

Admission & Registration

College Entrance Test

Students who are entering college for the first time and enrolling in academic-transfer courses are required to demonstrate proficiency at the college level by taking an assessment test prior to registration or meeting an exemption as outlined below. Beginning August 26, 2014 the TSI Assessment is the entrance test used in the state of Texas. The scores are utilized in advising and placement of students in appropriate course work in accordance with the Texas Success Initiative (TSI). Scores are not used as admission criteria. The assessment tests measure strengths and weaknesses in reading, mathematics, and writing. If test scores indicate a weakness in any or all of the skill areas, the student will complete a skill-building, college-preparatory program. The TSI Assessment test is administered at Frank Phillips College and at other Texas colleges on established dates. Registration forms are available in Student Central or at the main office of any FPC location. Students who are classified as “out-of-state” will have the opportunity to take an assessment test at designated times during registration. A scored writing sample must be included in the writing section of the test in order to determine placement. Certain students may be exempt or waived from provisions of the assessment. Specific exemptions and waivers are listed in the following sections.

Exemptions from Provisions of Assessment Test

For Non-Dual Credit Students

Exemptions

There are several types of TSI exemptions. Some are blanket exemptions which exempt students from TSI requirements in all sections (math, reading, and writing). This includes students with the requisite military service (honorably discharged, retired, or released) or students with an earned associate or baccalaureate degree. Others provide exemption on a section by section basis. This includes students taking ACT/SAT/TAKS/STAAR End-of-Course (EOC) tests and students who have completed college-level courses, such as transfer students. For these exemptions, students may be excused from one, two, or all TSI sections depending on test performance (ACT, SAT, TAKS, STAAR EOC) or the determination of the receiving institution. When qualifying test scores are achieved on more than one test, the reporting institution may choose which scores to report.

Earned degrees: A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.

ACT, SAT, TAKS, STAAR EOC: A student who meets the exemption standards and whose ACT, SAT, TAKS, or STAAR EOC scores are active (have not expired). Appropriate ACT and SAT test scores are valid for exemption purposes for exactly five years from the qualifying test date. Exit Level TAKS scores are valid for exactly five years.

ACT, SAT, TAKS, STAAR EOC exemption standards are:

ACT: For active tests, a composite score of 23 with a minimum of 19 on the English and/or the mathematics tests shall exempt a student for the corresponding sections(s).

SAT: *Scores for TSI purposes must come from either the old SAT (administered prior to March 2016) or the revised SAT (administered March 5, 2016 or later), but not a combination of old SAT*

scores and revised SAT scores.

For active tests administered prior to March 2016, a combined critical reading and mathematics score of 1070 with a minimum of 500 on the critical reading test and/or the mathematics tests shall exempt a student for the corresponding section(s).

For active tests administered March 5, 2016 or later, a minimum evidenced-based reading and writing (EBRW) score of 480 and a minimum math score of 530. A combined score is no longer needed with this new test.

TAKS (Eleventh Grade Exit Level): A minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3 shall exempt a student from the corresponding section(s).

STAAR End-of-Course: A minimum score of 2000 on the English III reading and/or writing test (reading and writing were administered as separate tests through Spring 2013) and/or a minimum score of 4000 on the Algebra II EOC test shall exempt a student from the corresponding section(s).

AP/Dual Credit Grades: A student who has satisfactorily completed college-level coursework in a related field using AP scores or dual-credit grades is exempt from the corresponding section(s). See section on AP credits.

Transfers: a student who transfers to a Texas public institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework is exempt from the corresponding section(s).

Military: A student who on or after August 1, 1990 was honorably discharged, retired, or released from (a) active-duty as a member of the armed forces of the United States or the Texas National Guard or (b) service as a member of a reserve component of the armed forces of the United States.

Waivers

Students may be waived from TSI requirements under the following circumstances:

Non-degree-seeking or non-certificate seeking students may be waived from TSI requirements for the first six hours of credit. Once a student enrolls in the 7th hour of credit, he or she becomes TSI affected. Students who are enrolling in summer courses in between semesters at an out-of-state institution of higher education may be waived from TSI requirements for all summer courses provided they submit a transcript with evidence of enrollment during the previous spring semester. Waivers for non-credential-seeking students must be approved by the Executive Vice President for Academic Affairs or the Director of Enrollment Management.

Certificate programs of one year or less: TSI requirements to not apply to students in Level-One certificate programs.

Military: A student serving on active-duty as a member of the armed forces of the United States or the Texas National Guard; or A student serving as a member of a reserve component of the armed forces of the United States who has been serving for at least the three-year period preceding enrollment.

College-Prep Course: Students are waived if they have taken a college prep course (under TEC, Sec 28.014) that FPC developed with a local ISD or agreed to accept via MOU from another institution. Please contact the Office of Educational Services for more information.

Testing Standards and College-Preparatory Education

Academic degree and transfer students scoring below the state determined level must participate in appropriate preparatory education until all standards are met.

Minimum standards for the TSI Assessment test are:

Mathematics – 350

Reading – 351

Writing – Placement score of at least 340 and an essay score of at least a 4; OR
Placement score of less than 340, and an ABE diagnostic level of at least 4, and
an essay score of at least 5.

A student wishing to withdraw from a mandated preparatory course may be required to withdraw from all college-level courses.

Students seeking certificates are not required to take an academic assessment, but participation in development of skills will be determined by the program director and may include tutoring, coursework, and/or career testing. However, if at any time the student changes enrollment to include seven or more hours in academic courses that require TSI completion, the student will be considered a non-certificate seeking student and will enroll in preparatory courses as required by the Texas Success Initiative (TSI). Students enrolled in both a certificate and a degree program must satisfy the requirements of the degree program.

No student may graduate from an associate degree program without meeting the standards of proficiency on the assessment test (unless exempt) or through completion of the applicable college-preparatory courses. A student may not enroll in any junior- or senior-level course at a Texas public college or university until proficiency is achieved.

Students who enroll in preparatory courses because of below-standard mandated scores must attend class regularly. Failure to meet attendance standards in a mandated course will result in the withdrawal from all courses. For more information on the College-Preparatory Program at FPC refer to the Educational Services section of the *Catalog*.

Application and Certificate of Residence

Prospective students will complete a State of Texas Common Application for Admission to Texas Public Colleges & Universities (www.applytexas.org) and must provide or have on file documentation appropriate to the method of admission as listed below. Failure to disclose all previous institutions of higher education is considered dishonest and may result in the administrative withdrawal of the student with no refunds.

The Admission Information Form includes the oath of residency. To be considered Texas residents, students must clearly establish residence in Texas for the twelve months preceding their enrollment. The student is responsible for registering under the proper residence classification and for providing documentation as required. If there is any question about the right

to classification as a resident of Texas, it is the student's obligation, **prior to the time of enrollment**, to raise the question for official determination by the administrative staff of Frank Phillips College. Students classified as Texas residents must affirm the correctness of that classification as part of the admission procedure. If classification should change, it is the responsibility of the student to notify the Director of Enrollment Management. Failure to notify the institution constitutes a violation of the oath of residency and will result in disciplinary action.

Bacterial Meningitis Vaccination (SB 1107)

The 77th Texas Legislature requires that all public institutions of higher education notify all new students about bacterial meningitis and to obtain confirmation from the students that they received the information. Visit the Texas Higher Education Coordinating Board website, www.thecb.state.tx.us, for additional information.

Who Must Have the Bacterial Meningitis Vaccination?

All new or returning students (not enrolled in the previous fall or spring term) must be vaccinated for bacterial meningitis. Vaccinations must be administered no fewer than 10 days prior to the student's first day of class. **Students will not be permitted to enroll until a full 10 days have passed since the date of the vaccination.**

What Proof is Needed?

- A copy of an immunization record is an acceptable form of proof of vaccination and can be mailed, faxed, e-mailed or hand delivered to the Office of Educational Services, Student Central, or to the director at the off-site locations in Dalhart, Dumas, Hereford, and Perryton. **OR**
- A "Refusal of Immunization for Medical Reasons" signed by a physician who is licensed and registered to practice medicine in the United States which states the physician's opinion that the required vaccination would be injurious to the health and well-being of the student. **OR**
- An approved "Texas Department of State Health Services Conscientious Exemption" signed by the student stating that the student has declined the vaccination for reasons of conscience, including religious belief. For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/> A copy of the form must be submitted to the designated school official at the institution the student will be attending. These documents are valid for 2 years after the signature date of the notary. For the initial filing, the form must be turned into the school within 90 days of being notarized or it is no longer valid. These forms are not transferable and cannot be photocopied as they are specific to the public junior college.

Students Who Are Exempt:

- Any student 22 years of age or older by the first day of the start of the semester.
- Students enrolled only in online courses.
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training.
- A student who is enrolled in a dual- credit course which is taught at a public or private K-12 facility not located on a higher education institution campus.
- A student who is incarcerated in a Texas prison.

Direct Your Questions to the Following Offices:

- The Office of Educational Services at 806-457-4200 ext. 707 or 853.
- Student Central at 806-457-4200 ext. 844, 742, or 787.

Where Should I Send My Proof of Vaccination?

Fax to: 806-457-4225, 806-457-4226 or 806-457-4242 **OR**

E-mail to admissions@fpctx.edu **OR**

Mail to: Frank Phillips College, Attn: Office of Educational Services
PO Box 5118
Borger, TX 79008

Deliver document in person to the Office of Educational Services or Student Central at the Borger campus or the main office at the off-campus locations in Dalhart, Dumas, Hereford, and Perryton.

Methods of Admission

High School Graduation

A graduate of an accredited high school may enter Frank Phillips College. An accredited high school (including high schools designed for home schooling) is one that is recognized by the education agency of the state in which the high school is located.

The student is required to have an official high school transcript forwarded to the Office of Educational Services. Transcripts and testing results or proof of exemption should be sent immediately following the close of the last semester of attendance in high school. Though students may be admitted and advised using unofficial transcripts, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide an official transcript and/or proof of exemption will not be allowed to enroll in subsequent semesters until the official transcript is received, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal account.

Certificate of High School Equivalency

Individuals who have attained passing scores on the GED test, the HiSET exam, or the TASC test are eligible for admission to Frank Phillips College.

The individual is required to submit an official score report or certificate of high school equivalency to the Office of Educational Services. Though students may be admitted and advised using unofficial test scores available through the database, the enrollment is provisional until all official documents are received by the Director of Enrollment Management. Students who fail to provide official reports of scores before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received. Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.

College or University Transfer

- Certificate- and degree-seeking students must submit official transcripts from all institutions of higher education previously attended to the FPC Office of

Educational Services. Transcripts become the property of the college and will not be returned to the student or forwarded to another school.

- Electronic transcripts sent from another institution of higher education to Frank Phillips College must be sent directly to the Admissions Office at admissions@fpctx.edu. Transcripts received by any other office at any location are considered unofficial.
- The transcripts must be evaluated by the Director of Enrollment Management upon receipt at FPC via the completion and approval of the appropriate degree-plan form. In the event that a conditional registration is processed without official transcripts or formal evaluation, the evaluation must be completed prior to the end of the first academic semester or session in which the student is enrolled.
- Transfer students who are not on academic probation or suspension at the institution most recently attended will be admitted in good standing.
- Transfer students who are on academic probation or suspension at the institution most recently attended must meet the criteria for readmission disclosed in the Academic Policies section.
- If a transcript is received that shows academic suspension from the last school attended after the student has completed enrollment at Frank Phillips College, the student will be subject to administrative withdrawal with forfeiture of tuition and fees. Likewise, a student may be administratively withdrawn if a transcript is received that shows testing information contrary to information provided by the student.

Students may be provisionally admitted with unofficial transcripts, but students who fail to provide an official transcript and/or proof of exemption before the end of the first semester of enrollment will not be allowed to enroll in subsequent semesters, nor will official FPC grades and transcripts be released until all required documents are received.

Students should verify the receipt of the official transcripts through document tracking in their Student Portal accounts.

Dual-Credit Enrollment

The dual-credit enrollment program allows high-school students the opportunity to enroll in college courses while still in high school provided they have:

- Achieved the Texas Higher Education Coordinating Board testing standard on STAAR EOC, PLAN, PSAT, ACT, SAT or TSI;
- Been granted permission from the high-school principal or counselor; and
- Been evaluated by the Director of Enrollment Management for admission based on demonstrated ability for the courses in which they seek enrollment.

Certain courses are approved through dual-credit partnerships between the college and local independent school districts for dual-credit high-school and college credit. Dual-credit students enroll in college courses while in high school and earn college credit that the high school will convert to high-school credit for graduation purposes.

To be admitted, dual-credit students must demonstrate college-level proficiency through a standardized test noted above and provide the Office of Educational Services with written approval of the high-school principal or counselor, an official high-school transcript, and state-

mandated test scores or proof of exemption.

HB 505, effective immediately, states the Texas Higher Education Coordinating Board may not limit: 1) The number of dual credit courses or hours in which a student may enroll while in high school; 2) The number of dual credit courses or hours in which a student may enroll each semester or academic year; or 3) The grade levels at which a high school student may be eligible to enroll in a dual credit course.

Dual-credit students must adhere to all college policies and procedures set forth in the *Student Handbook*, including, email, CAMS, rules of plagiarism, concerns and complaints, grade appeals, and disciplinary action and appeals.

Satisfying TSI Requirements for Dual-Credit Courses

A high-school student is eligible to enroll and does not need to demonstrate additional college readiness for Level 1 Certificate coursework.

Eleventh Grade

Eligibility for students to take academic dual-credit courses during their junior year is established if the student receives a minimum scale score of 4000 on English II STAAR EOC; 4000 on Algebra II STAAR EOC; or 4000 on Algebra I STAAR EOC AND a passing grade in the Algebra II course (C or better) as applicable.

PSAT/NMSQT, PLAN, and ACT-Aspire tests can be used to establish eligibility for high school junior to take academic dual credit courses.

PSAT/NMSQT: combine score of 107 and minimum of 50 on the reading and/or math test as applicable.

PLAN: Composite score of 23 with 19 or higher in the English and/or math, as applicable

ACT-Aspire: Score of 435 in English or score of 431 in math, as applicable (composite score not a part of criteria).

Twelfth Grade

A student who enrolls in twelfth grade who earned credit in a dual-credit course in the eleventh grade and demonstrated eligibility in eleventh grade under STAAR EOC.

A twelfth grade student who passed dual credit course(s) in eleventh grade and demonstrated eligibility in eleventh grade under PSAT/NMSQT, PLAN, or Aspire.

A student who is granted a TSI waiver to take dual-credit courses while still in high school based on eligible scores is not exempt from TSI. However, if the student receives an A, B, or C in an applicable dual credit course (reading, writing, and/or math-affected courses), the TSI obligations have been met through coursework, and student enrolling in courses at Frank Phillips College will not have to retest in the applicable section after high-school graduation.

Prospective students, who do not meet one of the methods of admission above for dual-credit, please contact the Director of Dual-Credit at (806) 457-4200, ext. 775.

Special Admission Requirements

In addition to the admission methods listed above, special admission requirements apply to select programs and students as described in the following areas.

Nursing Program

Admission to the vocational nursing program is competitive. Final admission determination and assignment to clinical sites is based on comparative scores on the HESI Entrance Exam. A background verification is required for all students entering the Vocational Nursing Program. The sanction screen, background verification, and drug screen will be performed at the student's expense. The outcome may disqualify a student from continuing in the nursing program. For further information contact the Vocational Nursing Department.

1. Any individual making application to the Frank Phillips College Vocational Nursing Program must have completed high school or have a General Education Development Test Certificate (GED). An official transcript/copy of certificate must be on file in the Office of Admission and Records.
2. Students must meet all the requirements for entrance to the college including taking the college entrance exam and achieve the minimum score set by the college.
3. An official transcript from all colleges attended must be on file in Office of Admission and Records and a copy of all transcripts on file in the Nursing Department.
4. The Texas Board of Nursing now requires students to be Board approved before entering a Nursing program. Therefore, FPC nursing program will require all students to undergo their DPS/FBI criminal fingerprint background check during the Spring/Summer, so results can be obtained **before October 1st**.
5. All Applicants must take the HESI nursing entrance test and achieve the acceptable scores.
6. Two letters of reference must be submitted. Reference letters **should not** be from friends or relatives and **should not** be hand delivered. One letter from a former teacher (college or high school) and the second letter from a former employer or coworker.
7. Upon acceptance applicants shall present evidence of being in good physical and mental health and show proof of a physical examination, dated not more than three months prior to acceptance. (See page 6 of the Nursing Application)
8. Required immunizations must be completed and submitted to the Borger campus nursing office by October 1st.
9. WECM courses with equivalent or greater clock hours may be transferred to Frank Phillips College Nursing Program if a minimum grade of C was obtained.
10. Five (5) prerequisite courses will be required before acceptance into the Nursing portion of the course. These include:
 - Elementary Nutrition
 - General Psychology
 - Medical Terminology
 - Anatomy and Physiology I
 - Anatomy and Physiology II

11. Transfer students will be considered for acceptance to the Frank Phillips College Nursing Program. All courses to be accepted must have a minimum grade of C. The transfer courses must have equivalent or greater clock hours and content compared to FPC course. In addition, the student will be expected to take HESI exams for each course being transferred.

*Students may be granted probationary admission with the understanding that they will have completed all prerequisite courses with a C or higher before beginning the nursing classes. Students who do not earn credit for the prerequisite courses may not be admitted officially into the program.

Athletes

Prior to the first practice for each collegiate year in which they compete, all student athletes participating in NJCAA certified sports must pass a physical examination administered by a qualified health care professional licensed to administer physical examinations. This is an NJCAA rule outlined in Article 5 section 9.

International Students

Frank Phillips College recognizes the educational importance of a continuous international cultural exchange to both the local and world communities. International students receive the same educational opportunities as other Frank Phillips College students. In addition to general application requirements, the college requires that international applicants provide:

- Evidence of satisfactory completion of appropriate secondary education.
- Complete academic records, including official secondary and post-secondary transcripts, indicating an average of a B or above. **All transcripts must be translated into English.**
- Evidence of English Language Proficiency on TOEFL or IELTS. The minimum total score on TOEFL is 70. The minimum overall band score on IELTS is 6.0.
- An affidavit of financial support that includes the source of support and bears the official seal of the verifying bank.

Once admitted, international students must:

- Reside in campus housing.
- Post \$10,694 bond one month prior to the first class day and an additional \$10,694 one-month prior to the beginning of the second year of study.
- Enroll in a minimum of 12 credit hours each semester and show satisfactory academic progress towards completion of a program of study at Frank Phillips College.
- Provide evidence of personal health insurance.
- Maintain the same academic and attendance standards as other students.
- Cooperate with all school personnel.

Questions concerning the admission of international students should be directed to the Director of Counseling, Testing, and Career Services at (806) 457-4200, ext. 777. Extensive information concerning international admissions can be found on the College's web site, www.fpctx.edu, under the Student tab.