types of enrollment can be included under the statute.

- *Concurrent Enrollment*
  - Classes taught at a high school at which approved high school teachers teach college credit during the normal school day. (KBOR 8b.1.i)
- *Dual Enrollment*
  - Classes in which the high school student travels to the college campus to take courses prior to graduation during the academic year or in summer. (KBOR 8b.1.vii)
  - Classes in which college faculty travel to the high school to teach separate courses to the high school students. (KBOR 8b.1.vii)

Admissions Guidelines for High School Students

High school sophomores, juniors, and seniors are eligible for the concurrent and/or dual enrollment program. The college strongly recommends that high school students limit their enrollment to no more than 12 credit hours per semester.

High school students interested in taking courses through KCKCC should complete the following:
- A student must consult with their high school guidance counselor to determine eligibility to enroll in courses at KCKCC while attending high school.
- Complete an application and be admitted to KCKCC.
- Obtain written permission from the principal to enroll at KCKCC by completing the *Concurrent Enrollment/Acceptance Form*.
- Complete Placement Testing

- **Minimum ACT Scores to be exempt from taking the ACCUPLACER:**
  - Math 23
  - English 23
  - For ACT scores lower than 23, an ACCUPLACER test is required.
- **ACCUPLACER, minimum score requirements:**
  - English courses: Reading scores of 75 and Sentence Skills scores of 70.
  - Math courses: Math score of 100.
  - Speech and Psychology: Reading score of 75
  - All other courses: Reading score of 65
- **ACCUPLACER, TEC Center minimum score requirements:**
  - Cosmetology, Nail Technology, and Electrical Technology reading scores of 60.
  - CNA program Reading score of 65.
  - All other TEC students must take the Reading portion of the ACCUPLACER, no minimum score.
  - It is recommended that students all students take the Math section of the ACCUPLACER.

- Tuition is due before a student can enroll for the next semester. Tuition for yearlong classes is paid in the fall semester.
- If tuition is not paid, a hold is placed on the student's account and the student will not be eligible for enrollment until the bill has been paid.
- Upon high school graduation, the student must submit their official Transcript to the KCKCC Registrar's Office.

Students should be advised that KBOR may institute guidelines related to high school student dual and concurrent enrollment. Even if not listed in this catalog, the College must adhere to all KBOR established policies and procedures.

INTERNATIONAL STUDENTS

KCKCC proudly welcomes international students from across the globe. We strongly believe in the benefit to all students of studying side-by-side in culturally diverse classrooms. International students and their U.S. counterparts teach each other to embrace and value cultural diversity, formulate creative ideas, integrate ideas and information, achieve quantitative abilities, and better compete in a global economy.

There are varying application requirements for admission to KCKCC for the various categories of international students. International students must submit all of the application requirements that correspond to their particular category in order to be considered for admission to KCKCC.

F-1 Status Students

International applicants who are outside the U.S. must submit the following application requirements:
- Online Application for admission: www.kckcc.edu/apply.

- $85.00 Application Fee
  - This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
  - Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.

- Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.

- Students from West Africa must have their West African Senior Secondary Certificate Examination Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).

- Proof of English proficiency, demonstrated by any of the following:
  - Official English language proficiency test results; minimum required test scores for admission are as follows:
    - TOEFL = 61 iBT (Institutional code: 6333)
    - IELTS = 5.5
    - PTEA = 44
  - Home country's primary language is English
  - Successful completion of 24 of more academic courses at a regionally accredited intuition

- Proof of Financial Support
  - Bank Statement or Bank Letter showing the minimal amount of $22,126 in readily available funds (real estate, investments, stocks, retirement accounts, etc. cannot be used).

    AND
  - Affidavit of Support from the financial sponsor indicating their willingness to support the applicant for the duration of their studies in the U.S. at KCKCC.
- Color copy of the biographical page of the passport.

Send all application documents to:
     Kansas City Kansas Community College
     Office of Admissions
     7250 State Avenue
     Kansas City, KS 66112
     U.S.A.

Application Deadlines
F-1 status international students are eligible for admission to the full 16-week Fall and Spring Semesters at KCKCC. F-1 students are not eligible for admission to the Summer Semester or to the Second 8-Week Terms of the fall and spring semesters at KCKCC.

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.
- **Fall Semester** (classes begin in August): **July 1**
- **Spring Semester** (classes begin in January): **October 1**

F-1 SEVIS Transfer-In Students
In addition to all of the application requirements listed above, F-1 students who are currently in the U.S. attending another college/university must **also** submit the following application requirements:
- Official college/university transcripts from all schools attended in the U.S. Transfer-in applicants must have a minimum cumulative Grade Point Average (GPA) of at least 2.00 and be a student in good standing in order to be considered for admission to KCKCC.

- Copies of most recently issued Form I-20 from all schools attended in the U.S.

- Color copy of the most recent F-1 visa used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

Send all application documents to:
> Kansas City Kansas Community College
> Office of Admissions
> 7250 State Avenue
> Kansas City, KS 66112
> U.S.A.

Transfer-In Application Deadlines

F-1 status international students are eligible for admission to the full 16-week Fall and Spring Semesters at KCKCC. F-1 students are not eligible for admission to the Summer Semester or to the Second 8-Week Terms of the fall and spring semesters at KCKCC.

Application deadlines are the last possible day to submit a completed application, which must include all of the requirements listed above.

- **Fall Semester** (classes begin in August): **August 1**
- **Spring Semester** (classes begin in January): **December 1**

NOTE:

- After admission is granted, the Admission Letter and Transfer-In Form will be sent to the student; these must be submitted to a (P)DSO at the current institution in order to request the transfer of the SEVIS Record.

- KCKCC does not accept Terminated or Completed SEVIS Records; the SEVIS Record must be in Active status in order to transfer to KCKCC.

F-1 Visiting Students

F-1 status students currently attending another institution who wish to enroll in a course or two at KCKCC (Concurrent Enrollment) must submit the following application requirements:

- Online Application for admission: www.kckcc.edu/apply

- $85.00 Application Fee
  - ○ This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
  - ○ Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official transcript from the home institution (institution listed on the I-20).

- Color copy of the biographical page of the passport.

- Copies of most recently issued Form I-20 from all schools attended in the U.S.

- Color copy of the most recent F-1 visa used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

- Completed and signed KCKCC Concurrent Enrollment Form.

Send all application documents to:
Kansas City Kansas Community College
Office of Admissions
7250 State Avenue
Kansas City, KS 66112
U.S.A.

NOTE:
After admission as a Visiting Student is granted, the student may proceed to the Student Success Center to meet with a Student Success Advisor who will review the home institution's transcript to ensure prerequisite classes have been completed by the student, and, if so, enroll the student in the desired course(s).

All Other Visa Statuses
International applicants who are lawfully present in the U.S. on a nonimmigrant visa are eligible to enroll in courses at KCKCC and must submit the following application requirements:

- Online Application for admission: www.kckcc.edu/apply.

- $85.00 Application Fee
    o This fee CANNOT be paid online and must be paid directly to KCKCC's Business Office. Credit/debit/bank cards can be used to pay this fee over-the-phone to the Business Office at 00-1-913-288-7620, or money orders can be mailed to KCKCC.
    o Application and document review and processing will not begin until after the $85.00 application fee is paid.

- Official secondary school transcripts/mark sheets – in the native language and accompanied by an official English translation.

- Official secondary school Graduation Certificate/Leaving Certificate/National Examination Results/Diploma – in the native language and accompanied by an official English translation.
    o Students from West Africa must have their West African Senior Secondary Certificate Examination. Results (SSCE or WASSCE) sent directly to KCKCC from the West African Examinations Council (WAEC).

- Color copy of the biographical page of the passport.

- Color copy of the visa most recently used to enter the U.S.

- Print-out of the most recent I-94 Admission Record at https://i94.cbp.dhs.gov/I94.

Send all application documents to:
Kansas City Kansas Community College
Office of Admissions
7250 State Avenue
Kansas City, KS 66112
U.S.A.

NOTE:
- B-1 and B-2 visa holders and nonimmigrants present in the U.S. on the Visa Waiver Program are NOT eligible to enroll in classes or engage in a program of study.

- All visa holders are required by law to maintain their lawful status/presence in the U.S. and should carefully review the requirements of their visa category to ensure that engaging in coursework or a program of study does not violate or jeopardize their lawful status/presence in the U.S.

UNDOCUMENTED AND DACA APPLICANTS

Applicants who are Undocumented or who have Deferred Action for Childhood Arrivals (DACA) approval are NOT international students. Undocumented and DACA applicants should refer to the 'Undocumented Immigrants' section of this catalog below for further admission information.

Undocumented and DACA applicants must be sure to select the correct Citizenship Status ("Non-Resident Alien") and the correct Visa/Immigration Status ("Undocumented" or "Deferred Action") in the Citizenship Status section of the KCKCC Application to ensure expedient and proper processing of their application for admission.

SELECTIVE ADMISSIONS

Admission to KCKCC does not guarantee enrollment into the following programs: Nursing, Practical Nursing, Medical Assistant, Paramedic, Mortuary Science, Respiratory Therapy, Physical Therapy Assistant, Cosmetology, and Nail Technology.

Students seeking admission into a selective program must contact the individual Program Coordinator for additional admission materials and requirements. Each program has unique criteria as well as deadline dates.

Cosmetology	913-288-7813	TEC@kckcc.edu
Medical Assistant	913-288-7861	medicalassistant@kckcc.edu
Mortuary Science	913-288-7607	mortuaryscience@kckcc.edu
Nail Technology	913-288-7813	TEC@kckcc.edu
Nursing	913-288-7861	registerednursing@kckcc.edu
Paramedic	913-288-7208	emergencymedicine@kckcc.edu
Physical Therapy Assistant	913-288-7865	PTA@kckcc.edu
Practical Nursing	913-288-7456	practicalnursing@kckcc.edu
Respiratory Therapy	913-288-7245	RT@kckcc.edu

SPECIAL STUDENTS

Individuals may be admitted to KCKCC as special students if they are over 18 years of age and do not have a high school diploma or GED certificate. Such students must be non-degree seeking.

Special students are required to follow College regulations, pay fees, and maintain satisfactory academic progress.

Enrollment for special students is limited to one course during their first semester at the College. After earning a grade of C or better, they are entitled to enroll in two courses the next semester. Students who continue to maintain a C average are allowed to take two classes each semester until they accumulate a maximum of 20 academic credit hours. At that point, special students are required to earn a GED in order to enroll as a regular degree-seeking student.

STUDENTS FROM NON-ACCREDITED HIGH SCHOOLS

See "Special Students" above.

HOME SCHOOLED STUDENTS

Students who graduate from a home school or private school that is recognized by the state of the student's residency will be admitted as a regular student. Home School or private school students must submit a complete online application and provide an official academic transcript reflecting completed courses, grades and date of graduation.

TRANSFER STUDENTS

Students are responsible for contacting the institutions they have attended and requesting that their official transcript be sent directly to Registrar's Office. All official transcripts from previous colleges attended are required to be on file in the Registrar's Office before the admissions process is considered complete. Hand-carried transcripts will be accepted as official only when the college seal is affixed, the envelope is sealed, and the document is submitted to the Registrar's Office. Electronic transcripts are accepted through direct transmission from secured sites and authorized institutions, upon verification of authenticity. Photocopies and faxed copies can be used for advising purposes only, but are not considered official for the purpose of evaluation and posting to the KCKCC academic transcript.

Students who wish to have coursework accepted for credit at KCKCC for courses completed in secondary, college, and universities outside the U.S. must have a course–by-course evaluation completed by an independent agency such as Educational Credential Evaluators, Inc. (www.ece.org).

Transfer credit is not official until evaluated and posted to the KCKCC transcript. The college will evaluate transcripts based on the declared program of study. KCKCC will grant transfer credit only to courses that apply to the student's program of study or that meet degree requirements at KCKCC. Students who change their program of study or degree plan at KCKCC may request that the Registrar's Office re-evaluate their transcript based on the changed active program.

KCKCC will grant credit for equivalent courses at KCKCC. Courses for which there are no equivalent courses at KCKCC, but which are determined to be acceptable transfer credit, will be designated with the most appropriate department codes and listed as elective. All courses posted on the KCKCC transcript will be included for computation into the cumulative grade point average.

Students needing English for Speakers of other Languages – ESOL

English for speakers of other languages (ESOL) is designed for students who need additional English instruction before starting academic classes. For admission into the program, students must provide a high school diploma or GED certificate. Before enrolling in ESOL classes, students are required to take the approved English placement test at KCKCC. Using these test scores, the ESOL advisor will assist students with enrollment. Call the ESOL coordinator at 913-288-7625 or the Arts, Humanities and Social Sciences Division 913-288-7134 for an appointment.

Students needing the GED certificate or Basic English classes should contact Continuing Education for non-credit ESO courses at 913-288-7660.

MANDATORY EVALUATION AND MANDATORY PLACEMENT

First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Reading and Writing if their score is ACT 23/SAT 575 or above in Reading and English. First-time college students who have taken the ACT or SAT within the last 24 months may be exempt from taking the placement evaluation in Math if their score is ACT 23/SAT 575 or above or higher in math.

Student Success Advisors use placement scores in advising all students. Placement includes three tests: reading, writing, and mathematics. ESOL Placement tests are given when TESOL scores warrant. Placement scores become part of each student record.

Transfer students with prior COMPASS and/or ACCUPLACER scores may submit official scores for evaluation to the Placement Coordinator 913-288-7171.

Every first time college student will take the required placement evaluation. First time college students includes those taking courses on campus, online, at Pioneer Career Center, at the Technical Education Center, and through high school partnership/dual and concurrent enrollment program. The only individuals exempt from taking the placement exam are those:

- Enrolling only in Wellness.
- Enrolling only in a physical activity class from the exercise science curriculum.
- Enrolling only in contract agreement with KCKCC.
- Who have earned a two-year or higher degree and whose study included Math and English from an accredited post-secondary institution.

Placement Based On ACCUPLACER Exam
Range of Scores and Placement Guidelines For <u>FIRST-TIME</u> COLLEGE STUDENTS ENROLLING in ENGLISH and/or MATH

<u>Adult Education</u>
First time college students testing below 40 on the ACCUPLACER Reading Comprehension test should enroll in the adult basic education program through Continuing Education.

First time college students testing below 36 on the ACCUPLACER Sentence Skills test should enroll in the adult basic education program through Continuing Education.

ESL students testing into the following score ranges should enroll in the Adult Education ESOL program through Continuing Education
- ACCUPLACER ESL Reading Proficiency score between 1 & 56
- ACCUPLACER ESL Language Use Proficiency score between 1 & 54
- ACCUPLACER ESL Sentence Meaning Proficiency score between 1 & 60
- ACCUPLACER ESL Listening Proficiency score between 1 & 49

<u>Reading</u>
1 to 39   Enrollment in the Adult Education offered by Continuing Education.

40 to 60   Enrollment in READ0091 is required.
               Students must select classes from the approved list of courses for READ0091. They should not enroll in more than 12 semester hours (6 in summer).

60 to 74   Enrollment in READ0092 is required.
               Although students are encouraged to select classes from the approved list of courses for students who test below 75 on the Reading Test they are not required to do so. Students should not enroll in more than 12 semester hours (6 in summer).

75 to 120   College level and above. No reading class is required.

Approved Courses for Students Who Test Below 75 on the Reading Test
- Students who test into READ0091 (40 to 59) must select classes from this list.
- Students who test into READ0092 (60 to 74) are encouraged to select classes from this list but are not required to do so.
- READ0091 and READ0092 students should not enroll in more than 12 credit hours (6 during Summer)

Health Professions:

ALHT 0104	Nursing Assistant (Score of 65+ required)
EMTC 0105	Emergency Medical Responder (Score of 65+ required)
EMTC 0128	EMT Accelerated (Score of 65+ required)
EXSC 0108	Bowling
EXSC 0115	First Aid
EXSC 0143	Weight Training - Physical Conditioning
EXSC 0148-151	Wellness and Fitness Center
EXSC 0201	Introduction to Physical Education and Exercise Science
EXSC 0210	Sports Officiating
EXSC 0290	Cardio-Pulmonary Resuscitation
FRSC 0100	Firefighter I
FRSC 0211	Firefighter II
HZMT 0120	Chemical Spill and Release Response

Business:

BUSN 0100	Introduction to Accounting
BUSN 0290	Motivational Dynamics
BUSN 1151	Basic Keyboarding
BUSN 1153	Speedbuilding I
BUSN 1163	Speedbuilding II

Humanities:

DIGI 0115	Beginning Photoshop
DIGI 0116	Intermediate PhotoShop
DIGI 0117	Advanced PhotoShop
DIGI 0174	Beginning Illustrator
DIGI 0175	Advanced Illustrator
DIGI 0176	Graphic Design: Multi-Media and Web I
DIGI 0177	Graphic Design: Multi-Media and Web II
ARTS 0111	Drawing I
ARTS 0121	Painting I
ARTS 0151	Sculpture I
ARTS 0161	Ceramics I
MUSC 0110	Music Fundamentals
	Any of the Bands, Choirs, Ensembles or Private Lessons
THTR 0105	Introduction to Acting
THTR 0110	Improvisation
HUMN 0150	Introduction to Women's Studies
HUMN 0151	Men and Masculinities

Math/Science:

CIST 0100	Introduction to the Internet
CIST 0101	Computer Concepts and Applications
CIST 0111	Microcomputer Business Software
CIST 0117	Networking I (with previous computer experience)
CIST 0137	HTML: Web Page Development

CIST 0166   Microcomputer Applications I (Spreadsheets)
MATH 0097   Math Essentials (Score of 40+ required)
MATH 0099*   Elementary Algebra (Score of 60+ required)
MATH 0104*   Intermediate Algebra
               *With appropriate math score

Social Science:
CHLD 0114   Infant and Toddler First Aid and CPR
HIST 0211   Contemporary Issues
PSYC 0112   Psychology of Personal Adjustment

Sentence Skills

1 to 35   Enrollment in the Adult Education offered by Continuing Education.
36-69   Enrollment in ENGL0099 (Pre-Composition) is required. Student may not in enroll in Composition I at this time.
70-120   If reading test score is **below** 75, student must enroll in Pre-Composition and may not enroll in Composition I at this time.
              If reading test score is 75 **or above**, student may enroll directly in Composition I.

Mathematics

These math scores are to be used for placement in math classes only for first-time college students or students who have never taken a math class at any college.

1 to 40   MATH0097, Math Essentials, with Reading score of 40+
41-70   MATH0099 Elementary Algebra, with Reading score of 60+
71-99   MATH0104 Intermediate Algebra
100-120   Student may take any math course providing all additional prerequisites for that course are met.

NONTRADITIONAL STUDIES

Nontraditional Studies is composed of ten (10) programs:
- Departmental Credit by Examination
- Life Experience Learning Program
- Advanced Standing for Professional Certification/Licensure
- Independent Study
- Military
- Defense Activity for Nontraditional Education Support (DANTES)
- College Level Examination Program (CLEP)
- Advanced Placement Examination (AP)
- Certified Administrative Professional Exam (CAP®)
- International Baccalaureate Program (INBU).

Each program has regulations and criteria concerning admission and academic credit.

Nontraditional Studies is not a "short-cut" enabling students to avoid attending classes or obtain quick academic credits. Students who qualify for Nontraditional Studies academic credit are unique in their learning and educational experiences.

While the specific components of each program may differ, <u>the following guidelines apply to all programs unless otherwise stated:</u>

- Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age or older.
- Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00 grade-point average.
- Students must be enrolled and successfully complete other course(s) at the College during the semester they plan to receive Nontraditional academic credit.
- Academic credits granted through Non-traditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
- Students can accumulate no more than 30 credit hours of Nontraditional course work.
- To graduate with honors, students can use only 21 hours of Nontraditional academic credit.
- Nontraditional Studies (except for Life Experience Learning) can be used to repeat D, F, or W grades.

Requests for Nontraditional credit should be submitted to the Registrar's Office, unless stated otherwise in the following program descriptions.

Departmental Credit by Examination

Students may obtain specific information and apply for Departmental Credit by Examination through their Instructional Dean's office. This program is available for students who can document their competency in the subject by meeting the same course requirements as students attending classes. The Instructional Dean or a designated department coordinator determines whether credit by examination can be used to meet a student's graduation requirements.

1) Application forms must be approved by the instructor giving the examination, the Instructional Dean and/or designated department coordinator, and the Vice President of Academic Affairs. Application is valid for one year from date initiated.
2) Students pay the cost of tuition and fees for the course before the examination is administered. Tuition is determined by the number of credit hours being granted for the departmental exam. Examination fee is non-refundable.
3) Student must be currently enrolled and successfully complete other course(s) at KCKCC during the semester the exam is taken.
4) Credit hours awarded are posted on the transcript upon successful completion of the exam. The College's course numbers are shown on the transcript with a notation that Departmental Credit by Examination was granted. A grade of **CR** indicates the student was awarded academic credit for the course.
5) Student does not enroll in or attend Credit by Exam courses.
6) Students can accumulate 15 credit hours through Departmental Credit by Examination.

Life Experience Learning Program

This program is designed for students who have received formalized and/or individualized training in a non-collegiate setting. If the learning experience is commensurate with the student's educational goals and existing curricular guidelines, college credit may be granted. We do not grant credit for living or for work experience that cannot be translated into some type of academic learning.

Life Experience Learning puts emphasis on the application of knowledge and the demonstration of its application through documentation. Specific guidelines are as follows:

1) Documentation for Life Experience Learning should be submitted by the specific Program Coordinator and approved by their Instructional Dean.
2) Furnishing documented evidence of Life Experience Learning is the responsibility of the applicant desiring academic credit. It should consist of a portfolio containing all pertinent documentation of life experience and specific examples of the applicant's work (in whatever form it exists.) Examples of documented Life Experience Learning might be the following: workshops, CEU credit, publications, performance evaluations, etc. Each applicant's learning through life experience is different, and the evidence supporting or documenting the learning is evaluated on an individual basis.

3) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Life Experience Learning. A grade of **CR** is recorded. Credit will not be posted until the student has completed 15 hours of academic credit in residence.
4) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
5) A total of 15 credit hours can be granted for Life Experience Learning.
6) Academic credit is only granted for Life Experience Learning if the College offers an equivalent course.
7) Tuition and fees are charged for Life Experience Learning based on the number of credit hours approved for academic credit. Tuition and fees must be paid before credit hours are posted on the transcript.

Advanced Standing

This program is designed for students who have received professional certification or licensure from an authorized state or national certification board. If the professional certification is commensurate with the student's educational goals and existing curricular guidelines, college credit may be granted. We do not grant credit for professional certifications that cannot be translated into an equivalent course at KCKCC.

Advanced Standing puts emphasis on the application of knowledge and the demonstration of its application through professional certification. An example of such a procedure would be the granting of credit in the LPN Bridge Program for persons who have already passed the Kansas State licensure exam. Specific guidelines are as follows:
1) Documentation for Advanced Standing should be submitted to the Program Coordinator and approved by the Instructional Dean and the Vice President of Academic Affairs.
2) Academic credit is posted on transcripts by the College's course number. The notation on the transcript reads: Credits Awarded Based on Credential Evaluation. A grade of **CR** is recorded. Credit will not be posted until the student has completed 12 hours of academic credit in residence.
3) Students must be enrolled and successfully complete course(s) at the College during the semester they plan to receive academic credit.
4) Academic credit is only granted for Advanced Standing if the College offers an equivalent course.
5) The credit will count toward graduation and maybe used to fulfill curriculum requirements in designated programs.

Independent Study

Independent Study is a contract which clearly specifies the content and objectives of the course, applicable competencies, procedures for completing the course, the amount of time necessary to complete the course, the course text, any reference and supplemental materials associated with the course, and the method of student evaluation to be used.

1) All Independent Study must be approved by the instructor, Instructional Dean, and the Vice President of Academic Affairs.
2) Academic credit is posted on the transcript in terms of the College's course number with a letter grade.
3) No more than two courses can be taken through Independent Study.
4) Tuition and fees are charged for Independent Study courses determined by the number of credit hours enrolled in for Independent Study course(s).

Military

Academic credit for military service is granted for Military Occupational Specialties (MOS) and Service Schools in accordance with the American Council on Education guidebook. Veterans interested in claiming academic credit through this program should notify the Coordinator of Graduation and Transcript Services.
1) Military service credits are evaluated after satisfactory completion of one semester or six (6) credit hours at KCKCC.
2) Applicants wanting military service credit must be approved by the Coordinator of Graduation and Transcript Services, be currently enrolled in classes at KCKCC.
3) Academic credit is posted on transcripts according to the American Council on Education guidebook. It is used as elective credit hours toward graduation. The notation on the transcript reads: Credit granted for military service. A **CR** grade is recorded on the transcript.
4) Students can accumulate a maximum of 15 credit hours for military service credit.

5) A flat fee of $25.00 is charged to post credits to the KCKCC transcript.
6) For posting to the KCKCC transcript, the student must:
   • Pay a $25 fee.
   • Have completed a minimum of 6 credit hours at KCKCC.
   • Be currently enrolled and satisfactorily complete the semester of posting.

Military (SOCAD)
Kansas City Kansas Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

Servicemembers Opportunity Colleges Consortium
The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for service members worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC Web site at http://www.soc.aascu.org/.

SOC Degree Network System Membership
Kansas City Kansas Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to service members and their families. As a member of the DNS, we have agreed to adhere to academic policies intended to support military students in their academic endeavors toward degree completion.

Kansas City Kansas Community College is approved for membership in SOCAD at the associate degree level.

If you have questions or would like further information about SOC and SOCAD at KCKCC, contact the Pioneer Career Center at (913) 288-7750.

DANTES (Defense Activity for Nontraditional Education Support)
DANTES are standardized tests available to all military personnel. The appropriate instructional dean approves the subjects for academic credit.
1) Students must score at the 50th percentile or above on the DANTES Subject Standardized Tests (DSSTs) to be eligible for academic credit.
2) DANTES scores must be submitted during a student's first semester of enrollment at KCKCC. Test scores over two years old are evaluated on an individual basis.
3) Academic credit is posted on student transcripts by the College's course number with a notation that DANTES credit was earned. A grade of **CR** indicates academic credit was awarded for the course.
4) Students can accumulate a total of 15 hours of credit through the DANTES program. No DANTES exam earns more than five (5) academic hours of credit.
5) Students awarded credit hours through the DANTES program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
6) No academic credit is granted to students who take DANTES exams in Composition I and Composition II.

College Level Examination Program (CLEP)
KCKCC recognizes that students in degree programs have unique background experiences and offers students the opportunity to obtain college credit by successfully completing any or all of the CLEP General Examinations in Math, Natural Science, Social Science, and/or the Humanities.
1) CLEP scores above the 50th percentile rank for sophomore norms are eligible for academic college credit.
2) General exam scores must be submitted before completion of the first semester of attendance at KCKCC. Test scores over two years old are evaluated on an individual basis.

3) Academic credit is posted on transcripts as a grade of **CR** for the General Exams as follows:
   - Intermediate Algebra (MATH0104) if student has had Algebra I and II in high school.
   - Pre-Calculus Mathematics (MATH0108) if student has had Algebra I and II and a math analysis course or its equivalent in high school.
   - Introduction to Physical Science (NASC0103).
   - Art Appreciation (ARTS101)
   - Introduction to Literature (ENGL0104) depending upon sub-score on the exam
   - Introduction to Social Science (SOSC0103).
4) Students must be currently enrolled and satisfactorily completed at least one semester when these credits are posted to KCKCC transcript.
5) A total of 15 credit hours can be granted for CLEP examinations. No single CLEP exam earns more than five (5) academic hours of credit.
6) No academic credit can be earned for the CLEP exam in Composition I or in Composition II.
7) Students awarded credit hours through the CLEP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
8) The appropriate Instructional Dean and Vice President of Academic Affairs approve academic credit for subject exams.

Advanced Placement Examination (AP)

High school students may earn college credit by signing up for Advanced Placement courses. These classes are taught at the high schools by high school teachers. College credit is earned if students meet the score requirements listed on the chart below. When students complete the course, an AP examination is given to determine if the student will be eligible for college credit. The exams are given at the high schools during the spring of a student's junior or senior year.

1) AP Exams are accepted for credit if students score a four (4) or better on the exam. Official scores must be sent directly from the College Board to KCKCC for students to receive academic credit for taking the exam.
2) Students must submit their AP test scores prior to enrolling at the College. Test scores over two years old are evaluated on an individual basis.
3) Academic credit is posted on the transcript upon successful completion of the exam. The College's course number is recorded on the transcript with a notation that Advanced Placement Examination credit was granted. A grade of **CR** indicates the student was awarded academic credit for the course.
4) Students can accumulate a total of 30 credit hours through Advanced Placement. Prior to transferring from KCKCC to a four-year institution, students should check the policy of the four-year college concerning acceptance of AP credits.
5) Students awarded credit hours through the AP program are not charged for tuition and fees at KCKCC. They are only required to pay those costs charged by the Educational Testing Service to take the exam(s).
6) Students must be enrolled at the college and satisfactorily complete course(s) during the semester they plan to receive AP credits.

The chart below shows KCKCC/Advanced Placement equivalency courses, the AP Score, and the number of credit hours students may earn at KCKCC:

ADVANCED PLACEMENT EQUIVALENCY

KCKCC Course	KCKCC Title	AP Course	AP Score	Credit
MATH 0122	Calculus and Analytic Geometry I	Calculus AB	4 or better	5
CHEM 0111	College Chemistry I and Lab	Chemistry	3 or better	5
ENGL 0101	Composition I	English Lang/Comp	3 or better	3
ENGL 0102	Composition II	English Lang/Comp	4 or better**	3
	** May receive both ENGL 121 & 122 with a score of 4 or higher			
NASC 0231	General Physics	Physics B&C	3 or better	5
MUSC 0102	Music Literature	Music Listening & Literature	3 or better	3

Students can receive additional credit hours on other courses as listed below.

KCKCC Course	KCKCC Title	AP Course	AP Score	Credit
HIST 0104 **AND** HIST 0105	United States to 1877 **AND** United States Since 1877	US History	5	6
HIST 0107	Modern Europe	European History	5	3
POSC 0111	American Government	United States Government and Politics	5	3

CERTIFIED ADMINISTRATIVE PROFESSIONAL EXAM (CAP®)

Certified Administrative Professional® (CAP®) rating is available through The International Association of Administrative Professionals (IAAP®). Academic credit is based on the Certification Review Guide.

1) The CAP® ratings are accepted for Nontraditional academic credit providing the student makes a score of 500 or better on the exam. Official score reports must be sent directly to the College in order for the student to be awarded credit.
2) Students must be high school graduates, or have passed the GED equivalency test, and be 18 years of age.
3) Students using Nontraditional academic credit to fulfill graduation requirements must complete 15 academic credit hours in residence at the College and maintain a 2.00/4.00 grade-point average.
4) Students must be enrolled at the College during the semester they plan to receive Nontraditional academic credit.
5) Students can receive up to 31 hours of academic credit through the CAP® rating November 2004 and after. Credit hour evaluation for students who achieved CAP® ratings May 2004 and before is determined on an individual basis by the Administrative Office Professional (AOP) coordinator.
6) Academic credits granted through Nontraditional Studies count towards graduation but are not calculated in a student's grade-point average. The only exception to this rule is for Independent Study.
7) Students passing Parts 1, 2, and 3 of the CAP® exam must make a decision on which courses listed here to use for academic credit. Requirements for graduation should be the prime factor when making this determination.
8) Students awarded academic credits through this program are not charged tuition and fees. They are only required to pay those costs charged by the IAAP® Certification Department.
9) Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript will read: Certified Administrative Professional Exam. Grades of CR are recorded on the transcript. The exam parts eligible for KCKCC academic credit are listed below with the course equivalency.

Certified Administrative Professional® (CAP®) Equivalencies: Office Systems and Technology

CAP® Exams		Credit Hours
BUSN 0101	Accounting I	3
BUSN 0108	Human Relations in Business	3
BUSN 0191	Microcomputer Applications I-II: (Word)	2
BUSN 0211	Business Communications	3
BUSN 0280	Human Resource Management	3
BUSN 0285	Occupational Internship I	3
BUSN 0286	Principles of Management	3
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2251	Office Simulations	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software	3
	Total	**31**

INTERNATIONAL BACCALAUREATE PROGRAM

High school students may earn college credit by signing up for the International Baccalaureate Program during their junior and/or senior year of high school.

1) KCKCC accepts higher level I.B. exam credit providing students make a 6 or 7 on the exam. Official score reports must be sent directly to the College in order for students to receive academic credit.
2) Scores must be submitted prior to enrollment, and if the examination was completed more than two years earlier, credit evaluation is determined on an individual basis by a faculty member in the related discipline, the instructional dean, and the Vice President Academic and Student Services.
3) Academic credit is posted on the transcript in terms of the College's course number. The notation on the transcript reads: International Baccalaureate Examination. A grade of **CR** is recorded on the transcript.
4) Thirty (30) credit hours can be earned through the I.B. program. Students should check with four-year institutions concerning their transfer policies.
5) Students awarded credit hours through this program are not charged tuition and fees. They are only required to pay the costs charged by the Educational Testing Service to take the exam.
6) Students must be enrolled and satisfactorily complete course(s) at the College during the semester they plan to receive IB credits.

KCKCC Course		Credit Hours
CHEM 0111	College Chemistry I and Lab	5
ECON 0201	Principles of Macroeconomics	3
ENGL 0101	Composition I	3
ENGL 0104	Introduction to Literature	3
LANG 0203	French III	3
LANG 0223	German III	3
LANG 0243	Spanish III	3
MATH 0108	Pre-Calculus Mathematics	3
MATH 0122	Calculus and Analytic Geometry I	5
NASC 0130	Introductory Physics	3
NASC 0131	Introductory Physics Laboratory	1
NASC 0231	General Physics I	5
NASC 0232	General Physics II	5

REGISTRATION AND ENROLLMENT

General Policy

Students who attend classes receive grades and academic credit if they are properly registered for courses at the College. To register for courses, students must enroll during open enrollment and the designated enrollment periods which are held in August, January, and June. Times and dates are published online. Any student who is not properly registered or has a financial obligation at the College will be denied entrance to classes.

Advisement

Student Success Advisors are assigned upon application for admission. Program Coordinators are assigned based upon the student's area of interest.

Advisor information is available from *my profile* on WebAdvisor™. Students are responsible for making appointments with their advisors and meeting with them to develop a degree plan while at KCKCC. Student Success Advisors assist students in locating information about course prerequisites, transferability of courses, the sequence in which courses should be taken, and serve as mentors for their advisees. **Final responsibility for developing a degree plan rests with the student.**

In planning course schedules, students should keep in mind their career goals, graduation requirements at KCKCC, and graduation requirements at the four-year college or university they plan to attend.

Early Enrollment
It is strongly recommended that students enroll in their classes early to reserve their classes a semester in advance. Enrollment for the Fall and Summer semesters begins the preceding April and for the Spring semester the preceding November.

WebAdvisor™ Enrollment Information
All students will need their username and password to enroll online. Students will be able to enroll and/or make schedule adjustments in any course that has not already started, provided seats are still available. Refer to the campus website for class schedules, start dates, and times. Students with fewer than 30 credit hours earned at KCKCC must meet with a Student Success Advisor or their Program Coordinator to be enrolled in courses.

New students: An application to the college must be on file. Applications can be submitted electronically at https://apply.kckcc.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx. From the Webpage, Click on Admissions and follow the prompts. For information about the application process, contact Admissions at Main Campus: 913-288-7600, Pioneer Center: 913-288-7750, Technical Education Center: 913-288-7800, or admiss@kckcc.edu. After the application is processed, confirmation will be sent to the student's email provided on the application.

New Students will use their User ID and Password to login to WebAdvisor™. To initiate the WebAdvisor™ process, click on "**New to WebAdvisor**™" and follow the steps outlined.

Returning students: Students who have attended one semester or more with KCKCC are considered returning students. Your User ID and password will remain the same, and in some instances, it may be necessary to re-apply to the college to have a User ID and password. If you have completed classes at other colleges, you may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact the Student Success Center at (913) 288-7696 for assistance with enrolling.

Transfer Students: An application must be submitted electronically at
https://apply.kckcc.edu/Datatel.ERecruiting.Web.External/Pages/Welcome.aspx. After the application is processed, an email will be sent to the student's email address provided on the application. A User ID and Password will be needed to initiate the WebAdvisor™ login process. Placement testing is required for all transfer students who have not completed English Composition and College Algebra. For information about the placement test, contact the Placement Coordinator in the Student Success Center, (913) 288-7171. Transfer students may experience difficulty enrolling on WebAdvisor™ due to the system not recognizing pre-requisite courses completed at other colleges. If you experience this restriction, please contact a Student Success Advisor at 913-288-7696 for assistance with enrolling.

Browser Information: WebAdvisor™ requires a web browser that supports JavaScript. You should be using Netscape Navigator® 4.0 (or higher) or Internet Explorer® 4.0 (or higher) on Microsoft Windows or Macintosh OS only.

If you have questions concerning this process, please contact the Admissions Office by e-mail admiss@kckcc.edu or call 913-288-7600.

College Orientation Class Requirement
All first time degree-seeking students will take Freshman Seminar (BLUE 0101).

Exemptions:
- A student already has a college degree.
- A student from another institution who is enrolling only in summer courses.
- A student is only enrolled in Wellness, Workforce Development, or refresher courses.
- A transfer student with 30 or more college credit hours.
- Students taking Honors Tutorial I as Presidential Scholarship recipients.

If a student does not meet one of the exemptions listed above and wishes to appeal the requirement of completing the course, the student will need to obtain the approval of the Vice President of Academic Affairs.

Student I.D.
Student I.D's are issued in the Admissions Office. While on campus, students are required to carry their KCKCC issued student I.D with them at all times. A student ID is required to conduct business and verify his/her identity on all campus locations.

KCKCC E-mail
Students will be assigned student email accounts when admitted to KCKCC. All college communication will be done via this e-mail account, and should be monitored regularly. For information about how to log into your account, contact the Help Desk on myDotte or at 913-288-7479.

Payment
Students are expected to make prompt payment of financial obligations, such as parking fines, library fines, graduation fees, special fees, and loans at the College. Students with unpaid accounts will have a hold placed on their records and are not allowed to enroll, cannot receive academic transcripts or diplomas, or have academic information released from the College until their outstanding accounts have been paid.

Residency
Residency of students is determined at the time of enrollment. Determination of residency is made in accordance with Kansas Statutes 71-406. A copy of these statutes is available in the Registrar's Office or the Learning Commons.

State Residency
A student must be a resident of Kansas for six (6) consecutive months prior to **the first day of the term** in order to qualify for in-state tuition. In order to prove their residency, students will need to fill out the Affidavit of Residency form and provide three (3) of the following items.
- Receipt for purchase of Kansas license tags dated at least 6 months prior to **the first day of the term**.
- Receipt for payment of Kansas property taxes dated at least 6 months prior **the first day of the term**.
- Employment verification or payroll check stubs from a Kansas employer or college attendance at an accredited Kansas Community College commencing six (6) months prior to **the first day of the term** in the fall, spring and summer semester.
- Copy of voter registration in the State of Kansas dated six (6) months prior to **the first day of the term**.
- Copy of Kansas driver's license dated at least six (6) months prior to **the first day of the term**.
- Utility Receipt and/or rent receipts continuously for the prior six (6) months; or Verification from a Kansas resident that the above named student has resided with her/him/them for six (6) months prior to **the first day of the term**.

Wyandotte County Residency
Students must provide a valid Driver's License or State I.D. card with a current address AND one other original item from the list below to change residency from out-of-county to in-county. The student's name, address and a current date must be printed on each item. The two items must demonstrate that the student lived in a Wyandotte County address for at least 30 days before the beginning of the start of the 16-week session. Residency adjustments will not be considered after the 20th Day.

   Required: Valid Driver's License, or State I.D. card or TVDL (Temporary Visitor Driver's License) with current address AND
   One of the following:
- Current lease (signed copy)
- Utility bills (electric, water, refuse, telephone land/cell, cable or gas) dated within a 30-day period.
- Insurance billing statement with address listed
- Current vehicle registration
- Current property tax bill
- Paycheck stub with address listed (dated within a 30-day period).

Course Location Offerings

KCKCC offers a variety of course types. Please be aware of each as you register for courses.

- Online courses, generally, do not meet in a classroom and are available 24/7 in the college learning management system. However depending upon the content and instructor, students may be required periodic face-to-face testing, labs, or performance purposes. Please contact the appropriate division or instructor for this information.
- Web-enhanced courses meet on campus in a traditional timeframe, of which certain elements are available within the learning management system.
- Blended courses combine elements of both face to face courses and online courses. Students meet periodically in the Blended course model and complete a wide variety of task and assignments in the online environment.
- There may be additional fees depending upon the course and section.

Online Course Information

All course at Kansas City Kansas Community College may use the College's learning management system (LMS) at the discretion of the course instructor. The LMS may be used to post grades, provide documents, submit assignment, work collaboratively with other students, and may other activities. Face to face courses my also use some of these tools with no reduction of classroom time. Please be aware that some computer usage may be required for any and all courses you take in college.

For students taking online course carefully considered the following information before enrolling. It is true that online courses allow students flexibility. While you can access your class at a time that works with your schedule, classes are generally not self-paced and have specific deadlines. No matter where you go or what time of day you wish to view course material, your class content is available 24/7. This is a wonderful advantage for those with full time jobs, families, transportation problems, or special needs. However advantageous online courses appear to be, please consider the following:

- Online courses require time management skills. The student must log in regularly (3 or more times per week) and be prepared to read a great deal of information. Expect to spend 6 or more hours weekly on each online course, depending on the length of the course.
- Most online courses at KCKCC are not self-paced; they have definite start and stop dates, with assignments due weekly and by a specified deadline.
- Students are expected to spend time reading, on internal and external websites, taking exams, submitting assignments, and posting discussion comments.
- Occasionally, problems with technology may impair these activities. When problems occur, it is important to quickly contact the technical support staff. Generally, problems can be solved quickly so that course deadlines can be met.
- Successful online students are typically highly motivated, disciplined, and persistent. Students must have consistent and reliable Internet access. KCKCC provides open labs for students wishing to work on campus.

Basic Requirements

- Keyboard/typing skills
- Use mouse efficiently
- Cut/copy and paste
- Save documents on desktop or in a file
- Upload and download files
- Use search engines
- Download and install plug-ins (if necessary) and software
- Print a web page

Computer Requirements

- Personal computer or administrative access to computer
- Computer labs available on KCKCC campuses
- Internet access or Internet Service Provider
- Web Browser supported by the Online Course System (Blackboard)
- All students should be able to access campus email and Office 365.

- Pop-up blocker and Security programs must allow access to the following websites:
  http://www.kckcc.edu
  http://myclass.kckcc.edu
  http://tegrity.kckcc.edu

Minimum Recommendations
- Internet Service Provider: DSL or Cable preferred
- Web Browser such as Chrome, Internet Explorer or Firefox
- Adobe Reader. Many instructors utilize PDF files to deliver information. Visit http://www.adobe.com for the latest version
- Many classes, but not all, require the use of a word processor, such as MS Word, Wordpad, or OpenOffice Writer. Most instructors require documents written with these programs to be submitted in DOC, DOCX, or PDF formats.

Computer & Browser Recommendations
The following briefly describe the minimum technical aspects needed to run the browsers that are supported by Blackboard. Tablet devices are not fully compatible for all aspects of the learning management system and therefore are not recommended for use as the sole device for accessing course content. Please refer to these *Computer and Browser Recommendations* from Blackboard for full details.

Browser Configurations
- Blackboard requires the use of session cookies, Javascript, and Flash Player plug in. Some tools require Java Runtime Environment (JRE) from Oracle enabled as a browser plugin. These features should be enabled in your browser.
- Pop-Ups enabled
- Ajax enabled
- JavaScript enabled http://www.java.com, for the latest Java plugin
- Browser plugins installed Flash, http://www.adobe.com
- Media player; Real Player, Quicktime, and/or Windows Media Player

Accessibility Information
The college, learning management system, Blackboard was developed in accordance to Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and Section 508 standards.