

<b>Number:</b> 1.28	<b>Policy/Operational Procedure Name:</b> ACA Registration Rule
<b>Sponsor:</b> Gabby McCutchen, Dean and Department Head Student Engagement and Transitions	<b>Custodian:</b> First-Year Experience
<b>Effective Date(s):</b> May 2017 (for Fall 2017 Enrollment)	<b>Next Review Date:</b> 2018-2019
<b>Location:</b> <a href="https://www.durhamtech.edu/policiesprocedures/ACA122registrationrule.htm">https://www.durhamtech.edu/policiesprocedures/ACA122registrationrule.htm</a>	<b>Citation:</b> <a href="#">Durham Tech's Strategic Theme: Champion learning, success, completion, and transfer (Goals 1-3); NCCCS Performance Measure E: Year One Progress</a>

<p><b>Policy Statement</b> NA</p> <p><b>Procedure</b> The ACA 122 course is designed as the college's First-Year Experience course, intended to deliberately engage students in their first semester of enrollment and support them through that term as they transition into the college. It is a graduation requirement for all Durham Tech Associate degrees.</p> <p>The course is required for all university transfer students enrolled in the following degree programs: Associate in Arts, Associate in Fine Arts, Associate in Engineering, and Associate in Science. These students must enroll in ACA 122 at Durham Tech unless they have transfer credit for ACA 122 from another North Carolina community college.</p> <p>The course is also required for all health technology, career and technical education, and public safety services students enrolled in Associate in Applied Science degree programs and students in the Associate in General Education degree program. These students must enroll in ACA 122 at Durham Tech unless they meet one of two waiver criteria:</p> <ol style="list-style-type: none"> <li>1. They have transfer credit for ACA 122 from another North Carolina community college</li> <li>2. They have transfer credit for 12 or more college credits at the point of entry into their associate degree program (either at the point of entry into Durham Tech or after a change of program)</li> </ol> <p>To encourage students to register for ACA 122 in their initial term (and in any future terms if they do not receive completion credit for ACA 122), we use a registration rule in Colleague and the following procedures:</p> <ol style="list-style-type: none"> <li>1. Transcript evaluators place a non-course equivalency (NC) credit on the records of entering AAS and AGE program students who have twelve or more college credits earned, waiving them from the ACA 122 registration rule.</li> <li>2. Transcript evaluators award transfer credit (TR) to students transferring in credit ACA 122 from another NC community college; these students are also waived from the registration rule.</li> <li>3. Degree program students without NC credit (AAS and AGE students only) or TR credit (any degree-seeking student) receive a message in Self-Service and WebAdvisor when they register stating that they must also register for ACA 122. Self-Service and WebAdvisor will not allow students to register for a schedule that does not include ACA 122.</li> </ol> <p>Exceptions to the registration rule:</p> <ul style="list-style-type: none"> <li>▪ In extraordinary circumstances, the Chief Academic Officer may waive the ACA 122 requirement for individual students.</li> <li>▪ Students who place into the lower levels of EFL courses are advised to delay registration for ACA 122 until they reach the EFL 074 and 094 levels.</li> <li>▪ Students who place into a non-credit reading/writing course or into DRE 096 on the NCDAP are advised to delay registration for ACA 122 until they successfully complete DRE 096.</li> <li>▪ In-service professionals in Public Safety programs (specifically, Criminal Justice, Fire Protection, Emergency Management, and Emergency Medical Science) who have passed state or national licensing/credentialing/certification exams and are entering degree programs in their same fields are exempted</li> </ul>
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from the registration rule. Transcript evaluators will also award NC credit for ACA 122 upon confirmation of previous certification from the Program Director.

**Purpose/Definitions**

**Registration Rule** – A rule programmed in Colleague that requires a particular action tied to a student’s enrollment (e.g., requiring a student to register for ACA 122 in their first semester of enrollment or until they receive credit on their record for the course)