ADVISING STUDENTS WITH OR WITHOUT PLACEMENT TEST SCORES

With Scores: Students who have taken the placement test should have a statement relating their scores on the placement test and the course into which they placed. Under no circumstance should an advisor waive a developmental ENG, RED or MAT course. Students who refuse to register for their developmental courses should be directed to a discipline chair, a program director or the deans. Only they are authorized to make an exception.

If the student has taken the placement tests but has failed to bring the statement of placement, you can find the placement test scores in Colleague. Look in TSUM for the individual scores. To see additional tests that are not shown on the screen, click on the scroll button next to the tests to scroll up and down.

Without Scores: Visiting Students probably have not taken the placement tests. In these cases we look for one of the following:

  i) Transcripts showing that pre-requisites have been completed. If a student states that (s)he had a transcript sent to the school but does not have a copy with them, ask if they are able to access that transcript on line: often they are able to.

  ii) An un-official SAT score report of 500 in the Written portion AND 500 in the Critical Reading for placement into ENG 111; a score of 500 in the quantitative portion for placement into MAT 151 or MAT 161/161A or MAT 171/171A.

  iii) An un-official ACT score report of 20 in the verbal portion for placement into ENG 111 and/or 20 in the quantitative portion for placement into MAT 161/161A or MAT 171/171A.

Visiting students who have no documentation for meeting the pre-requisites may be sent to the discipline chairs or the deans for screening. The placement tests are given every week, including during pool advising. Find the times that the test is being administered and advise the student to be tested for placement.

Students with no documentation may register only for classes that have no prerequisites. That list of courses is short: ACA 122; CIS 110; all PED classes; and the lowest developmental classes, ENG 070, MAT 050, and RED 070. CIS 110 and PED count as elective credit toward the AA or the AS degrees.