

# ENROLLMENT PROCEDURES

ECC operates under the Open Door Admission Policy of the Illinois Community College Act. Once admitted to the college, students may enroll in any course as long as individual course prerequisites, placement procedures, and/or developmental admission requirements are met and space for effective instruction is available. Neither a high school diploma nor ACT or SAT scores are required for admission to the college. The college reserves the right to cancel courses which do not meet minimum enrollment standards or due to unforeseen circumstances.

Below are links to offices that will assist you in the enrollment process and a list of common topics or services each provides. You can also stop by First Stop in Building A, A100 for assistance.

## Academic & Transfer Advising Services

### Advising & Transfer Advising

- Academic Advising/Transfer Assistance
- Educational Success & Career Advising

## Admissions

### Admissions Information

- College Admission (including programs with special requirements) – How to Apply

## Health Profession Admissions

### Health Professions Application

## Honors Program

### Honors Program Information

- ECC Honors Courses/Honors Program

## Registration

### Registration Procedures

- Academic Load
- Attendance Procedures
  - Extended Absence Notification from Dean of Students Office 4.401
  - Extra and Co-Curricular Mandatory Attendance Policy 4.405
- Class Cancellations
- Class Prerequisite
- Course Auditing
- Course Re-Take & Repeatable Courses
- Course Substitution/Waiver
- Pass/No Credit Registration
- Placement Test Appeals
- Schedule Changes
- Standards of Academic Progress 1.102
- Student Waitlist Registration Procedure 4.502
- Withdrawal Procedure
  - Student Initiated
  - Faculty Initiated
  - Withdrawal for Non-Payment

- Administrative Withdrawal
- Withdrawal Policy for Student Called to Active Duty 4.501

## Student Disability Services

### Accommodations and Student Disabilities Services Registration

Student Disabilities Services Registration is required to receive accommodations. Reasonable accommodations are designed to provide equal access to students with disabilities. These are determined on an individual basis; therefore, not all accommodations are appropriate for every student. Accommodations may include, but are not limited to:

- Accessible formats of text and materials\*
- Accessible furniture
- Adaptive computer hardware/software
- Assistive technology devices\*
- Captionists\*
- Extended test time/quiet testing area
- Extensions on assignments
- Flexibility in attendance
- Note-takers/recording devices
- Preferential seating
- Sign language interpreters\*
- Test readers/scribes

\*Please contact the Student Disabilities Services Office at least 6 weeks prior to the start of the semester to give us time to implement.

## Student Records

### Student Records and Transcripts

- Appeal of Final Grade 4.403
- Calculation of Grade Point Average
- Course Substitution/Waiver
- Graduation Requirements
- Standards of Academic Progress 1.102
- Student Academic Records (FERPA) 4.103
- Student Credit for Learning Experiences other than Formal Instruction 1.101
- Student Grades 1.103 – Grades & GPA
- Transcript Evaluation
- Athletics Eligibility Procedure

## Testing

### Testing Services

- Placement Tests
- Placement Testing Workshops
- Types of Testing
- Helpful Testing Links
- Placement Test Appeals 4.404
- Minimum Competencies 1.104 – Minimum Competency Requirements
- Advanced Placement, Testing, CLEP

## **Veterans Services**

### **Veterans Services**

- Designated Veteran Benefits Specialist
- Designated Veteran Coordinator
- Student Veteran-focused services
- Policy on transfer credits
- Frequently Asked Questions