

# Admission Information Form

Richland Community College | One College Park | Decatur, Illinois 62521 | 217.875.7211, ext. 267 | richland.edu



Today's Date \_\_\_\_\_ Admission Year \_\_\_\_\_  Fall  Spring  Summer

Social Security Number \_\_\_\_\_ Richland ID (if known) \_\_\_\_\_

Legal Name \_\_\_\_\_  
Last First Middle

Former Last Names \_\_\_\_\_

Address \_\_\_\_\_  
Number Street Apt # City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Have you ever taken an ACT or SAT test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you ever taken a credit course at Richland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If "Yes," indicate the last semester of attendance _____ Year _____
How many online courses do you plan to enroll in?	All <input type="checkbox"/>	Some <input type="checkbox"/>	None <input type="checkbox"/>

## Residency Documentation

All students are required to answer the following questions:

1. Have you resided within the Richland Community College District for more than 30 days? Yes  No   
If you answered "NO" to the above question, briefly specify the reason for your move \_\_\_\_\_
2. Are you a federal job corps worker stationed in the Richland District? Yes  No
3. Are you a member of the armed services stationed in the Richland District? Yes  No
4. Are you currently enrolled at Millikin University? Yes  No
5. Are you an international student? Yes  No

## Community College Residence District

- 1. Resident of Richland Community College District 537
- 2. Resident of another Illinois community college district
- 3. Resident of another state

## High School Graduation Status

- 1. I graduated \_\_\_\_\_(Yr.)
- 2. I withdrew from high school \_\_\_\_\_(Yr.)
- 3. I never attended high school
- 4. I received my GED certificate \_\_\_\_\_(Yr.)
- 5. I am still in high school but will graduate \_\_\_\_\_(Yr.)

Did you attend the Decatur Area Technical Academy? Yes  No

Were you a Tech Prep student in high school? Yes  No

High School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

## List all other colleges attended

Name	City	State	Year attended	Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

<p>The following information will be used for statistical purposes only:</p> <p>Date of Birth _____</p> <p>Sex <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you Hispanic or Latino (or of Spanish origin?) <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Are you from <u>one or more</u> of the following racial groups? (Select all that apply) (IPEDS)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 1. American Indian or Alaska Native</li><li><input type="checkbox"/> 2. Asian</li><li><input type="checkbox"/> 3. Black or African American</li><li><input type="checkbox"/> 4. Native Hawaiian or other Pacific Islander</li><li><input type="checkbox"/> 5. White</li><li><input type="checkbox"/> 6. Prefer not to respond</li></ul>	<p>Are you in the United States on a Visa–Nonresident Alien?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Country of Origin _____</p> <p>Is English your native language?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, what is your native language? _____</p>
---	---	--

## Student Classification

- 01. Freshman - earned fewer than 30 semester hours of college credit
- 02. Sophomore - earned at least 30 semester hours of college credit
- 03. Unclassified - not enrolled in a program of study
- 04. Special Student - junior standing in a college or degree program

## High School Student Only

- Enrolled through "Early Admissions" for college credit ("Credit in Escrow") and/or dual credit
- Enrolled through "Special Admissions" for high school credit only

## Current Objective

The student has the responsibility to know and fulfill all degree/certificate academic requirements and graduation procedures. The advisor's role is to assist the student in making decisions. (Check the box next to the one statement that most nearly indicates your goal in attending Richland Community College. Then from the subject areas listed under that goal statement, choose your major field of study from the list of Programs and Codes.

Select only one:

- Complete a certificate  
Program of Study (provide 4-digit code from next page): \_\_\_\_\_ Concentration \_\_\_\_\_
- Complete an Associate's Transfer degree  
Program of Study (provide 4-digit code from next page): \_\_\_\_\_ Concentration \_\_\_\_\_
- Complete an Associate in Applied Science  
Program of Study (provide 4-digit code from next page): \_\_\_\_\_ Concentration \_\_\_\_\_
- Complete one or several courses - not pursuing a degree  
\*\*Note: To receive financial aid, you must be seeking a degree or certificate.
  - Help my community 0045
  - Prepare for college courses 0049
  - Improve my health, safety, and environment 0046
  - Improve my home 0051
  - Improve my family circumstance 0048
  - Improve my intellectual and cultural awareness 0047
  - Improve myself 0052

## Enrollment Intent

Please select the one objective that most clearly indicates your objective in attending Richland Community College.

- 1. Course work for transfer to another college
- 2. Improve skills needed in present job
- 3. Prepare for a future job
- 4. Prepare for a high school diploma equivalency test
- 5. Personal interest/self-development
- 6. Other or unknown

## Employment Status

- 1. Employed 30 hours a week or more
- 2. Employed 16-29 hours a week
- 3. Employed 15 hours a week or less
- 4. Homemaker
- 5. Unemployed (or Retired)

## Who or what encouraged you to attend Richland?

- Friend
- Parent
- Teacher
- Advertisement
- High School Counselor
- Need class for degree
- Class schedule
- Other \_\_\_\_\_

## Check any advertising you saw, heard, or read about Richland's classes.

- Radio Ad
- Direct Mail
- College Fair
- TV Ad
- College Rep.
- None
- Newspaper Ad
- School Presentation
- Other \_\_\_\_\_

To avoid out-of-district charges, student must provide proof of residency documentation: photo ID (for example: driver's license or state ID, or district high school ID) or approved documentation. I understand that official transcripts from all previous schools attended must be submitted as part of the admission process. I certify that all of the information on my Admission Information Form is correct and complete. If not, I am subject to dismissal from the College and am responsible for any unpaid tuition and fees.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Office Use Only:

Type of ID to Verify:  DL  Voter's Card  Other Staff Initials: \_\_\_\_\_

## Programs and Codes

**Associate Degrees for Transfer: Associate in Arts (AA - 0001), Associate in Science (AS - 0002), Associate in Engineering Science (AES - 0003), Associate in Fine Arts (AFA - 0004), Associate in Arts in Teaching (AAT - Secondary Education Mathematics - 0006)**

ACCT	Accounting	ELED	Elementary Education	JOUR	Journalism	PSYC	Psychology
AFAM	African American Studies	ENGI	Engineering	MATH	Mathematics	SEED	Secondary Education
AGRI	Agriculture	ENGL	English	MUSI	Music	SOCIO	Sociology
ANTH	Anthropology	FORL	Foreign Language	PHIL	Philosophy	SOC5	Social Science
ART	Art	FREN	French	PHYS	Physics	SPAN	Spanish
BIOL	Biology	GENS	General Science	POLS	Political Science	SPED	Special Education
BUS	Business	GSTU	General Studies	PDEN	Pre Dentistry	SPCH	Speech and Drama
CHEM	Chemistry	HIST	History	PFOR	Pre Forestry	TED	Teacher Education
COMS	Computer Science	HUMN	Humanities	PMED	Pre Medicine	UNDE	Undecided
EASC	Earth Science	IBUS	International Business	PVET	Pre Vet		
ECON	Economics						

### Associate in Applied Science (AAS) - Occupational Degrees

0040	Accounting		(Engineering Technology cont'd.)				(Office Technology-Administrative Assistant cont'd.)
2063	AgriBusiness		EMRS Machine Repair Specialty				045D Office Technology - Medical Office
0071	Automotive Technology		EMET Manufacturing Engineering Technology Specialty				OTCO Coding
038C	Business		EMSS Mechanical Systems Specialty				OTGE Medical General Office
	BBAK Banking	0017	Fire Science				OTTR Transcription
	BMRK Marketing	0122	Graphic Arts		2125		Paraprofessional Education
	BMNG Management	058A	Heating, Ventilation, Air-Conditioning, & Refrigeration		0080		Power Generation - Nuclear
0020	Criminal Justice	0108	Horticulture		050B		Radiography
0028	Criminal Justice Corrections		HFLO Floriculture		0056		Surgical Technology
2200	Culinary Arts		HORT Ornamental		0032		Welding Technology
0113	Drafting and Design Engineering (CAD)	0121	Hospitality Management				WIES Industrial & Equipment Specialty
0011	Early Childhood Education	0111	Information Technology –				WCPS Construction & Pipe Specialty
2071	Emergency Medical Services		Desktop Support Technician				
3000	Engineering Technology	2076	Information Technology –				
	EBIF Biofuels		Network Technology				
	EBIP Bioprocess Operator	0098	Information Technology -				
	ECNC CNC Technology		Programmer/Analyst				
	EESS Electrical Systems Specialty	0050	Nursing				
	EFMS Facilities Maintenance Specialty	0044	Office Technology - Administrative Assistant				
	EFPS Fluid Power Systems Specialty		OTAC Accounting				
	EISS Instrumentation Systems Specialty		OTGO General Office				
			OTLO Legal Office				

### Occupational Certificates

#### Advanced Certificates (more than 30 hours)

035A	Accounting Specialist	019A	Emergency Telecommunications Specialist	045C	Medical Office Specialist
035B	Advanced Accounting	038H	Entrepreneur	011K	Network Specialist
044E	Advanced Accounting Office Specialist	017A	Fire Science Technology Specialist	044H	Office Assistant
300N	BioFuels Technician	300E	Fluid Power Systems	0019	Patrol Officer
300M	BioProcess Operator	300F	Instrumentation	032B	Pipefitting & Pipe Welding
044C	Business Office Specialist	044F	Legal Office Specialist	0079	Power Generation - Nuclear
300C	CNC Technology	300G	Machine Repair	050A	Practical Nursing
019B	Correctional Officer	038G	Management Specialist	011G	Programming Specialist
220A	Culinary Management	300H	Manufacturing Engineering	0069	Senior Automotive Repair Technician
011H	Desktop Support Specialist		Technology	0030	Welding
0112	Drafting & Design	038I	Marketing		
300D	Electrical Systems	300I	Mechanical Systems		

#### Certificates (30 hours or less)

011A	A+ Prep	2072	Emergency Medical Technology - Intermediate	011B	Network Administrator
044D	Accounting Office Clerk	2073	Emergency Medical Technology - Basic	0053	Nurse Assistant
0114	AutoCAD	019C	Emergency Telecommunications Specialist	011R	Object-Oriented Programming
071A	Automotive Service Specialist	017B	Fire Company Officer	012B	Operations Management
071B	Automotive Performance Specialist	017E	Fireground Commander	019F	Patrol Officer
071C	Automotive Brake, Steering, and Suspension Specialist	017D	Fire Inspector	2074	Pharmacy Technician
071D	Automotive HVAC Specialist	017C	Fire Technician	0078	Power Generation-Nuclear
071E	Automotive Engine Rebuilder	108A	Floral Design	019E	Probation and Parole Officer
071F	Automotive Transmission and Driveline Specialist	220D	Food Preparation	011P	Project + Prep
		012C	Food Service Management	044G	Receptionist
		2122	Graphic Arts	058D	Refrigeration
220C	Baking and Pastry	108B	Greenhouse	058C	Residential HVAC
038J	Banking	012A	Hospitality Management	011N	Security + Prep
035C	Basic Accounting	300B	Industrial Maintenance	011U	Systems Programming
300L	BioFuel Control Systems Technician	1108C	Landscape & Turf	011S	Web Programming
011B	Cisco Network Admin (CCNA) Prep	011Q	Linux + Prep		
220B	Chef's Assistant	045B	Medical Coding		
300A	CNC Operator	045A	Medical Transcription		
058B	Commercial HVAC	011T	Microsoft Certified Systems Administrator		
011M	Computer Literacy		Microsoft Office Specialist Prep		
019D	Correctional Officer	011F	Multimedia Specialty		
2123	Desktop Publishing Specialty	2124	Net + Prep		
0009	Early Childhood Education	011C			

# Richland Admission Policies and Procedures

## Admission to the College

Richland Community College is open to all people who

1. Have graduated from high school, or
2. Have received a High School Equivalency Certificate based on the GED test, or
3. Have been home schooled and meet the “ability to benefit” as determined through a test recognized by the U.S. Department of Education, or
4. Meet criteria under Admission of High School and “Gifted” High School Students.

## Admission of High School Students and “Gifted” Current High School Students

High school students may also attend courses at Richland for credit toward either a high school diploma or a college degree and should use the “Admission Information Form—High School.” Eligibility for enrollment as a high school student is decided as follows:

1. The student is a high school junior or senior.
2. The student’s high school principal submits a letter stating that the student is a junior or senior, is taking the course(s) for high school, college, or dual credit, and has the principal’s approval.
3. A high school transcript is submitted to Richland from the high school directly.
4. Final approval for enrollment is then determined by Richland. College or dual credit for classes taken by high school students will be held in “the bank” until completion of high school (as verified by an official high school transcript).

“Gifted students” (students with exceptionally high academic ability as determined by the students’ school and the College) who are below sixteen years of age may also take courses at Richland with the approval of the student’s principal and the College.

Gifted students should follow the application procedures previously listed for the admission of high school students.

## Admission to a Program or Courses

Admission to the College is not the same as admission to a program of study and/or courses. Admission to a program or courses is based upon previous education, experience, and levels of achievement. For specific admission criteria, see the Richland Catalog.

## Admission to a Program of Study

Each program of study (for example, Welding, Horticulture, Associate in Arts or Science) has specific requirements for admission. These requirements are based on the student’s previous education, work experience, and levels of achievement. (See “Programs of Study” in the Richland Catalog for a complete list of prerequisites for each program.)

Information that may be used in admission to a program includes:

1. A transcript of the student’s high school and college records. The student should request a transcript from the school(s) to be sent to Student Records Office at Richland. High school seniors applying for admission should also include a list of courses in progress. Transcripts of individuals who do not enroll at Richland will be kept on file for two years after receipt.
2. Test scores. Richland generally uses the American College Testing (ACT).
3. Application and personal interview, including related experiences since leaving high school or college.

Students may be provisionally admitted to a program even if they fail to meet some requirements. Students provisionally admitted may be required to enroll in developmental courses, take a reduced load, complete further testing, and/or receive career counseling. Similar procedures may also be applied to students enrolling in individual courses only.

## Admission to Health Professions Programs

A separate application is required for admission to any of the Health Professions programs.

## Minimum Subject Admission Requirements for Transfer Programs

The Illinois Board of Higher Education has established minimum subject requirements for baccalaureate degree programs.

These subject requirements, which will be in addition to the admissions requirements and procedures currently in place at Richland, became effective in the 1993 Fall semester.

Students entering a transfer program with subject deficiencies will be admitted provisionally and will be required to make up these deficiencies by graduation.

The minimum subject requirements are listed below:

Units	Subjects
4	English (emphasizing written and oral communications and literature)
3	Social studies (emphasizing history and government)
3	Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
3	Science (laboratory sciences)
2	Foreign language, music, art, or voc. ed.

For further information, please contact your high school counselor or the Director of Admissions and Recruitment at Richland Community College.

## Academic Dishonesty

A student who cheats, plagiarizes, or furnishes false, misleading information to the College is subject to disciplinary actions up to and including failure of a class or suspension/expulsion from the College.

## Nondiscrimination Policy

Richland Community College subscribes to the principles and laws of the State of Illinois and the Federal Government pertaining to civil rights and equal opportunity, including applicable Executive Orders.

Richland Community College policy prohibits discrimination on the basis of race, color, religion, sex, marital or parental status, national origin or ancestry, age, mental and/or physical disabilities (except where they are bona fide occupational qualifications), sexual orientation, gender identity, military or veteran status, or other legally protected characteristics or conduct.

The College’s non-discrimination policy applies to the admission and retention of students; recruitment, employment, and retention of faculty and staff; and access to and treatment in the College’s programs and activities. Complaints alleging violations of this policy should be immediately reported to the Equal Employment Opportunity Commission (EEOC) Officer, as designated by the President. Complaints reported to the EEOC Officer shall be resolved within the College grievance resolution process.