

# Richland Community College

## Admission Information Form



One College Park - Decatur, IL 62521 - (217) 875-7211, Ext. 267

Today's Date \_\_\_\_\_

--	--	--

Social Security Number

--	--

--	--	--	--

--	--	--	--	--	--

RCC I.D. (if known)

Admission Term:

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

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

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

Address: \_\_\_\_\_  
Street
City
State
Zip
County

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

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

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

Have you ever taken an ACT or SAT test?  Yes  No

Have you ever taken a credit course at RCC?  Yes  No

If "Yes", indicate the last semester of attendance \_\_\_\_\_ Yr. \_\_\_\_\_

Are you in the United States on a Visa-Nonresident Alien?  Yes, in the United States on a Visa: Country of Origin \_\_\_\_\_  
 No, not in the United States on a Visa

Is English your native language?  Yes  No If No, what is your native language? \_\_\_\_\_

### 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 \_\_\_\_\_

The following information will be used for statistical purposes only:

Date of Birth \_\_\_\_\_

Sex  Male  Female

Veteran  Yes  No

Are you Hispanic or Latino (or of Spanish origin?)  
 Yes  No

Are you from one or more of the following racial groups? (Select all that apply.) (IPEDS)

- 1. American Indian or Alaska Native
- 2. Asian
- 3. Black or African American
- 4. Native Hawaiian or other Pacific Islander
- 5. White
- 6. Prefer not to respond

Please identify your primary racial/ethnic group. (Select one.) (ICCB)

- 1. American Indian or Alaska Native
- 2. Asian
- 3. Black or African American
- 4. Hispanic/Latino
- 5. Native Hawaiian or other Pacific Islander
- 6. White
- 7. Prefer not to respond

### List all other colleges attended.

Name	City	State	Year attended	College Graduation Status
_____	_____	_____	_____	<input type="checkbox"/> 1. Certificate <input type="checkbox"/> 6. Doctoral
_____	_____	_____	_____	<input type="checkbox"/> 2. Associate <input type="checkbox"/> 7. Other
_____	_____	_____	_____	<input type="checkbox"/> 3. Bachelor's <input type="checkbox"/> 8. None
_____	_____	_____	_____	<input type="checkbox"/> 4. Master's
_____	_____	_____	_____	<input type="checkbox"/> 5. First Professional

Students enrolling at RCC are expected to submit all transcripts. High school and college transcripts must be sent directly to Richland's Office of Student Records from the appropriate schools. Transcripts must be received no later than your first semester at RCC.

### Student Classification

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

---

## DEGREES / CERTIFICATES

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.

**(Select only one goal from choices 1-5.)**

### Part 1: Major Field of Study / Program Goal

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** insert.

1. My goal is to earn an **Associate in Arts (AA), Associate in Science (AS), Associate in Engineering Science (AES), or Associate in Fine Arts (AFA)** degree so that I can transfer to a senior college or university. At Richland Community College I will concentrate my studies in (please select the code number and name from the Programs and Codes listing).

CODE NUMBER \_\_\_\_\_ PROGRAM NAME \_\_\_\_\_

2. My goal is to earn an **Associate in Applied Science (AAS) (occupational)** degree so that I can begin (or continue) my career. I will major in (please select the code number and name from the Programs and Codes listing).

CODE NUMBER \_\_\_\_\_ PROGRAM NAME \_\_\_\_\_

3. My goal is to earn an **Occupational Certificate**, which requires fewer credit hours than an Associate in Applied Science Degree. I will major in (please select the code number and name from the Programs and Codes listing).

CODE NUMBER \_\_\_\_\_ PROGRAM NAME \_\_\_\_\_

4. My goal is to earn an **Associate in Liberal Studies** degree (a flexible program of study for students not planning to transfer to a senior college or university).

CODE NUMBER 0054 PROGRAM NAME Associate in Liberal Studies

## STUDIES FOR PERSONAL INTEREST / DEVELOPMENT

**Not leading to a Degree or Certificate and not Financial Aid eligible.**

5. My goal is to take one or more **General Studies** courses for personal interest or personal development. (Please check only one).

0045  Help my community

0049  Prepare for college courses

0046  Improve my health, safety, and environment

0051  Improve my home

0048  Improve family circumstance

0047  Improve my intellectual and cultural awareness

0052  Improve myself

## Part 2: Enrollment Objective (Intent)

Please select the one statement 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?

- |  |  |
|--|--|
| <input type="checkbox"/> Friend        | <input type="checkbox"/> High School Counselor |
| <input type="checkbox"/> Parent        | <input type="checkbox"/> Need class for degree |
| <input type="checkbox"/> Teacher       | <input type="checkbox"/> Class Schedule        |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Other _____           |

---

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

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Radio Ad     | <input type="checkbox"/> TV Ad        | <input type="checkbox"/> Newspaper Ad        |
| <input type="checkbox"/> Direct Mail  | <input type="checkbox"/> College Rep. | <input type="checkbox"/> School Presentation |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> None         | <input type="checkbox"/> Other _____         |
- 

*(Form continued on back page)*

### Student Services available for RCC students include

Career counseling  
Career interest inventories  
Personal counseling  
Academic advisement  
Support for adult students  
Support for students in academic difficulty  
Services for students who have documented disabilities  
Job search assistance  
Study skills assessments  
Clubs and Organizations  
Financial Aid  
Veterans' Benefits

### Student Records offers

Transcript evaluations  
Graduation audits



# 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 RCC [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 RCC [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.

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 \_\_\_\_\_

Type of I.D. used to verify \_\_\_\_\_

Staff Initials \_\_\_\_\_