



GOODWIN COLLEGE PROCEDURE

TITLE:	Enrollment of Foundational Students
---------------	--

INTRODUCTION STATEMENT:

Goodwin strongly believes that all people should be afforded the opportunity to pursue a college education. To support this, the College maintains an open door admission policy, which results in having an entering student body with a wide range of college preparedness levels. In order to ensure that students are enrolled in courses based on their skill level, all students are given a placement exam. Those students whose scores indicate that they are not yet ready for college level work are placed into pre-collegiate, foundational courses.

While students are generally enrolled into a program based on interest or having met selective admission requirements the College groups all students who need to complete foundational coursework into the AS General Studies program in order to better track progress and provide centralized advising and services. The following procedure outlines enrollment procedures for those foundational students.

AREAS OF RESPONSIBILITY:

Admission Officer – ensure that applicants complete the placement exam if they do not have a transferable English and/or math or an Associate's degree.

Applicant Advisor – use placement scores to determine whether the student needs to take any foundational courses and indicate program enrollment for all applicants in Sonisweb.

Foundational Academic Advisor – provide all typical advising assistance to students (course selection, service referrals, etc) in addition to:

- Ensuring that no more than 15 collegiate credits are taken before completion of foundational coursework
- Monitoring that foundational courses may be repeated only once without departmental permission
- Monitoring that under no circumstance will a student be permitted to attempt a foundation course more than three times
- Monitoring that foundational students can complete all foundational work within 30 credits (10 courses)
- Assisting students with program changes in the semester of their final foundational course

PROCEDURE DETAILS:

Admissions Officer

- During Admissions Process
 - Review student's previous college work to determine if there is a transferable English and/or math or if the applicant has successfully completed an Associate's degree.
 - Ensure that all students that lack a transferable English and/or math or an Associate's degree take the placement examination before going to an Applicant Advisor for course selection.

Applicant Advisor

- First Visit with the Foundational Student
 - Enter the applicant's placement scores into Sonisweb under 'Tests: Additional'
 - Review the applicant's placement scores and use the Placement Guide to select the appropriate courses
 - Indicate which courses the applicant will need to complete on the preliminary plan of study
- Second Visit with the Foundational Student
 - Register the applicant in Sonisweb for courses based on the those selected on the plan of study
 - Enter in *Associate in Science General Studies* for all of the following fields:
 - Application Page:
 - 'Program Accepted' and 'Accepted Degree'
 - Biographic Page:
 - 'Field of Study' and 'Department' fields

- Enter the student's program of interest or intended major once foundational coursework is completed on the Majors Page in Sonisweb
- Assign a foundational academic advisor to each student taking a foundational course
 - Students whose intended major is health science are assigned to a general studies foundational academic advisor
 - Students whose intended major is in business, criminal justice, homeland security, human services, education, management and leadership, manufacturing or public safety and security are assigned to a SSBE foundational academic advisor

Foundational Academic Advisor

- Advise Foundational Students with Course Selection and:
 - Monitor foundational student course selection to ensure that no more than 15 collegiate credits are completed prior to completion of foundational courses
 - Monitor that foundational courses may be repeated only once without departmental permission
 - Monitor that under no circumstance will a student be permitted to attempt a foundation course more than three times (Exception: MATH 095 may not be attempted more than two times)
 - Monitor that foundational students can complete all foundational work within 30 credits (10 courses)
- Enroll Foundational Students in Program of Choice
 - Each semester assist those foundational students that are currently enrolled in their final foundational course with completing program change forms with the Registrar's Office to ensure that the students can move into their program of choice the following semester

DEFINITIONS:

Foundational student – a student enrolled in even ONE foundational course (courses with numbers beginning with '0')

Transferable English – college level composition with a grade of 'C' or better

Transferable math – college level math course with a grade of 'C' or better and a competency level at intermediate algebra or higher

HISTORY:

Created 01-08-13

Updated 04-03-14

Reviewed February 2016

RESPONSIBLE OFFICE:	Academics / Registrar
REVIEW DATE:	Annually

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.