

# TSI and Registration Guidelines

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It is the policy of Southwest Texas Junior College to provide equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to employment, admissions, and all programs and activities supported by Southwest Texas Junior College.

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## **TSI Registration Requirements**

I. All students should have Accuplacer or THEA test scores (or approved alternative test scores) before being registered.

A. Exception: Military personal who are serving on active duty as a member of armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. The “SWTJC THEA/Accuplacer Statement” form must be turned into the Registrar’s office if one has not already been provided.

B. Exception: A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or Texas National Guard or served as a member of a reserve component of the armed forces of the United States. (The student must get a copy of their DD214 to the Dean of Admissions for this Exemption.) The “SWTJC THEA/Accuplacer Statement” form must be turned into the Registrar’s office if one had not already been provided.

C. Exception: A non-degree-seeking or non-certificate-seeking student. These students must be approved by the appropriate Dean or Associate Dean and the “SWTJC THEA/ACCUPLACER STATEMENT” form turned into the Registrar’s office.

D. Exception: Any student grandfathered under previous TSI Requirements. Students who accumulated at least three college-level semester hours prior to the fall, 1989. Transfer students must get their transcripts to the Registrar’s office and the transcript must state that they are grandfathered (Texas public schools). The “SWTJC THEA/Accuplacer Statement” form must be turned into the Registrar’s office.

E. Exception: For a period of five years from the date of testing, a student who is tested and performs at or above the following standards:

(1) ACT: composite score of 23 with a minimum of 19 on both the English and the mathematics test.

(2) SAT: a combined verbal and mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests.

F. Exception: TAKS (11<sup>th</sup> grade) for a period of three years from the date of testing who scores 2200 in math and/or 2200 in ELA with a writing subscore of at least 3.

G. Exception: A student who transfers to SWTJC from an accredited private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level course work as determined by SWTJC. The student must have a grade of “C” or better to qualify in the following areas:

#### READING

- (1) Hist 1301, 1302 (U.S. History)
- (2) Engl 2322, 2323 (British Literature)
- (3) Engl 2327, 2328 (American Literature)
- (4) Engl 2332, 2333 (World Literature)
- (5) Psyc 2301 (General Psychology)
- (6) Govt 2301, 2302 or Govt 2305, 2306 (American Government)

#### WRITING

- (1) Engl 1301 (Composition I)
- (2) Engl 1302 (Composition II)

#### Mathematics

- (1) Math 1332 (College Mathematics)
- (2) Math 1314 (College Algebra)
- (3) Math 1316 (Plain Trigonometry)
- (4) Higher level math courses that have the above as prerequisites

II. Students should take developmental courses through the appropriate sequence in the areas of their deficiencies. Sequences are defined as:

Reading 0301, 0302, 0303 or Reading 0101, 0102, 0103 (64 lab contact hours) or combinations of both.

Math 0301, 0302, 0303 or Math 0101, 0102, 0103 (64 lab contact hours) or combinations of both = = = some may have passing scores, but Math 0303 may be recommended (students who have completed Math 0302 or Math 0102 successfully by SS II, 2002 have “Math Completed” on their degree plans for Math)

English 0301, 0302, or English 0101, 0102, (64 lab contact hours) or combination of both.

Exception: Students re-placed by Developmental Faculty or students who re-test and improve their scores.

### III. Placement:

- A. Full-time students (enrolled for twelve or more semester hours) who fail all three sections of the Accuplacer or THEA and placed at Level I (see placement tables) should be enrolled in the appropriate Reading, English, and Math courses during their first regular semester (fall or spring). These students must also register for COLS 0300 unless they already have credit for COLS 0100, Orie 0100 or COLS 0300.
- B. Full-time students who fail all three sections of the THEA/Accuplacer, but who placed at Level II or Level III in one or more sections of the Accuplacer or THEA should enroll in at least two developmental education courses at the appropriate level. These students must also register for COLS 0300 unless they have credit for it or COLS 0100, Orie 0100 or COLS 0300.
- C. Full-time students who fail one or two sections of the Accuplacer or THEA should enroll in the appropriate developmental education course or courses according to the placement table. Students enrolled in two developmental courses must register for COLS 0300 also unless they have credit for COLS 0100, Orie 0100 or COLS 0300.
- D. Part-time students and students enrolled in summer semesters will be required to maintain a reasonable ratio of developmental education classes. (Enrolling in nine semester hours- two developmental courses if needed; enrolling in six semester hours- one developmental course)

IV. Successful completion of the developmental sequences is defined as a grade of A, B, or C in the highest level three semester hour course or 64 hours lab contact course. Some students may transfer in a “D” in a developmental course or have taken a developmental course when SWTJC gave “D’s”. Both are honored as “complete”.

V. Passing scores on the THEA are:      Passing scores on the Accuplacer starting Fall 2007 are:

Reading 230	Reading 78
Math 230 (Prior to Fall 1995, 220)	Math 81
Writing 220	Writing 80 with a writing sample of 5 or 6

Students testing prior to July 23, 2007 need to meet only the requirements prior to July 23, 2007. (See Pre-2007 placement table.)

## Registration Guidelines

- I. Students must confirm their educational objective each semester before registering. Students cannot graduate with a degree plan that is over ten years old.
- II. Level I Certificate majors must take the Accuplacer or THEA before registering and are strongly advised to participate in developmental courses when test scores so indicate, **but are not required to so**. They can register for only the required courses in the Level I Certificate that they meet TSI requirements or they must have an override slip signed by the appropriate instructor. (Block programs - - all or nothing) Level II Certificate majors must meet TSI requirements in order to receive certificate.
- III. Advisors should be sure that students adhere to all TSI requirements published in the current SWTJC Catalog when helping students register. Remember the numbers following R, M, or W indicate the level of developmental achievement the student must have completed.
- IV. Students who have successfully completed the highest level developmental courses (Engl 0302, Math 0303, Read 0303, or Engl 0102, Math 0103, Read 0103) may continue to college level courses relevant to the subject area. The students are TSI complete in that area(s).
- V. Students who did not attempt a section of the Accuplacer or THEA, and thus have a score of "0" must be placed in a developmental course in that area. (Not necessarily the lowest level; talk to the student.)
- VI. Few exceptions to the above guidelines should occur. When necessary to vary from the guidelines, use your professional judgment to do what is best for the student.
- VII. Students in Developmental Courses may register during early registration; however, they must have a "B" or higher as the mid-term grade(MGRP in Colleague) in order to register for the next course in sequence.
- VIII. Some Additional Tools to aid in advising students:
  - Two Plus Two agreements
  - Course equivalency guides
  - College catalogues

“Fields of Study” listed in SWTJC catalogue

Vocational X-Walks (Web page- - Programs- - ^ Faculty to Staff- - Curriculum & Institution- -Whipple Ware- -Technical Cross Walk)

## Nuts and Bolts of Registration Advisement

Additional things to keep in mind when advising students during registration:

+++Undeclared majors--core curriculum is the best advice - - if completed it transfers as core curriculum to state supported institutions.

+++ Students need to be informed that they do not have to be full-time students in order to receive Financial Aid. They must register for at least six semester hours to receive one-half of their financial aid package. (9 sem. hrs. =  $\frac{3}{4}$  of financial aid awarded.)

+++ Help students become aware of the time commitment needed to be successful in their course work. Prior commitments usually affect the number of semester hours a student should register for.

+++ Student semester hour load:

Taking developmental courses- 17 sem. hr. maximum without dean approval.

Not taking developmental courses- 19 sem. hr. maximum without dean approval.

+++ Register students for Ori 0100 who have not taken the course. COLS 0100 or COLS 0300 meets the Orientation requirement.

+++ Some technical programs that give the AAS degree have “leveling” courses listed at the top of the degree plan== notice the courses do not count in semester hours toward the degree. Exceptions: Ori 0100 must be completed without semester hour credit or the student has transferred into SWTJC twelve or more semester hours credit or has completed with passing grade an equivalent course at another institution.

+++ If a student transfers in Govt 2305 and Govt 2306, he has met the Government requirement; if only Govt 2305 or Govt 2306, then he must take Govt 2301 to meet SWTJC graduation requirements.

+++ No-Fault students - - can register without TSI requirements being applied - - must test before registering the next semester.

+++ Non-Degree Seeking - - can register without TSI requirements being applied.

+++ Non-High School graduates or Non-G.E.D. completers- -17 years of age- -must meet TSI requirements.

+++Do not give students “blank” Over-Ride Approval Forms---identify what the over-ride card is for: number in class, prerequisites, etc.---(TSI prerequisites in some technical programs.)

+++Mini-Semesters---In any semester shorter than a six-week summer term, developmental requirements are waived. Students taking developmental courses in a Maymester, do not have to take developmental courses during the 1<sup>st</sup> summer term. However, they have to meet TSI requirements for the courses they enroll in.

+++Students who present passing test scores in any area during the semester may exit the corresponding course with a grade of “P” (must be stated on the drop card, and the card must be sent to the Registrar, Mrs. Diaz).

+++If a student claims to qualify for the American Disability Act, you need to refer them to the ADA person on your campus.

+++Remember that we now “mix and match” test scores. (Example: passed TAKS writing and reading and Accuplacer math.)

+++Cut off scores for placing students in Math 0111 C \_\_\_\_\_. Math 0112 C \_\_\_\_\_, and Math 0113 C \_\_\_\_\_ are as follows:

Math 0111 27-29 (Accuplacer)

Math 0112 60-62 (Accuplacer)

Math 0113 78-80 (Accuplacer)

+++Students in developmental education courses are not allowed to withdraw from those courses until the 12<sup>th</sup> class week. They must remain in one developmental course.

## Southwest Texas Junior College Veterans Course Selection Form

- I. Only Associate of Arts, Associate of Applied Science and Certificate degree plans of Southwest Texas Junior College can be approved for veterans in attendance at Southwest Texas Junior College. The Continuing Education programs approved are Basic Peace Officers Academy and Truck Driving.
  - A. Electives in the Associate of Arts degree plan need to be avoided until the major is decided because specific courses may be required for maximum transferability.
  - B. Students serving on active duty in the U.S. Armed Forces or National Guard for three years prior to enrollment or who have been honorably discharged, retired, or released from active duty on or after August 1, 1990 are exempt from TSI requirements. However, if they have been tested, show deficiency, and wish to enroll in developmental courses, the VA will allow the developmental courses to count toward student enrollment requirements.
  - C. The VA will not pay for Kine 1100, 1110, 2100, or 2110. The veteran needs to turn in their DD214 into the Registrar's Office to receive credit for these courses.
  - D. The VA will not pay for repeated courses with a passing grade of A, B, C or D. (According to UAP questionnaires, this regulation needs to be stressed to the veterans.)
  - E. Students may repeat courses that have a grade of "W" or "F."
  - F. Summer school is considered as an accelerated term by the VA. For less than 6 semester hours, the veteran should consult the VA representative for status.
- II. Be sure all transcripts have been submitted and evaluated before signing VETERANS COURSE SELECTION FORM. If you find an "Academic Transfer Credit" on a degree plan, it must be broken down before completing Veterans Course Selection Form. Contact the Registrar's Office.
- III. Approve only courses on the VETERANS COURSE SELECTION FORM that the VA will pay for so the veteran will know his status. Attach a degree plan showing courses approved.

**Southwest Texas Junior College**  
**Standard of Satisfactory Progress**  
**to Receive Financial Aid**

**STATED POLICY:**

- I. Quantity Standard – must pass 65% of all courses attempted (includes W's, W-P's, W-F's, Q's and I's).
- II. Quality Standard – must have 2.0 GPA on all courses completed (Overall GPA as designated on Degree Plan or Transcript).
- III. Maximum Time Frame Standard – have attempted 150% of credit hours required for degree (is usually 100 semester hours at SWTJC not including developmental classes).
- IV. Students failing to meet any of the above standards are (usually) required to have a counselor or advisor sign a STANDARD OF PROGRESS REINSTATEMENT FORM as part of an appeals process for Financial Aid with the Financial Aid Office.

**FINANCIAL AID PROBATION, PROBATION CONTINUED AND SUSPENSION:**

- I. Probation – student(s) failed to meet the quality or quantity standard (students are sent a letter notifying them of their financial aid standing, but are not required to have a STANDARD OF PROGRESS REINSTATEMENT FORM filled out).
- II. Probation Continued – student(s) met the quality and quantity standard for the semester, but have not met the standards overall (STANDARD OF PROGRESS REINSTATEMENT FORM is usually required only for students who are getting loans as a part of their Financial Aid).
- III. Suspension – student(s) who fall under one of the following categories are not eligible for Financial Aid and are required to have the STANDARD OF PROGRESS REINSTATEMENT FORM filled out:
  - A. Students entering college after being placed on suspension
  - B. Students admitted by SWTJC Admission's Committee
  - C. Students not having attained the Academic Standing Standard
  - D. Students who during the last enrolled semester withdrew from all classes or had all F's
  - E. Students who have attempted 150% of credit hours required for degree
  - F. Students who are on Financial Aid Probation and failed to meet Academic

Standing Standard during last enrolled semester

G. Students who are not in good Academic Standing

### STUDENTS WHO HAVE BEEN AWARDED “FRESH START” STATUS

Students who have been awarded “Fresh Start” status will be a problem for the counselor or advisor. Such students will have “Fresh Start” designated on the degree plan at the top of “Courses Not Used,” but the courses and grades will not be listed. However, Financial Aid uses all courses attempted and grades in determining Financial Aid eligibility. There should be very few of these students.

### DEVELOPMENTAL COURSES, WITHDRAWALS AND REPEATED COURSES

- I. Students who have attempted 30 semester hours of developmental courses will have subsequent developmental courses not counted in course load for Financial Aid purposes (must check degree plan or transcript for number of semester hours of developmental courses taken).
- II. Courses being repeated where the student had an A, B, C, or D will not be counted in course load for Financial Aid purposes (must check degree plan or transcript for repeats). This requirement needs to be stressed to the student according to our UAP questionnaires.
- III. Withdrawals and Q’s count as courses attempted for Financial Aid purposes.
- IV. If you find a Academic Transfer Credit on a degree plan, it must be broken down before completing the Standard of Progress Reinstatement Form. Contact the Registrar’s Office.

### CHANGE OF PROGRAM

A student who fails to meet the maximum time frame standard but who must extend enrollment due to a change in the desired certificate or degree at SWTJC, may, if otherwise eligible, qualify for financial aid. A STANDARD OF PROGRESS REINSTATEMENT FORM is required of the student and an acceptable **2+2 Degree Agreement** form. Acceptable 2+2 Degree Agreement forms are listed below:

Sul Ross State University, Rio Grande College  
 The University of Texas San Antonio  
 Texas A&M International  
 Some Texas A&M University Kingsville (mostly technical agreements)  
 Some Texas A&M University San Antonio (mostly education majors)

The best procedure is to list only courses on the STANDARD OF PROGRESS REINSTATEMENT FORM that financial aid will approve so the student is aware of their financial aid status (1/2 , ¾ or full-time status). Be sure and attach a DEGREE PLAN(students

must be following a specific degree plan) to the STANDARD OF PROGRESS REINSTATEMENT form.

## **Six Course Drop Rule**

### Limitation on Number of Courses that may be dropped under certain circumstances

- I. The Act applies only to first-time freshman beginning the Fall semester 2007 who enroll in a public institution of higher education
- II. The number of dropped courses by a student may not exceed six in their undergraduate career. After an accumulative of six dropped courses, a student must stay enrolled in the courses and receive a grade. (Includes transfer work at another institution of higher education)
- III. This state law applies only to an undergraduate student who drops a course at an institution of higher education and only if:
  - A.) The student was able to drop the course without receiving a grade or incurring an academic penalty; (W, W-P, W-F or Q's)
  - B.) Dual enrollment (high school students) W's do not count;
  - C.) Total withdrawal- W's do not count;

## Online Classes Registration Guidelines

The criteria below for blocking and unblocking online class registration have been implemented in Colleague and are operational.

### 1. New Students

- A. All new students will be blocked from registering in an online class.
- B. A blocked, new student will be manually unblocked after presenting a current Online Readiness Assessment completion certificate to a counselor/advisor who will complete an “Over-Ride Approval Form”. (Question “No” answers.)
- C. New Students should be referred to the “Online Readiness Assessment” available on the SWTJC Home Page under “Current Students”.

### 2. Existing Students

- A. Existing students will be blocked or re-blocked if a grade of “D”, “F”, or “W” was reported in an online class the previous semester.
- B. A blocked, existing student must see a counselor/advisor to discuss the reasons for lack of success in the online class.
- C. After due consideration, the counselor/advisor may choose to unblock the student’s registration in online classes by completing an “Over-Ride Approval” form.

### 3. In meeting degree requirement, only 50% of the degree requirement can be online courses.

## Accuplacer

Beginning **July 23, 2007** the passing score for Accuplacer Math will be 81 or above. Also, only students TSI complete before registering for the Fall Semester will be allowed to do Web Registration. Others must register with an advisor.

<b>Required Developmental Courses</b>	<b>Reading Scores</b>
READ 0301 or 0101	0 – 40
READ 0302 or 0102	41 – 60
READ 0303 or 0103	61 – 77
None	78+

<b>Required Developmental Courses</b>	<b>Writing Scores</b>
ENGL 0301 or 0101	3 or below on writing sample and below 40 on objective section
ENGL 0302 or 0102	4 or 5 on writing sample and 40-79 on objective section
None	5 or 6 writing sample and 80 or more on objective section

<b>Required Developmental Courses</b>	<b>Math Scores</b>
MATH 0301 or 0101	0 – 29
MATH 0302 or 0102	30 – 62
MATH 0303 or 0103	63 – 80
None	81+
MATH 1314	81 - 100

Students are placed in developmental courses based on highest test scores. Students must then complete the specified developmental course sequence or present passing test scores. Students must enroll in at least one developmental course each enrollment period until TSI requirements are met. Successful completion of each developmental course with a grade of A, B, or C allows the student to move to the next course.

Students who present passing test scores in any skills area during the semester may exit the corresponding course with the grade “P” or may continue the course to completion.

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### **Pre-July 23, 2007 Accuplacer Requirements**

<b>Required Developmental Courses</b>	<b>Reading Scores</b>
READ 0301 or 0101	0 – 40
READ 0302 or 0102	41 – 60
READ 0303 or 0103	61 – 77
None	78+

<b>Required Developmental Courses</b>	<b>Writing Scores</b>
ENGL 0301 or 0101	3 or below on writing sample and below 40 on objective section
ENGL 0302 or 0102	4 or 5 on writing sample and 40-79 on objective section
None	5 or 6 writing sample and 80 or more on objective section

<b>Required Developmental Courses</b>	<b>Math Scores</b>
MATH 0301 or 0101	0 – 29
MATH 0302 or 0102	30 – 49
MATH 0303 or 0103	50 – 62
None	63+
MATH 0303 or 0103 (Recommended)	63 - 81

Students are placed in developmental courses based on highest test scores. Students must then complete the specified developmental course sequence or present passing scores. Students must enroll in at least one developmental course each enrollment period until TSI requirements are met. Successful completion of each developmental course with a grade of A, B, or C allows the student to move to the next course.

Students who present passing test scores in any skills area during the semester may exit the

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corresponding course with the grade “P” or may continue the course to completion.

## Texas Higher Education Assessment (THEA)

Required Developmental Courses	Reading Scores
READ 0301 or 0101	0 – 169
READ 0302 or 0102	170 – 199
READ 0303 or 0103	200 – 229
None	230+

Required Developmental Courses	Writing Scores
ENGL 0301 or 0101	0 – 219 & Writing Sample 1,2, or 3
ENGL 0302 or 0102	200 – 219 & Writing Sample 4, 5
PASS	220+ & Writing Sample 5+

Required Developmental Courses	Math Scores
MATH 0301 or 0101	0 – 189
MATH 0302 or 0102	190 – 215
MATH 0303 or 0103	216 – 229
PASS	230+
MATH 0303 or 0103 (Recommended)	230 – 269

## Compass

Required Developmental Courses	Reading Scores
READ 0301 or 0101	0 – 45
READ 0302 or 0102	45 – 60
READ 0303 or 0103	61 – 80
None	81+

Required Developmental Courses	Writing Scores
ENGL 0301 or 0101	3 or below on writing sample and below 30 on objective section
ENGL 0302 or 0102	4 or 5 on writing sample and 30-58 on objective section
None	5 or 6 writing sample and 59 or more on objective section

Required Developmental Courses	Math Scores
MATH 0301 or 0101	0 – 20
MATH 0302 or 0102	21 – 31
MATH 0303 or 0103	32 – 38
None	39+
MATH 0303 or 0103 (Recommended)	40 – 65

## Asset

Required Developmental Courses	Reading Scores
READ 0301 or 0101	0 – 22
READ 0302 or 0102	23 – 34
READ 0303 or 0103	35 – 40
None	41+

Required Developmental Courses	Writing Scores
ENGL 0301 or 0101	3 or below on writing sample and below 23 on objective section
ENGL 0302 or 0102	4 or 5 on writing sample and 23-39 on objective section
None	6 on writing sample and 40 or more on objective section

Required Developmental Courses	Math Scores
MATH 0301 or 0101	0 – 20
MATH 0302 or 0102	21 – 31
MATH 0303 or 0103	32 – 37
None	38+
MATH 0303 or 0103 (Recommended)	39 - 55