

ADMISSIONS OFFICE

Contact Information

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The Admissions Office coordinates all processes involved with admission to the college. It provides a variety of services including application processing, admitting, and communication management. The office also engages in the recruitment of all domestic traditional, transfer, and nontraditional students by developing marketing materials, coordinating campus visitation programs, telecounseling, and participating in various outreach activities. The office participates in the development of new student markets and coordinates the New Student Orientation program.

Applying for Admission

Students may apply to Lewis-Clark State College by filling out an online or paper application from the Admission website: www.lcsc.edu/admissions (<http://www.lcsc.edu/admissions>).

Application Deadlines: Fall semester: August 8.; Spring semester: January 8.

LCSC provides opportunities for post-secondary school education and training to all qualified applicants in a variety of degree and non-degree programs. When applying for admission, applicants generally fall into one of the following admission categories: Academic Degree-Seeking, Career & Technical Education Degree-Seeking, Returning, Non-Degree-Seeking, Dual Credit, International and Institute of Intensive English. When all of an applicant's credentials have been received, the applicant's admission file will be reviewed based on the admission standards of one of these categories.

When applying for admission, students are required to complete the residency section of the application form. Based on the information provided, a residency status (either resident, Asotin County, or non-resident) is determined. Students who disagree with the residency status they have been given, can appeal via completion of the Idaho Residency Determination Worksheet form, which is available from the Registrar and Records Office or online at www.lcsc.edu/registrar (<http://www.lcsc.edu/registrar>).

Transfer Student Additional Information

EVALUATION OF TRANSFER CREDITS

For complete transfer policies and processes, visit <http://www.lcsc.edu/admissions/transfer-information/>

Transfer credit evaluation is typically completed approximately 14 business days after the student is admitted.

Upon admission to Lewis-Clark State College and receipt of the applicant's official transcripts, college level courses completed at any United States post-secondary institution accredited by an agency recognized by the State Board of Education (SBOE) will normally be accepted. Credit for courses graded with all passing letter grades including P (passing), S (satisfactory), and D- will be accepted toward the satisfaction of degree and credential requirements (Transfer courses graded with a D- will be entered as grades of D for calculation purposes since LCSC does not have a grade of D-). Transfer credit is not limited to those courses that precisely parallel courses offered at LCSC. Credit is usually granted for all courses which reasonably correspond to one of the various programs offered by the college. The Registrar and Records Office evaluates applicant transcripts to determine which courses transfer to LCSC as General Education Core only. Transfer credits, which may apply toward an intended major, will be evaluated by the student's faculty advisor.

Students are responsible for meeting the individual requirements of their chosen major. STUDENTS SHOULD VISIT WITH THEIR ADVISOR AS SOON AS POSSIBLE TO BEGIN THE EVALUATION PROCESS. Also, students may view their Transfer Equivalency Report on WarriorWeb: warriorweb.lcsc.edu (<http://warriorweb.lcsc.edu>). Credit is not accepted for courses evaluated as developmental. Transfer credits are not included in the computation of a student's GPA at Lewis-Clark State College, but will be used to compute graduation honors. Please visit <http://www.lcsc.edu/admissions/transfer-information/> for more transfer student information including course equivalency guides showing how courses will transfer from select accredited colleges and universities. Transcripts are legal documents, and as such, once received they become the property of the college and cannot be copied, returned or forwarded. Transfer equivalency reports are subject to change.

Idaho College Admission Core Standards (for graduating high school seniors)

English

Eight credits minimum requirement. Required for both Academic and Career & Technical Education programs.

Composition and literature.

Math

Six credits minimum requirement. Eight credits strongly recommended. Four of the required credits must be taken in 10th, 11th, and 12th grade. Career & Technical Education students must complete four credits with six credits recommended.

Applied Math I or Algebra I, Geometry or Applied Math II or III; and Algebra II. other math courses may include Probability, Discrete Math, Calculus, Statistics Trigonometry and Analytic Geometry.

Social Science

Five credits minimum requirement. Not required for Career & Technical Education students.

American Government (state and local), U.S. History, World History, Economics, Sociology, Psychology and Geography.

Natural Science

Six credits minimum requirement. Career & Technical Education students must complete four credits with six credits recommended.

Anatomy, Biology, Chemistry, Earth Science, Geology, Physiology, Physical Science, Physics and Zoology. Selected applied science courses may count for up to 2 credits. Must have lab science experience in at least two credits.

Humanities/Foreign Language

Two credits minimum requirement. Not required for Career & Technical Education students.

Literature, History, Philosophy, Fine Arts, Foreign Language, and interdisciplinary humanities. History courses beyond those required for state high school graduation may be counted toward this category. Foreign Language is strongly recommended.

College Preparatory Work

Three credits minimum requirements. Not required for Career & Technical Education students.

Speech or debate (no more than one credit). Studio/Performing Arts (art, dance, drama, and music). Additional Foreign Language. State Division of Career & Technical Education -approved classes (no more than two credits) in Agricultural science and technology, business and office education, health occupations, education, family and consumer sciences education, occupational family and consumer sciences education, technology education, marketing education, trade, industrial, and technical education, and individualized occupational training.

NOTE: A high school credit may only be counted in one category.

State Department of Education has reviewed and approved specific coursework for college entrance requirements.

Outreach Activities

Students are recruited from high schools and community colleges in Idaho, Oregon, Washington, Montana, Nevada, and Alaska. Staff members also represent the college at a variety of community-based events and regional businesses.

Campus Visitations

The Admissions Office coordinates campus visitations for prospective students. A visitation may include a campus tour, meeting with a faculty advisor, attending a class, staying overnight in the residence halls, participating in campus events, and meeting with an enrollment advisor. Special visitations are also available for larger groups of students with common interests or objectives. Students are encouraged to schedule a visitation at least two weeks in advance and during the academic school year.

Warrior Discovery Day

High school juniors and seniors can personally experience LCSC by participating in our preview event, Warrior Discovery Day. This program allows students to experience life on campus by meeting current students and faculty advisors and checking out campus activities available to them. Discovery Day includes large group activities, an information session for parents, lunch, and a tour of campus and residence halls. Free transportation is available to students who live in North Idaho/Spokane and Southern Idaho.

Student Shadows

Prospective students interested in Career and Technical Education programs in the Technical & Industrial Division (www.lcsc.edu/ti (<http://www.lcsc.edu/ti>)) are encouraged to schedule a student shadow. The shadow provides students the opportunity to see firsthand what the programs have to offer. Students will tour their program(s) of choice and meet with current students and faculty.

New Student Orientation

New Student Orientation is a required program for all new degree-seeking students. The activities are designed to help students understand class attendance policies, federal financial aid, and federal consumer information disclosures.

Academic Degree-Seeking Applicants

Freshman - Full Admission (under 21 years of age)

Applicants with less than 14 transferable semester credits after high school and under 21 years of age are required to demonstrate the following:

1. Proof of high school graduation from an accredited high school¹ with at least a 2.0 cumulative GPA, and
2. A minimum ACT composite of 17 or SAT combined score (critical reading & math) of 690 or RSAT combined score (evidence-based reading and writing and math) of 780, and
3. Official college/university transcripts (when applicable), and
4. Successful completion of the established Idaho college Admission core standards set by the Idaho State Board of Education (see Idaho College Admission Core Standards (<http://www.lcsc.edu/admissions/applying-to-lcsc/freshman-students/idaho-college-core-standards>))

Students who are pre-admitted under the Idaho State Board of Education's Direct Admission initiative will not be denied admission but will be required to submit an application, high school transcript, and test scores.

¹ Lewis-Clark State College requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If we receive a high school diploma only, or a diploma of questionable validity, we will ask the applicant to provide official high school transcripts, and/or other documentation proving the authenticity of high school graduation. If the requested documentation is not provided, admission will be denied.

Freshman - Full Admission (21 years and over)

Applicants with less than 14 transferable semester credits after high school and 21 years of age and over are required to demonstrate the following:

1. Proof of high school graduation from an accredited high school¹ with at least a 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable)

Applicants who are at least 21 years of age are not required to submit test scores for admission. However, they are strongly encouraged to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.

Freshman - Conditional Admission

If an applicant does not qualify for regular admission, he/she may be considered for conditional admission based on the following criteria:

1. Proof of high school graduation with less than a 2.0 cumulative GPA or completion of a GED with less than a 500 (50 or above if tested prior to 2012), and
2. Official college/university transcripts (when applicable), and
3. A minimum ACT composite of 14 or SAT combined score (critical reading & math) of 560 (if under the age of 21); or RSAT combined score (evidence-based reading and writing and math) of 620

If admitted with conditional standing, the student is subject to the institutional academic standing policies; excepting that the student with conditional standing may change to regular admission status upon satisfactory completion of 14 baccalaureate-level credits (12 credits of which must be in general education requirements at LCSC) while maintaining a 2.0 GPA. Regular admission status must be attained within three registration periods or the student will be moved to non-degree seeking status, limited to 11 credits and not be eligible for financial aid; subject to Petition Committee appeal procedures.

Home School or Non-Accredited High School Graduates

Students who graduate from non-accredited secondary schools or home schools are admitted under conditional admission and are required to demonstrate the following:

1. Transcript:
 - Home school transcript or a description of educational background including subjects studied and date of graduation with at least a 2.0 cumulative GPA; or
 - Non-accredited high school transcript with at least a 2.0 cumulative GPA; or
 - GED test results with a minimum score of 600 (150 on each of the four modules) beginning in 2014. GED test results with a standard score average of 500 or above on the 2002-2013 test (50 or above if tested prior to 2002).
2. Official transcripts from any secondary school attended prior to or in addition to home schooling with at least a 2.0 cumulative GPA.
3. Official transcripts from each college or university attended with at least a 2.0 cumulative GPA.

4. Academic applicants: Official ACT (composite at least 14) or SAT (combined critical reading and math score of 560) or RSAT (combined evidence-based reading and writing and math score of 620) for academic applicants age 20 and younger. *NOTE: The ACT Writing test is not required. Applicants who are at least 21 years old are not required to submit test scores for admission. However, they are strongly encouraged to take the ALEKS math placement test and Writing Placement Exam for course registration purposes.*
5. Career and Technical applicants: ALEKS math placement, Writing Placement Exam, ACT or SAT test scores. Test scores will be used to determine course placement in math and English composition and program placement. All career and technical applicants must complete the CTE student intake process before being full admitted to a technical program.

Transfer Students

Any applicant who was not in good standing, either academically or through disciplinary processes, at a prior institution may not be admitted. Applicants who were not in good standing will be required to complete a petition to be considered for admission.

Full Admission

Applicants with at least 14 transferable semester credits are required to demonstrate the following:

1. An overall 2.0 cumulative GPA from all college transcripts
2. Applicants who do not meet the GPA requirement will be admitted on probational admission. Students are required to complete the first semester with a 2.0 cumulative GPA or be dismissed from the institution.

NOTE: Transfer equivalencies will be done by the Office of Registrar and Records. Once a student is admitted, it can take up to two weeks for the office to complete the transfer equivalency report.

For complete transfer policies and processes, visit <http://www.lcsc.edu/admissions/transfer-information/>

Career and Technical Degree-Seeking Students

Freshman - Full Admission

Applicants with less than 14 transferable semester credits after high school are required to demonstrate the following:

1. Proof of high school graduation from an accredited high school¹ with at least a 2.0 cumulative GPA, and
2. Official college/university transcripts (when applicable), and
3. ALEKS math placement, Writing Placement Exam, ACT or SAT test scores. Test scores will be used to determine course placement in math, English composition, and program placement, and
4. Successful completion of the established Idaho college admission core standards set by the Idaho State Board of Education (see Idaho College Admission Core Standards (<http://www.lcsc.edu/admissions/applying-to-lcsc/freshman-students/idaho-college-core-standards>))

All career and technical applicants must complete the CTE student intake process before being fully admitted to a technical program. NOTE: Though physical fitness is not a condition of enrollment, various technical programs require strenuous physical performance. Please consult with an advisor to determine whether a program is suitable for your capabilities and overall health.

¹ Lewis-Clark State College requires applicants to provide official documentation in the form of a high school transcript in order to be evaluated for admission. If we receive a high school diploma only, or a diploma of questionable validity, we will ask the applicant to provide official high school transcripts, and/or other documentation proving the authenticity of high school graduation. If the requested documentation is not provided, admission will be denied.

Freshman - Conditional Admission

Career and technical applicants who do not meet all the requirements for regular admission may be admitted to the college on a conditional admission status. Students must successfully complete appropriate remedial, general and/or technical education coursework related to the program for which regular admission status is desired.

Conditional admission will be granted to:

1. Applicants who are missing more than two semesters in any one category of the Idaho College Admission Core Standards, or a total of five or more classes, will be considered on an individual basis, or
2. Applicants with less than a 2.0 cumulative GPA or less than a 50/500 GED will be considered on an individual basis.

If admitted with conditional standing, the student is subject to the institutional academic standing policies described in the conditional admission section under academic degree-seeking applicants.

Career and technical students may be denied admission based on high school transcript grade point average, GED score or completion of the Idaho College Admission Core Standards. (<http://www.lcsc.edu/admissions/applying-to-lcsc/freshman-students/idaho-college-core-standards>)

Transfer Students

Any applicant who was not in good standing, either academically or through disciplinary processes, at a prior institution may not be admitted. Applicants who were not in good standing will be required to complete a petition to be considered for admission.

Full Admission

Applicants with at least 14 transferable semester credits are required to demonstrate the following:

1. An overall 2.0 cumulative GPA from all college transcripts
2. Applicants who do not meet the GPA requirement will be admitted on probational admission. Students are required to complete the first semester with a 2.0 cumulative GPA or be dismissed from the institution.

NOTE: Transfer equivalencies will be done by the Office of Registrar and Records. Once a student is admitted, it can take up to two weeks for the office to complete the transfer equivalency report. Though physical fitness is not a condition of enrollment, various technical programs require strenuous physical performance. Please consult with an advisor to determine whether a program is suitable for your capabilities and overall health.

For complete transfer policies and processes, visit <http://www.lcsc.edu/admissions/transfer-information/>

Returning Students

All students who are returning to LCSC must submit a re-admission application. Upon re-application, the student's residency status will be re-evaluated.

- Students who were eligible to continue at LCSC at the time of departure and have not attended another institution since leaving LCSC will be readmitted with the same admission status they had when they left.
- Students who were eligible to continue at LCSC at the time of departure and have attended another institution since leaving LCSC will have their admission file re-evaluated when all transfer transcripts have been received.
- If an academic or career and technical applicant is admitted with conditional standing, the student is subject to the institutional academic standing policies. For more information, please see conditional admission under the academic degree-seeking or career and technical degree-seeking sections.
- If a student attended another institution after attending LCSC, is now returning and admitted with probational standing, the student is subject to the institutional academic standing policies.
- If the student left LCSC with a status of suspension, the student must complete a reinstatement after suspension form. The form is available on the Registrar and Records website at www.lcsc.edu/registrar (<http://www.lcsc.edu/registrar>).
- Non-degree seeking applicants who left in good standing who wish to return to LCSC as a non-degree seeking student must update their permanent record by submitting a non-degree seeking application (<http://www.lcsc.edu/admissions/applying-to-lcsc>) online. Non-degree seeking students who were suspended from LCSC must fill out a reinstatement after suspension form. The form is available at www.lcsc.edu/registrar (<http://www.lcsc.edu/registrar>).
- Non-degree seeking applicants who would like to return to LCSC as degree-seeking students must complete the admission requirements as prescribed in the academic degree-seeking or career and technical degree-seeking sections.

Tentative Admission

Students who have been admitted tentatively (meaning the Admissions Office is waiting for additional information before granting a final admission decision) have until pre-registration for the next semester to submit the required information. If not submitted, a hold will be placed on their academic record and registration will not be allowed for the next semester. In addition, students will not receive Financial Aid until they are fully admitted.

Non-Degree Seeking Students

Students who do not wish to apply as a degree-seeking student may apply as a non-degree seeking student:

1. Students are limited to enrolling in 11 credits or less each term, up to a maximum of 30 credits.
2. Students are not eligible for financial aid or veteran benefits.
3. Idaho residents age 60 and over can take classes for a reduced fee.

If students are taking courses to fulfill requirements at another school, please check to see if the course you wish to take has a pre-requisite. If it does and that pre-requisite is completed at your current school, LCSC will need an unofficial transcript to allow you to register for the course.

Denied Admission

Admission to the institution may be denied based on one or more of the following criteria:

- Official ACT composite score below 14
- Official SAT combined critical reading and math score below 560

- GED standard score below 600 on 2014 test; 470 on 2002-2013 GED test or 47 on GED test taken prior to 2002
- Cumulative high school GPA below 1.8
- Cumulative transfer GPA (from all institutions attended) below 1.8

Students who have been denied admission have two options:

1. Apply as a non-degree seeking student, take up to 11 credits each term for a maximum of 30 credits, and then re-apply as a degree-seeking students, or
2. Petition to the Director of Admissions

Additional Information for Career and Technical Programs

Students should be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals. While admission to LCSC is required, it does not guarantee entrance into a career and technical (CTE) program. All CTE applicants must complete the student intake process (through Career & Advising Services) before being fully admitted to a technical program. Students who are admitted to CTE programs must go through admission re-evaluation if they decide to switch to an academic program. Contact the Admissions Office for more information.¹

¹ Though physical fitness is not a condition of enrollment, various technical programs require strenuous physical performance. Please consult with an advisor to determine whether a program is suitable for your capabilities and overall health.

Dual Credit Admission

The dual credit program offers students the opportunity to earn both high school and college credit. Students can take courses at their high school (if courses are offered), on campus or online. For more information, call the Dual Credit and Special Projects Office at 208-792-2257 or visit the web at www.lcsc.edu/dual-credit (<http://www.lcsc.edu/dual-credit>).

Retention of Admission Records

If a student has submitted admission documents but never submitted an application, the paperwork will only be kept for six months. If a student submits an application after the six month period, the student will be required to re-submit the additional documents (e.g., transcripts and/or test scores).

Admission Petitions

If the admission standards for full, conditional, or probational admission are not met, applicants who are denied are encouraged to apply as non-degree-seeking students, or attend a community college first, and then enter LCSC as a transfer student. If there are unusual or extraordinary circumstances that prevented an applicant from meeting admission standards, applicants may contact the Director of Admissions at 208-792-2378 for special consideration.

Application Procedures for Nursing, Teacher Education, and Social Work

Applicants for acceptance to the Nursing, Teacher Education, and Social Work programs must first apply as an academic degree-seeking student to the Admissions Office. In addition, they must meet further requirements for acceptance to the respective programs which may include application fees, separate testing requirements, and additional official college transcripts. Special procedures for these programs are outlined in the appropriate program sections of this catalog.

International Students

These admission standards do not apply to international students. Refer to policy 5.303 for international admission information.

New Student Orientation

All newly admitted degree-seeking students, including international students, must participate in New Student Orientation as a condition of admission, regardless of major, campus location, or delivery method (e.g., on-line). Orientation must be completed prior to the first day of classes. Students who do not meet this requirement will not be permitted to enroll as a degree-seeking student in a subsequent term.

Exam Placement Scores

ACT/SAT Exams

Academic degree-seeking students under 21 must take the ACT or SAT prior to admission and enrolling in courses. Career & Technical Education degree-seeking students must take the ALEKS math test and Writing Placement Exam or ACT/SAT prior to admission and enrolling in courses. The test is NOT used to determine admission to LCSC for Career & Technical Education applicants. The results are used during the

educational planning process to determine if the student is prepared for a technical program, and to assist all students in selecting appropriate level courses in which they will be successful.

Successful completion of college-level coursework indicated on official transcripts from previous colleges/universities may exempt a student from submitting test scores. Transfer students who have completed 14 or more college level (100-level or above) semester credits following high school graduation and are transferring English Composition and math, are exempt from submitting test scores. Academic degree-seeking students over age 21 and non-degree-seeking students are not required to submit test scores for admission. However, a placement score (or transfer class in English composition and/or math) is required if enrolling in courses that require English or math placement. Students who are not required to submit test scores for admission purposes but are not transferring English composition and/or math are strongly encouraged to submit standardized achievement and aptitude test scores before attending STAR (Student Advising and Registration).

All test scores must be no more than five years old from the date of course registration. However, test scores within two years from the date of course registration have proven to be a better predictor of course success. Therefore, it is LCSC's recommendation that submitted test scores be no more than two years old from the date of course registration.

LCSC uses the highest sub-scores on both the ACT and SAT when making academic admission and scholarship decisions. In addition, LCSC uses the highest sub-scores on the ACT and SAT in the advisement and course placement of students. Since we use the highest separate scores from different test administrations (e.g. the highest critical reading/evidence-based reading and writing, and mathematics scores from the SAT; the highest English, mathematics, reading, and science reasoning sub-scores from the ACT), students are encouraged to provide LCSC with all results from all administrations of the ACT or SAT.

For details concerning the ACT national testing dates, applicants may contact high school counselors or go to www.act.org (<http://www.act.org>). Applicants who miss the six national test dates offered each year may arrange to attend a special exam held prior to each registration period. Call the Student Counseling Office for dates and fees charged for these special examinations. LCSC does not require the ACT Writing Test.

For details concerning the SAT national testing dates, applicants may contact high school or community college counselors, or go to www.collegeboard.org (<http://www.collegeboard.org>).

Applicants may take the ALEKS math test or Writing Placement Exam at LCSC or at an approved proctor site. Schedule a time to take the test by calling the Testing Center at 208-792-2100. There is a fee associated with each test. Test results should be sent directly to the Admissions Office by e-mailing admissions@lcsc.edu, faxing to 208-792-2876 or uploading the results to the student's 'Be a Warrior' account (<https://beawarrior.lcsc.edu>).

Course Placement Scores

English Composition Placement

ACT-English	SAT-Critical Reading	Writing Placement	AP Exam	RSAT	Take Course #	Course Name
1-17	200-440	1	N/A	200-490	ENGL-101/ENGL-103	College Writing and Workshop
18-24	450-560	2	N/A	500-620	GNBPT-122	Business English
18-24	450-560	2	N/A	500-620	ENGL-101	College Writing
					ENGL-109	College Writing and Research
25-30	570-690	3	3 or 4	630-730	ENGL-102	Research Writing (earn 3 credits for ENGL-101)
31-36	700-800	N/A	5	740-800	Earn 6 credits (ENGL-101 & ENGL-102)	

English composition placement for ESL students:

Students who are non-native speakers of English will be required to take a standardized achievement and aptitude test for English placement unless:

1. They are transferring an English course from a U.S. regionally accredited institution; or
2. They have an ACT English score of 18 or higher, or an SAT Critical Reading score of 450 or higher.

Math Placement

ACT-Math	SAT-Math	ALEKS Test	AP Exam	RSAT	Take Course #	Course Name
1-15	200-380	0-13	N/A	200-420	MTHPT-010	Language of Math
					MATH-015	Arithmetic & Pre-Algebra

16-18	390-460	14-29	N/A	430-500	MATH-023	Basic Algebra for Math as a Liberal Art
					MATH-025	Basic Algebra
					MATH-192	Co-Requisite for MATH-153
					MTHPT-103	Applied Algebra
					MTHPT-120	Pre-Algebra
19-22	470-549	30-59		510-569	MATH-292	Co-Requisite for MATH-157
19-36	470-800	30-100	N/A	510-800	MATH-108	Intermediate Algebra
					MATH-123	Math as a Liberal Art
					MATH-130	Finite Mathematics
					MATH-153	Statistical Reasoning
					MTHPT-130	Math for Business Analysis
					MTHPT-137	Math for Technology
23-36	550-800	46-100	N/A	570-800	MATH-147A	Precalculus Algebra
		61-100			MATH-147B	Pre-Calculus Trigonometry
		46-100			MATH-147	Combined 147A/147B
		46-100			MATH-157	Foundations of Elementary Math
		46-100			MATH-186	Discrete Math
		46-100			MATH-253	Statistical Methods for the Sciences
29-36	660-800	76-100	N/A	690-800	MATH-170	Calculus I
			Calculus AB:3		Earn 4 credits for MATH-170	

• Mathematics Course Flow Chart (<http://www.lcsc.edu/media/4806194/Course-Placement-Chart-17-18.pdf>)

Developmental Placement

Academic students who place into developmental courses (ENGL-103, MATH-015, MATH-023, or MATH-025) will follow a highly structured advising and registration process to facilitate their college success, focused on successful and timely completion of their developmental courses.