



President's Office

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Admissions Policy

1.0 Purpose

To describe the admissions and re-admissions requirements procedures for Humacao Community College.

2.0 Statement

The principal aim of the Admissions Policy of Humacao Community College is to offer admission to students, irrespective of social, racial, religious, financial considerations and sex including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. The Institution maintains appropriate admissions standards, policies, and procedures designed to ensure that all enrolled students have the ability and the opportunity to succeed, both at the College and their chosen career.

3.0 Policy

3.1 General Requirements for Admission:

In order to be admitted to Humacao Community College as a regular student, an applicant must:

- ✓ Possess a valid high school credential (diploma), or equivalent credential.
- ✓ Participate in an Admission Interviews (see details below).
- ✓ Be a U.S. Citizen, legal resident, or otherwise legally eligible to study in the United States.
- ✓ Vaccination Certificate from the Health Department (If less than 21 years old).
- ✓ Complete and submit and Admission Application.
- ✓ Possess a 2.00 academic minimum average on Science and Mathematics Courses to be

admitted in the Sciences and Nursing Science programs.

- ✓ Students who possess a degree in an institution accredited with average of 2.50 or more in the Nursing Program may be considered as candidates for the second or third year of the program once your official transcript is evaluated by the office of the Registrar

3.2 Transfer Admission:

Humacao Community College welcomes applications for admission from students who have studied at other accredited post-secondary education institutions. Transfer applicants are subject to the regular admission requirements of the College.

The College will accept transfer credits from post-secondary institutions accredited by an agency recognized by the U.S. Department of Education, and legitimate foreign institutions as determined by the College. Transfer credits will be granted on a course-by-course basis based upon substantially equivalent course content. No course for which a student received a grade of less than 2.0 ("C" or equivalent) will be accepted for transfer. In all cases, the College reserves the right to validate the student's knowledge through assessment instruments prior to accepting transfer credit on this basis. Students transferred to the Sciences and Nursing Program are required a GPA of 2.0 or over in Sciences and Mathematics courses.

3.3 "Residency" Requirement:

Regardless of how many credits a student may obtain through transfer, work experience and others, each student must earn at least 50% of all credit hours in their selected program "in-residence" at Humacao Community College.

3.4 Required Documentation:

Before starting the courses of study at Humacao Community College, an applicant must provide the following documents (as appropriate to the individual applicant):

- Signed Enrollment Agreement
- Official high school transcript, high school diploma, home-schooling documentation, or GED Certificate (foreign H.S. diplomas must be certified by the P.R. Department of Education);
- Certificate of Immunization (if the applicant is under the age of 21) in compliance with the P.R. School Immunization Law 25 of 1983 (see Immunization policy).

3.5 High School Credential:

All students admitted to a program of study at Humacao Community College must possess a high school diploma or equivalent, as defined in federal regulation 34 CFR 668.32 (including students who were legally and properly home-schooled).

Financial aid applicants must also self-certify their status as a high school graduate or GED holder through the Free Application for Federal Student Aid (FAFSA).

Students with a foreign high school diploma/equivalency will be required to provide a certified Spanish or English translation if necessary, and must also have their documents evaluated for equivalency to coursework taken at a U.S. institution. This evaluation may be performed by a College employee or a third party, most likely the Education Council of Puerto Rico.

3.6 Home-Schooled Students:

Students who received their high school education through home-schooling must submit documentation appropriate under laws of the State in which the home-schooling occurred. Students home-schooled in Puerto Rico must submit:

- evidence competition the equivalent of high school curriculum, &
- an affidavit that the student completed studies by home-schooling.

3.7 Admission Interview:

Each individual interested to be admitted at Humacao Community College will be part of a personal interview or telephone interview with an Admissions Office Official. The purpose of this interview is to assist prospective students to identify the appropriate area of study consistent with their background and interest and provide the adequate information regardless curriculum offerings and services available at the College.

Once a candidate is interviewed by the Admissions Office, he/she could be referred to the Program Coordinator for a complementary counseling related to the program competitions and eventual job placement within the program specification or related fields. After the coordinator makes the assessment, the Admission's Office will be notified and advised to send acceptance or denial letters through email. For programs that require a Negative Certificate of Penal Record (Good Conduct) for a student to be eligible to complete the Practice or Externship or be employed, the candidate will be advised about this requirement and encourage to submit the certificate during the admission process.

A tour of the campus is recommended to prospective students as part of the enrollment process.

The admissions interview and campus tour are coordinated through the Admissions Office.

3.8 Immunization Policy:

Humacao Community College has an Immunization Policy in compliance with the Law 25 of September 25, 1983 amended and also known as the Immunizations and Pre-Schoolers Children and Students Law; and The Higher Education Act.", HEA 485 (a) 1(v).

3.9 Non-Discrimination in Admissions:

Humacao Community College does not discriminate in admission or any other aspect of our programs on the basis of race, religion, ethnicity, sex, age, disability, or national origin.

Applicants with disabilities must be physically able to complete the training program with reasonable accommodations. Further, certain physical and intellectual abilities are bona fide occupational qualifications and thus certain disabilities might disqualify a student from any potential employment.

3.10 Student Readmission:

A student will be considered for re-admission upon receiving clearance from the Admissions, Financial Aid and Registration. A re-admission application fee is required. The candidates for readmission students will possess a 2.00 academic minimum average on Science and Mathematics Courses in Nursing and Sciences Programs.

3.11 Distance Education Programs or Program Courses-Assessment

The Admission's Office will identify the basic skills and areas that need to be addressed for students who want to register in online courses. The office will provide an assessment tool to identify in our new and re-admitted students challenges in their adaptation process of this type of learning modality.

This assessment is focused in three major areas: basic technical skills, access to technology related to distance education environment, and attitudes or competencies necessary in this type of environment. This assessment tool also establishes some inquiries to identify if new students registering in online courses are knowledgeable on some necessary skills such as time management and discipline to self-study. The assessment has a value of 32 points. The following standards has been adopted in order to consider the registration of new students in its online courses:

1. the student responded with "yes" to their first two questions of the assessment tools.
2. the student has at least more than 50% in the scale value of their responses in the assessment tools.

For the registration of new students in online courses, they should have access to basic technology tools described in the first two question of the assessment tools. if the student does not have this access, the institution, in coordination with admissions office, registrar's office, and the dean of academic and students' affairs, will evaluate the viability to provide this type of access to the student.

If the student does not meet the 50% of the assessment tool's scale, the institution, through its admissions office and dean of academic and students' affairs, will provide additional orientation to address the student's deficiencies. This evaluation is administered in addition to the admissions office's orientation and the training plan of orientation for distance education students, which will be provided by the institution for these new students.

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