



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

FB-1 Admission Criteria

APPROVED: June 21, 1985 **REVISED:** September 27, 2023
Year of last review: 2023
AUTHORIZING BOARD POLICY: FB

Classification: Administrative
Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Office of Admissions and Registration

OBJECTIVE: To establish the criteria and process for admission to El Paso Community College (EPCC).

PROCEDURE:

I. Background

Student may be admitted to EPCC for participation in a credit hour curriculum based on the following requirements. No admissions requirements exist for the non-credit Continuing Education (CE) Program, although individual CE courses may have certain prerequisites for enrollment.

Admission to EPCC does not qualify or imply eligibility for financial aid or admission into specific programs, which include additional criteria (e.g., ranking, background checks).

II. General Requirements

A. Application for Admission

1. A completed Admissions Application must be submitted before admission. Applications completed by a third party on behalf of the applicant will not be accepted unless it has the applicant's original signature.
2. Former students who have not enrolled in academic courses for more than two full semesters (fall and spring) must reapply for admission.
3. The completed application file, with supporting transcripts and documents, constitutes the basis upon which eligibility for registration is determined. All questions on the application must be fully answered.
4. Admission is invalid if granted based on incorrect information or omitted facts, which, if known, would have caused the applicant to be classified incorrectly.
5. A nonrefundable application fee is charged to International F-1 students.
6. Effective January 2012, a Bacterial Meningitis Vaccination is required for all entering students under the age of 22. The term entering student includes new students to EPCC, transfer students from other colleges or universities, and returning EPCC students who have taken the most recent long semester off from college.
7. All students will be assigned an EPCC Student ID number and EPCC email.

B. Transcripts

1. Applicants who have never attended college or university must have an official high school or an official GED or its equivalent score report sent directly from the testing agency to the Admission and Registration Office. Students who have attended a college or university are considered transfer students and must have official transcripts sent directly from all colleges/universities attended to the Admissions and Registration Office.

2. Under EPCC's open-door policy, individuals may be admitted to the College and allowed to register for classes during the first semester pending the receipt of the official transcript/score report.
3. High School and College level transcripts from foreign countries must be evaluated by a foreign credentialing evaluation agency and be sent directly from the agency to the Admissions and Registration Office. Evaluations for college transcripts must be course by course. A list of acceptable agencies is available from www.naces.org/members.html.
4. Official high school, GED, score reports or college/university transcripts should be sent to:

EPCC Admissions and Registration Office
P.O. Box 20500
El Paso, Texas 79998

III. Mode of Admission

A. High School Graduates

An applicant shall be eligible for admission upon graduation from any accredited public high school, private school, or homeschool.

B. High School Equivalency

An applicant may be admitted based on successful completion of one of the following exams: GED (General Education Development), HiSet (High School Equivalency Test), or TASC (Testing Assessing Secondary Completion).

C. Individual Approval

An applicant who has not graduated from high school and received a high school equivalency exam may still be admitted to EPCC. Individuals seeking this mode of admission must complete an admission application, a student petition form certifying that they are over 18 years of age or that their graduation class has graduated, and meet college placement requirements for writing, reading, and mathematics.

D. Early Admission/High School Concurrent (Dual Credit Program)

A student who has not graduated from high school and has successfully met Texas Success Initiative requirements may, upon the recommendation of the high school principal and approval of the Executive Director of Admissions and Registration, be admitted to the College (see College Procedure GH-2 *High School Dual Credit Program Requirements*). Students must meet college requirements for writing, reading, and/or mathematics, may not enroll in any developmental level course, and will not be eligible for financial aid benefits.

Early Admission applicants must complete the following requirements:

1. Submit an *Early Admission Form*, signed by both the parent or guardian and the high school principal indicating which specific courses the student can take at EPCC and the student's current high school course load.
2. Submit a current high school transcript showing all courses completed at the high school level. Private and home school applicants must also submit a copy of the remaining curriculum required for high school graduation.
3. The applicant must submit an Admissions Application.

E. Transfer Student

1. Applicants who have previously attended other colleges and/or universities shall be admitted as transfer students.

2. Students admitted under this status must submit official transcripts from all colleges and/or universities attended.
3. Official transcripts or evaluations of foreign transcripts must have a course-by-course evaluation by a credential evaluation agency, and be sent directly from the agency to EPCC. A list of acceptable NACES agencies is available at: www.naces.org/members.html.
4. If a student does not have college-level coursework in math, reading, and/or writing, they will be required to take a placement test in the appropriate area.

F. Tech Prep

Students who have taken vocational courses in high school for which college credit may be given may be admitted to EPCC at a more advanced level. To be considered for a higher-level admission, the individual must:

1. Complete an Application for Admission.
2. Request that an official transcript be sent from the high school directly to the EPCC Admissions and Registration Office.
3. Complete the Request for Award of Nontraditional Credit form with the Admissions and Registration Office.
4. Meet college placement requirements for writing, reading, and mathematics.
5. Declare an AAS/Certification Degree.
6. Attend a New Student Orientation and meet with an academic counselor or advisor to register for classes required to complete a Tech Prep Associate of Applied Sciences Degree.

IV. Prohibition on the Use of Incentive Pay in Admission and/or Recruitment

In accordance with Section 487(a)(20) of the HEA and FSA regulations at 34 CFR 668.14(b)(2), El Paso Community College does not provide any commission, bonus or other incentive payment based on any part, directly or indirectly, upon success in securing enrollments or the award of financial aid to any person or entity who is engaged in any student recruitment or admission activity. EPCC refrains from high-pressure recruitment tactics.

V. Readmission of Service Members

EPCC is obligated to readmit any service members who cannot attend school because of military service with the same academic status they had when they were last in school or were accepted into the school. If a student must withdraw from EPCC due to their military service, they should inform the Office of Admissions and Registration before withdrawing to be informed on the withdrawal process and the required process for readmission. While a student who must withdraw due to their military obligation may be required to submit a new application to be readmitted to the college, they will be readmitted at the same academic status they had when last enrolled.

VI. Records Retention and Maintenance

Admissions materials submitted to the District become the property of the District and shall not be returned to the student. The admissions file is a permanent record of the student's educational record.