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OPERATING PROCEDURE

Procedure Number/Name:	050.010.001 – Limited Entry Admissions
Associated Rule Number/Name:	050.010.000 – Enrollment Standards
Responsible Department:	Student Services

Overview

CGCC offers two Limited Entry programs, AAS-Nursing and the Medical Assisting certificate. These programs have predefined, specific admissions criteria, which were established by committees comprised of Student Services and Instruction. Limited Entry programs begin each fall term.

Areas of Responsibility

Registrar, Student Services staff and Students

Operating Procedure Details

Applicants to Limited Entry programs with selection criteria will be evaluated and notified of their status by letter. Nursing accepts applicants based on a points system; Medical Assisting accepts eligible applicants in the order their applications were received. Both programs have limited seats. Both programs accept alternates/waitlists, who are accepted into the programs as seats open up.

Selection criteria are based on the following:

1. The Nursing admissions process gives preference points for GPA, residency, licensure, veteran status, essay and exam.
2. The Medical Assisting admissions process accepts applicants, who've completed program prerequisites, on a first come-first served basis.

OPERATING PROCEDURE

Limited Entry Programs

1. Details for program specific information is published in program admissions packets.
2. All applicants must meet the published deadlines for all admission and selection requirements.
3. All applicants must pay published application fees, which will be applied towards program courses for accepted applicants.
4. All applicants must attend mandatory orientation, testing or essay events.
5. Applications will be evaluated towards selection criteria and a list of accepted students and those accepted as alternates (in ranked order) will be generated.
6. All applicants will be notified of their accepted, alternate or rejected status by letter. Other correspondence may occur by email.
7. Students accepted as alternates will be placed into the program as openings occur prior to the starting fall term.
8. Students who request further information concerning their non-acceptance to a program and students disputing points may meet with the Director of Advising, during the published dispute period.
9. Successful completion of program requirements is required to continue in the program.

Further Information

Registrar
registrar@cgcc.edu
541-506-6011

References

1. CGCC Administrative Rule 050.010.000 – Enrollment Standards
2. CGCC Medical Assisting Webpage,
<http://www.cgcc.cc.or.us/academics/medicalassistant.cfm>
3. CGCC Nursing Program webpage,
<http://www.cgcc.cc.or.us/academics/dept/healthocc/nursingdept.cfm>

Forms

None