



629 POLICY – Admission and Enrollment

629.1 Statement of Policy

Redlands Community College is committed to offering an “open-door” admissions policy, enabling anyone to pursue higher education and obtain a degree to advance their academic and professional goals.

The criteria and procedures to be followed in implementing this policy are published in the Procedures section of the Policies and Procedures Manual.

Adopted December 2024



629 PROCEDURE – Admission and Enrollment

629.1:1 Residence Requirements

Resident of Oklahoma - A resident of Oklahoma is one who has lived continuously in Oklahoma for at least 12 months duration and whose domicile is in Oklahoma. A person's domicile is his or her true, fixed, permanent home or habitation. It is the place where the person intends to remain and to which he or she expects to return. A person can have more than one residence, but only one domicile. Domicile has two components—residence and the intention to remain. When these two occur, there is domicile.

Nonresident of Oklahoma - A nonresident of Oklahoma is an individual who has not resided in Oklahoma for the last 12 months and has not established a domicile in Oklahoma; a person whose only purpose to be in Oklahoma is to attend school.

Permanent Resident - An individual who is not a citizen of the United States may become eligible for classification as an Oklahoma resident, provided he or she holds permanent resident status as defined by the Immigration and Naturalization Service, evidenced by the issuance of a green card; he or she also has resided in Oklahoma for at least 12 consecutive months following issuance of the green card.

Burden of Proof - The burden of proof of residence status or domicile shall be upon the applicant. Students filing an appeal for reclassification of his or her status shall do so on the Request for Change in Residence Status form provided by the Registrar's Office.

Armed Forces - Members of the armed forces, along with their spouses and dependent children, who provide evidence that they are full-time active duty in the armed forces stationed in Oklahoma or temporarily present through military orders shall be classified upon receipt of an application of reclassification for in-state status. When members, their spouses, and dependent children are transferred out-of-state, they shall continue to be classified as in-state as long as they remain continuously enrolled.

629.1:2 Criteria for Admission

Resident of Oklahoma - Any resident of Oklahoma who (a) is a graduate of an accredited high school and/or (b) has participated in the American College Testing program or a similarly acceptable battery of tests is eligible for admission to Redlands Community College.



Nonresident of Oklahoma - A nonresident of Oklahoma, in order to be eligible for admission to any institution in the Oklahoma State System of Higher Education, (a) must be a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of his or her home state and (b) must have participated in the American College Testing program or a similarly acceptable battery of tests.

First-Time Entering Students - Students seeking admission to Redlands Community College as a first-time college student must meet the following criteria:

1. Graduate from an accredited high school or have achieved a high school equivalency certificate based on the GED; and
2. Met high school curricular requirements, a total of 15 required units:
 - a. 4 units English (grammar, composition, literature)
 - b. 3 units Lab Science (from biology, chemistry, physics, or any lab science certified by the school district)
 - c. 3 units Mathematics (from algebra, geometry, trigonometry, math analysis, pre-calculus, statistics, calculus, or advanced placement statistics; must have completed geometry and Algebra II)
 - d. 3 units History and Citizenship Skills (including one unit of American History and two additional from history, economics, geography, government or non-western culture)
 - e. 2 additional units from subjects previously listed or from computer science, foreign language, or any Advanced Placement course, psychology, sociology, or any liberal arts and science course taken via concurrent enrollment

In addition to the above requirements, the following subjects are recommended for college preparation, which total 4 recommended units:

- a. 2 additional units: Fine arts – music, art, drama, and speech
- b. 1 additional unit: Lab science (as described above)
- c. 1 additional unit: Mathematics (as described above)

Recent high school graduates or GED recipients who are admitted into a degree program at Redlands Community College without having met high school curricular requirements must work towards satisfying any curricular deficiencies within their first 24 credit hours of college level work.



Transfer Students from an Oklahoma College - Students who transfer from other higher education institutions to Redlands Community College must submit OFFICIAL transcripts from all institutions attended to enroll. Course descriptions and/or syllabi are required upon request. Students who have earned 24 or more semester hours of college credit will not be required to submit a high school transcript or GED scores. Transcripts of record from colleges or universities accredited by the Higher Learning Commission or another regional accrediting body recognized by the U.S. Department of Education will be given full value.

- Each resident undergraduate must meet retention standards at Redlands Community College, as outlined in the *Academic Information – Scholastic Requirements for Continued Enrollment* of the Academic Catalog.
- Resident undergraduates who do not meet the College retention standards may be admitted on a probationary basis. A student will be allowed to continue on a probationary basis if he or she achieves a minimum 2.0 GPA. A student who achieves the College retention standards for all college courses attempted will be removed from probation.

Transfer Students from Out-of-State Colleges - Official transcripts of record from colleges or universities accredited by the Higher Learning Commission or other regional accrediting body recognized by the United States Department of Education will be given full value and must be submitted with an application for admission. Students who have earned 24 or more semester hours of college credit must only submit OFFICIAL college transcripts from each college attended, but they may be required to take placement examinations before enrolling in reading intensive courses, math intensive courses, or English Composition I.

Transfer Students from Non-Accredited Colleges - Official transcripts of record from degree-granting institutions are required. Transcripts from institutions accredited by organizations other than the Higher Learning Commission (HLC) or other regional accrediting body recognized by the U.S. Department of Education may be accepted in transfer when appropriate to the student's degree program and when Redlands Community College has had an opportunity to validate the courses.

Concurrent Students - A junior or senior student enrolled in an accredited Oklahoma high school or a home-schooled student may be admitted provisionally to Redlands Community College as a special student, if the requirements set forth as follows are met:

- The student must meet the published criteria of the Oklahoma State Regents for Higher Education (other than high school graduation) for admission to Redlands Community College.



- The student must be eligible to complete requirements for graduation from high school no later than the spring of the senior year, as attested by the high school principal or counselor. Students must also have written permission from a parent or legal guardian.

A high school student admitted under these provisions may enroll in a combined number of high school and college courses per semester not to exceed a full-time college work load of 19 credit hours.

International Students - All correspondence relating to international student admissions should be sent to:

Redlands Community College
Office of Admissions and International Relations
1300 S. Country Club Road
El Reno, OK 73036

International student admissions standards and procedures are located at www.redlandsc.edu/international-admissions. Redlands Community College will issue a Form I-20 only after the student has met all conditions required for admission.

International academic work and transcripts may be required to be evaluated by World Education Services, Inc. before they will be considered for acceptance by Redlands Community College.

Non-Academic Criteria for Admission - In addition to academic criteria requirements, Redlands Community College shall consider granting admission based on the following non-academic criteria:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
3. Whether an applicant's conduct has been such, that if at the time of the conduct in question the applicant had been a student at Redlands Community College, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.



629.1:3 Special Admission

Students admitted must meet curricular standards outlined in Procedure 629.1:2. The only exceptions are students admitted in the following special admission categories.

Non-Degree Seeking Students - Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll as a non-degree seeking student in up to twelve (12) hours prior to providing transcripts. Placement testing may be required prior to enrollment in order to establish academic proficiency in a subject area or to meet a course prerequisite. Non-degree seeking students are not eligible for Financial Aid.

Alternative Admission Students - Students who have not met the high school curricular admissions requirements may be admitted through alternative admissions if the Admissions and Advising Office can determine and document that the student has a reasonable chance for academic success; has an unusual talent or ability in art, drama, music, sports, etc.; or is educationally or economically disadvantaged and shows promise of being able to succeed in a program at Redlands.

Non-High School Graduates - Any adult resident of Oklahoma (18 years of age or older) who has had his or her high school education interrupted before graduation is eligible for admission as a special student to Redlands Community College as follows:

- His or her high school class must have graduated prior to the beginning of the term he or she wishes to enter.
- The application is reviewed and assessed as a part of the admission process and the applicant is then appropriately advised.

The admission will be probationary for a period of two semesters. If, at the end of that time, he or she has made satisfactory progress (see retention standards in the Academic Catalog), he or she may continue to enroll as a regular college student.

Home Study or Non-Recognized Accredited or Unaccredited High Schools - Students who are graduates of an unaccredited or home study high school program and/or who have participated in the ACT or the SAT are eligible for admission if their high school class has graduated. Students admitted under this category must meet high school curricular requirements as specified above.

Opportunity Admissions - Applicants who have not yet graduated from high school and whose ACT composite score is at the 99 percentile (Oklahoma norms), or whose combined critical reading and mathematical score on the SAT places them at the 99 percentile using national norms, may be eligible for admission. Admissibility is



determined by the Executive Director of Student Services, or designee, and is not based solely on test scores.

Audit Enrollment - Any person eligible for regular admission may, with the consent of the Registrar, enroll in a course for audit. Request to change to audit status after midterm will require approval of the instructor. The student must adhere to the instructor's class attendance policy and may be withdrawn from the class for non-attendance.

The same tuition and fees are charged for auditing as for credit. Auditing notation is entered on the transcript of the student. A student who originally enrolls for audit may not change to a credit course.

Senior Citizens Audit Program - Oklahoma residents who are 65 years of age or older may enroll on an audit basis in academic courses, contingent upon space being available. The tuition will be waived but the individual will still be financially responsible for any fees that are associated with the course. The policy applies only to academic courses.

629.1:4 American College Test (ACT)

Redlands Community College has been designated as a national testing center for the ACT. Students wishing to take the National ACT must register online at www.actstudent.org.

629.1:5 Admission to Nursing Program

Admission to Redlands Community College does not guarantee entrance to the Nursing Program. All prospective nursing students must meet admission requirements of the nursing program found at www.redlandsc.edu/academics/programs-study/academic-departments/nursing-program/admission-requirements. Enrollment into the nursing program is selective admission based on earned points as outlined on the website. Student selection is made by an admissions committee each spring preceding fall admission.

A LPN-RN track is available for those with an unencumbered Oklahoma LPN license. LPN graduates from career technology centers within the consortium are given preference points. Contact the nursing department for detailed LPN-RN application information including specific deadline dates and procedures.



Graduation from the Redlands Community College nursing program leads to an Associate in Applied Science degree in nursing. Graduates are eligible to sit for the National Council Licensure Examination (NCLEX-RN) for licensure as a Registered Nurse.

629.1:6 Criteria for Enrollment

Course Placement Testing Requirements - At Redlands Community College, we want to help you succeed, and part of your success as a college student depends on enrolling in courses that match your abilities and skills. Course Placement testing prior to enrollment may be required for students who do not meet required entry-level skills or prerequisites for college-level English and/or mathematics courses.

Redlands Community College uses ACCUPLACER NextGen®, a computerized assessment tool that identifies a student's English, arithmetic and algebraic skills. Our assessment is only open to students who have submitted their application and intend to enroll at Redlands Community College.

Course Placement testing results are only one of the factors that helps advisors determine the first semester English and/or mathematics courses a student should be enrolled in at Redlands Community College. Our advisors may also consider the following multiple measures:

- High school transcripts and/or high school GPA
- Previous success and/or completion of college level coursework
- Highest Level of English and/or math completed

English Composition I & Mathematics - If a student does not place into college level English and math, the student may be advised to take one or more developmental (0-level) math, English, or reading courses. The multiple measures listed above will identify the set of developmental courses (if any) which should be completed as prerequisites for College Algebra, Functions and Modeling, General Quantitative Reasoning, or English Composition I.

Developmental Courses - While the completion of any prescribed developmental course(s) is required for students to take General Quantitative Reasoning, College Algebra, Functions and Modeling, and English Composition I, these courses are not applied to fulfill degree requirements. Developmental courses do not count in the



graduation/retention GPA, but grades received for 0-level courses are counted in the current term statistics. Students may receive financial aid for these courses.

629.1:7 Admission-Enrollment Procedures

Admissions Office - The Admissions and Advising Office is open Monday-Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. to 4 p.m. During the summer, campus is closed on Fridays. The mailing address is 1300 S. Country Club Road, El Reno, OK 73036-5304 and the phone number is 405.422.1417 opt. 5.

Admission Procedures - Admission to Redlands Community College takes place year-round. The College maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us. If you do not have a high school diploma or the GED equivalent, you may be admitted to the college by taking the placement test.

Students applying to Redlands Community College as degree-seeking students must submit official and complete high school and college transcripts, DD Form 214 if applicable, test scores, and other credentials during the admission process. Failure to list all previously attended colleges or the submission of false information is grounds for denial of admission or immediate suspension.

New and Returning Students - Students will need to complete the following admission and enrollment procedures:

- Complete an online application for admission. Students who have not enrolled at Redlands for one full semester, not including summer, or longer must reapply for admission.
- During this process, applicants will be asked to submit official high school and/or college transcripts, ACT/SAT test scores, or GED scores. Applicants may submit unofficial transcripts at the time of admission, but will be required to submit all official and complete transcripts prior to enrollment.
- Once accepted, students should make an enrollment appointment with an advisor in the Admissions & Advising Office to select courses for the upcoming semester. Placement testing may be required prior to selection of courses.
- Following enrollment, students should obtain a student photo identification card.
- Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule. See Enrollment Fees and Tuition Payment



Schedule in the Academic Catalog. Obtain a parking decal after completing the online form at www.redlandsc.edu/campus-vehicle-registration.

When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal drop before the designated last day to drop classes with a 100% refund. Students who fail to pay fees or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester. See refund policy in the Academic Catalog.

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