

REGISTRATION PROCEDURES

Placement Tests

Students planning to enter Nunez Community College should request that their American College Test (ACT) score report be sent to the College. Nunez's ACT code is 1605. Students 25 years of age or older do not have to submit ACT scores.

American College Test (ACT) or Accuplacer Test scores from within the past three years are requested of entering degree- or certificate-seeking freshmen students. The purpose of these tests is to ensure that students are properly placed in English, mathematics, reading, and general education courses. Students whose test scores indicate a need for additional preparation in basic skills will be advised to enroll in appropriate developmental courses to help prepare them to perform successfully in higher-level courses. The Accuplacer will be used only to place students in introductory courses. The College provides testing for students who do not have recent test scores. Prospective students should utilize the placement testing link at <https://www.nunez.edu/admissions/placement-testing> (<https://www.nunez.edu/admissions/placement-testing/>) for more information and to register for the placement test if needed.

Students are allowed to take the Accuplacer three times during a regular semester. After the Accuplacer is taken the first time, students must wait 7 days before re-taking the test. After the second time taking the Accuplacer, students must wait 14 days before re-taking the test. After the third attempt, students must wait until classes of the regular semester are over before starting the testing cycle again. Each testing cycle begins when final grades are submitted at the end of a regular semester. It is recommended that students participate in test preparation or instruction prior to any re-test. In case of extenuating circumstances, a student may request an exception to the above re-test procedures.

Students will not be refused admission because of low test scores. Test scores are used for advising and placement purposes only. However, should the Vice Chancellor for Student Affairs determine that an applicant has not demonstrated the ability to benefit from enrolling in college-level courses, the applicant will be referred to continuing education programs or restricted to enrolling in selected appropriate courses as a non-matriculating student. Also, referrals to appropriate outside agencies will be made to assist the applicant in pursuing his or her goals.

Academic Advising

All students are encouraged to meet with an academic advisor before enrolling in any course. Students should visit the Student Success Center, use the Degreeworks tool on LoLa, or check in with a faculty advisor regularly to ensure that they complete their program in a timely manner. Advisors are faculty and staff who have knowledge of the College's programs, courses, and policies. Academic advisors review test scores, previously-attempted college credit, and students' educational goals to approve specific courses each semester. Visit the LoLa portal to access your Advisor's name & contact information.

Students in Online Classes

Students wishing to enroll in online classes offered by the College must

1. Possess basic computer skills (e.g., creating, opening, saving, copying, and printing files; using email and the internet);

2. Have access to a computer with high speed (DSL/Cable) internet connection other than on campus;
3. Have an active email address;
4. Have access to any software or cloud-based programs required by the course prior to the beginning of the course;
5. Complete online orientation and/ or student canvas training available at www.nunez.edu (<https://catalog.nunez.edu/registration-procedures/www.nunez.edu>) before registration or a beginning class activity;

Auditing Students

Students who do not want to earn college credit may enroll for no credit under audit status during the registration period or, with the approval of the Dean of Academic Affairs or designee, later in the semester. A regularly-enrolled student may audit courses. Others who wish to audit must obtain official admission to the College.

Auditing students will not receive college credit, nor will they be permitted to take advanced-standing examinations or credit examinations on the courses audited. However, courses previously audited may be taken for credit by enrolling in the course. An auditing student is required to attend class and participate in course activities. The same fee schedule applies to audited courses. A student's enrollment status for most forms of financial aid will be based only on the semester hours scheduled for credit, not the hours taken under the audit status.

Concurrent Enrollment

A student who is enrolled at Nunez Community College is required to notify the Registrar whenever he or she enrolls at another college or university during the registration period of the semester or session in which the student is enrolled at both Nunez and another institution. Upon completion of each term of concurrent enrollment, the student is required to have an official transcript from the other institution sent to Nunez for the determination of academic standing. This policy does not apply to students who are officially cross-enrolled under one of the agreements described in the next section.

Cross-Enrollment Agreements

Through formal transfer agreements, Nunez students will be able to register for a limited number of classes at the University of New Orleans (UNO), Southeastern Louisiana University (SLU), Southern University of New Orleans (SUNO), and Delgado Community College (DCC). Students should contact the Registrar of their home campus for information regarding the procedures to be followed under the cross-enrollment agreements. Generally, you cannot take a course at the host institution if it is offered at your home institution during the academic year of your cross-enrollment. Final approval rests with the officials at the host campus. Students from other institutions who wish to cross-enroll for Nunez courses should initiate the process with their home-campus Registrar and submit the signed paperwork to the Registrar's Office at Nunez Community College for approval. Contact the Registrar's Office for more information.

Articulation Agreements

Nunez Community College is a participant in the Louisiana Board of Regents Student Transfer Guide and Articulation Matrices located at <http://regents.la.gov/master-course-articulation/>. On the College website, <http://www.nunez.edu>, students may find information about the Louisiana Transfer degrees, transfer agreements with several regional institutions, links to other colleges, and other resources to help

them track their own progress toward graduation. Information on the transferability of courses may be obtained from Nunez advisors or the website; however, students are encouraged to contact the school to which they plan to transfer for an official evaluation of their transfer credit.

Mobilization/Activation of Reservists and National Guard

The College recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Louisiana National Guard and that these students are subject to unforeseen mobilization/activation in response to local, regional, national, and international emergency situations. The College wishes to minimize the effects of this disruption on the students' academic careers.

If activation/mobilization occurs:

1. During the first 14 days of the semester, the student will be completely withdrawn from all classes with a full refund/cancellation of tuition and refundable fees. No grade will be recorded on the student's permanent record.
2. During the period between the 15th day of the semester and the last day to withdraw, the student will receive a "W" grade for all classes. Tuition and refundable fees will be refunded at 100%.
3. After the last day to withdraw with a "W" grade, the student may:
 - a. Choose to take a "W" in all classes, and receive a full refund, or
 - b. Request an incomplete ("I") grade for some or all courses, and receive a refund of only the prorated amount of tuition and fees for the courses in which a "W" has been received. The student shall have one year after the conclusion of the involuntary term of active duty to make up the work, or
 - c. Request, with the concurrence of the instructors of the affected courses, to receive a final grade based on the work that was completed up to the date of activation/mobilization, or
 - d. Request, with the concurrence of the instructors of the affected courses, to take an early final examination.

To qualify under the provisions of this policy, a student must present official military orders to the Vice Chancellor of Student Affairs. If the time between notification and activation does not allow the student to request consideration under this policy, a parent, or spouse may do so.