PROCEDURE:
6.2.1p1. Learning Support

Revised: *October 16, 2013; November 18, 2014; October 14, 2015; October 19, 2016; October 18, 2017; October 19, 2022*
Last Reviewed: *October 16, 2013; November 18, 2014; October 14, 2015; October 19, 2016; October 18, 2017; October 17,2018; October 16, 2019; October 14, 2020; October 20, 2021; October 19, 2022*
Adopted: *February 20, 2013*

I. PURPOSE
Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

II. RELATED AUTHORITY
State Board Policy 6.2.1. Admissions
TCSG Procedure 6.2.1p. Admissions Requirements

III. APPLICABILITY
This procedure applies to Ogeechee Technical College.

IV. DEFINITIONS
None.

V. ATTACHMENTS
Admission Status Update Form
Referral Form

VI. PROCEDURE
Students who test below the provisional admissions test score requirements for their chosen program of study are required to complete remediation through the Ogeechee Technical College Adult Education Program.

In Banner, the student's admission type will be 'RE' (Referred to Adult Education Services) and the application status will be coded 'R' (Referred to Adult Education) on SAAADMS (See Figure 1).

Figure 1: Screen Shot of SAAADMS

In Banner, the accommodations field on SOATEST is changed to 'ALRM' (Adult Education Referral Made) for the subject(s) which the student needs additional instruction (See Figure 2).

Figure 2: Screen Shot of SOATEST

Next, Admissions staff members complete the Referral Form (Figure 3). On the "Reason for Referral" lines, the subject(s) that the student needs help with will be listed. The student will be instructed to take the Referral Form to the Adult Education office in the Occupational Studies Building.

Figure 3: Referral Form

Adult Education staff members will issue the TABE (Test of Adult Basic Education) and offer specialized instruction. Once students test at a minimum level of 9.0 on the TABE

for the required subject(s), the updated Referral Form will be submitted to the Admissions Office for the student. The form indicates the student is ready for provisional level classes. The readmission fee will not be charged to applicants who were referred to Adult Basic Education and were not initially accepted as credit students at the time they paid the original application fee.

Students are then accepted into their program of choice and registered for 0090 learning support classes as needed for the next available term. COLL 1010 College & Career Success Skills is a co-requisite for students taking their first learning support class.

In Banner the admission type on SAAADMS should reflect provisional status. Appropriate codes are '16' (Provisional/New Applicant) and '26' (Provisional/Readmit) (Figure 4).

Admission Type:	16 ▼ Provisional/New Applicant	Application Status:	D ▼ Decision Made
Student Type:	B ▼ Beginning Student	Application Status Date:	22-JUL-2010
Residence:	I ▼ In-State Resident	Maintained By:	S SYSTEM
Site:	100 ▼ Ogeechee Technical College	Application Decision:	30 Provisional
Full or Part Time:	○Full Time ○Part Time ●None	Application Decision Date:	22-JUL-2010
Outstanding Requirements: ☐		Maintained By:	U USER

Figure 4: Screen Shot of SAAADMS

On SAADCRV the application decision code should reflect provisional acceptance. Appropriate codes are '30' (Provisional) and '31' (Provisional Probation) (Figure 5).

Decision Data

Decision Code ▼	Description	Significant Decision	Institution Acceptance	Applicant Acceptance
30	Provisional	☑	☑	☑

Figure 5: Screen Shot of SAADCRV

On SOATEST, accommodations are verified and/or updated during acceptance. If the student was previously referred to Adult Education the 'ALRM' code will be changed to reflect the appropriate learning support course and level needed (M090, E090, R090). A level code will be entered on SOATEST in the "Instrument" field that can be used to indicate the level of learning support that the student is required to complete (diploma or

degree). The appropriate codes are 'LVL1' for diploma level and 'LVL2' for degree level. (Figure 6).

COM2	COMPASS Writing	020	21-JUL-2010				E090	Learning	LVL2
COM3	COMPASS Math	020	21-JUL-2010				M090	Learning	
COM4	COMPASS Algebra	020	21-JUL-2010				M090	Learning	LVL2

Figure 6: Screen Shot of SOATEST

Diploma level students who are required to take ENGL 0090 or MATH 0090 will take the diploma level math or English course concurrently with the learning support course. Degree level students requiring learning support may be eligible to take their math or English course concurrently. This will be determined during advisement. As students exit a learning support course, a grade of 'A*', 'B*', or 'C*' will be issued by the faculty member in Banner.

Data entry on SOATEST into Banner fields creates a view for advisors to see within Degree Works. This information in addition to notes showing on Degree Works is used during the advisement process. The accommodations column shows the required accommodations and course levels for advisors (Figure 7).

Test Scores				
Test	Description	Date Taken	Score	Accommodations
ASRB	ASSET Reading-B	16-AUG-10	35	,
COM1	COMPASS Reading	21-JUL-10	054	,
COM2	COMPASS Writing	21-JUL-10	020	E090,LVL1
COM3	COMPASS Math	21-JUL-10	020	M090,
COM4	COMPASS Algebra	21-JUL-10	020	M090,LVL2

Figure 7: Screen Shot of Degree Works

If a student does not exit the learning support course, no changes will need to be made in Banner. The student is referred to his or her advisor to add the learning support course into their upcoming registration.

If the student completes the required coursework for regular admission status, the Admissions Office will use the Quickflow "STAT" (Admissions Status Entry) to update and verify student information after final grades for learning support courses are posted in Banner.

The "STAT" Quickflow includes the 5 forms. The first form is SHACRSE, which is used in query mode to verify that a passing/failing grade has been entered for the course. Form two is SOATEST, which must be updated to remove all accommodations and levels. If the student successfully completed the 0090 course(s), a completion score will also be entered on SOATEST to designate Level 1 or Level 2 completion. Form three is SFAREGS, which is used to verify that the student has not been pre-advised into an unneeded learning support course or a course that they are not eligible to take at this time due to their learning support status. SFAREGS is also used to update the general student record admission type from provisional to regular status. Form four is

SGASTDN and this form is used to verify that the admit type is accurate. Form five is SGAADVR, which is used to verify that the correct advisor is assigned to the student.

VII. **RECORD RETENTION**
Learning Support information is maintained in accordance with the TCSG Student Records Retention Schedule.