

ENROLLMENT MANAGEMENT

PLACEMENT TESTING HANDBOOK



Revised February 2017



Monroe Community College
STATE UNIVERSITY OF NEW YORK

Inspiring every day.

Monroe Community College Testing Services
Brighton Testing Center: 3-107 / (585) 292-2290
Damon City Campus Testing Center: 5th Floor, Suite 5252 / (585) 262-1619
testing@monroecc.edu
www.monroecc.edu/go/testing



Table of Contents

1 General Information

1.1 Purpose Statement	3
1.2 Statement of Ethics.....	3
1.3 Statement of Non-Discrimination	3
1.4 Memberships and Certifications.....	3

2 Testing Services

2.1 Placement Testing	4
2.2 Ability-to-Benefit (ATB) Testing	4
2.3 Third-Party Testing	4
2.4 College Level Equivalency Program (CLEP) Exams	4
2.5 Proctoring for Other Institutions	4
2.6 High School Testing.....	4
2.7 Proctoring Fees.....	4

3 Placement Testing Instruments (Exams)

3.1 ACCUPLACER	5
3.2 Combined English Language Skills Assessment (CELSA).....	5
3.3 Ability-to-Benefit (ATB)	5

4 Staff and Responsibilities

4.1 Organizational Chart	6
4.2 Testing Coordinator.....	6
4.3 Proctor	6
4.4 Test Interpreter	6
4.5 Student Aide.....	6

5 Placement Testing Policies and Procedures

5.1 Who Must Placement Test	7
5.2 Placement Testing Waiver Criteria	7
5.3 Permission To Test.....	8
5.4 Retest Rules.....	9
5.5 Students with Disabilities.....	10
5.6 Off-Campus Placement Testing	10
5.7 Confidentiality.....	10
5.8 Surveillance Policy.....	10

6 Placement Testing Scores and Guidelines

6.1 ACCUPLACER Course Placement Guidelines	11
6.2 Codes for Entering Test Scores and Placements & CELSA Placement Guidelines	12
6.3 Math Levels.....	13

7 Forms, Score Reports, and Student Records

7.1 Placement Testing Check-in Form.....	14
7.2 Sample Score Report.....	15
7.3 Your Next Step After Placement Testing Form	16
7.4 Student Records.....	17

1 General Information

1.1 Purpose Statement

Testing Services will:

- ❖ Provide a safe and confidential setting to maximize each examinee's potential to succeed.
- ❖ Promote student success by assessing current language and mathematics skills at the beginning of the educational process.
- ❖ Support community development by administrating professional license and certification exams and Prior Learning Assessment (PLA).
- ❖ Adhere to all of the standards set forth by the National College Testing Association (NCTA) Professional Standards and Guidelines for Post-Secondary Test Centers.

1.2 Statement of Ethics

Testing Services maintains the highest moral and ethical standards in all interactions with employees, students, examinees, and the community. Testing Services employees will:

- ❖ Strive to fulfill the mission of Monroe Community College.
- ❖ Protect the confidentiality of all test takers and Monroe Community College students.
- ❖ Not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, gender identity, pregnancy, religion, predisposing genetic characteristics, marital status or domestic violence victim status in any aspect of the business of the College.
- ❖ Not participate in any form of harassment, hostile, or illegal behavior and will report any such behavior to Student Services.
- ❖ Ensure the accuracy of written and digital records related to all services provided.
- ❖ Adhere to Monroe Community College policies.

1.3 Statement of Non-Discrimination

Monroe Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, gender identity, pregnancy, religion, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College.

1.4 Memberships and Certifications

The Testing Services holds the following memberships and certifications:

- ❖ National College Testing Association (NCTA) Institutional Membership
- ❖ Subscribes to the NCTA Professional Standards & Guidelines
- ❖ Consortium of College Testing Centers (CCTC) Participant
- ❖ NCTA certified test center (Brighton Campus).

2 Testing Services

2.1 Placement Testing

Placement testing for Monroe Community College aids academic success by revealing each prospective student's skill level in English and Mathematics so he or she can be placed appropriately into courses at a level where, though challenged, the student is most likely to succeed. Testing is delivered via Computer-Based Testing (CBT).

2.2. Ability-to-Benefit (ATB) Testing

Ability-to-benefit (ATB) testing is required for MCC students applying for financial aid who do not possess a U.S. high school diploma or equivalent.

2.3 Third-Party Testing

Third-party testing provides candidates from the community the opportunity to complete a wide variety of certification and employment related exams in a secure, professional setting. Testing is delivered via Computer-Based Testing (CBT). All scheduling and payment for exams is arranged by the third-party vendors, PSI and Castle Worldwide. Information about these vendors can be found on their websites.

www.psiexams.com

www.castleworldwide.com

2.4 College Level Equivalency Program (CLEP) Exams

Testing Services proctors CLEP exams for MCC students and members of the community. Visit the College Board CLEP website for information about purchasing CLEP exams. www.clep.org

2.5 Proctoring for Other Institutions

MCC Testing Services proctors exams for other institutions. Arrangements must be made in advance of testing.

2.6 High School Testing

Testing Services provides high schools in the area the opportunity to purchase ACCUPLACER tests at MCC's reduced rate and offers proctor training with initial technical on-site support for school personnel. These tests can be used to assess student level and progress for their own purposes, but do not count for placement at MCC. Trained high school proctors may test their students for placement at MCC at no cost to the high school by making arrangements in advance with the Testing Coordinator.

2.7 Proctoring Fees

Placement Testing for MCC.....	No fee
PSI.....	Exam Specific Per contracted rate
Castle Worldwide.....	Exam Specific Per contracted rate
CLEP.....	\$30.00
Proctoring for Other Institutions.....	\$23.50

*Proctoring fees are non-refundable

3 Placement Testing Instruments (Exams)

3.1 ACCUPLACER.

ACCUPLACER is produced by the College Board. It is an adaptive Internet-Based Test (IBT). Tests are not time-limited and scores are generated immediately after the test is completed. Scores for each section of the test are determined based on a 120-point scale, which serves as an estimate of what score a student may receive if he or she answered 120 questions.

ACCUPLACER exams are highly customizable. MCC's ACCUPLACER English exam is a two part multiple-choice test: Reading Comprehension (20 questions) and Sentence Skills (20 questions). The Math exam consists of two parts. The first is Elementary Algebra (12 questions). The Second is either Arithmetic (17 questions) or College-Level Mathematics (20 questions).

3.2 Combined English Language Skills Assessment (CELSA)

CELSA is produced by the Association of Classroom Teacher Testers (ACTT) and is used to assess ESOL English skills. There are two versions of the test (Form 1 and Form 2). Both are available as a Computer-Based Test (CBT) or in paper-and-pencil format. Students are allowed 45-minutes to complete 75 multiple-choice questions by selecting a word or phrase that best completes the sentence or passage.

3.3 Ability-to-Benefit (ATB)

The Department of Education approved versions of both the ACCUPLACER and CELSA exams for Ability-to-Benefit (ATB) testing. While ATB exams may share similarities with MCC placement exams, there are specific administrative requirements that separate ATB and placement exams.

Minimum Ability-to-Benefit (ATB) Passing Scores for NY TAP using ACCUPLACER

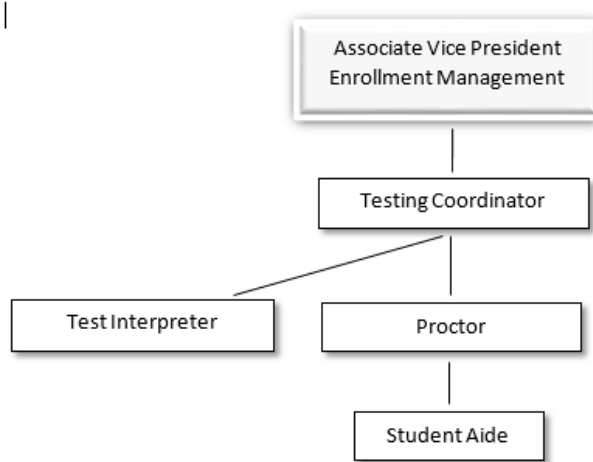
- ❖ Reading Comprehension – 55
- ❖ Sentence Skills – 60
- ❖ Arithmetic – 34

Minimum Ability-to-Benefit (ATB) Passing Scores for NY TAP using CELSA (ESOL)

- ❖ CELSA - 43
- ❖ ACCUPLACER Arithmetic – 34 (Requires completion of full ACCUPLACER ATB)

4 Staff and Responsibilities

4.1 Organizational Chart



4.2 Testing Coordinator

The Testing Coordinator reports directly to the Associate Vice President, Enrollment Management and is responsible for working with students, staff, and faculty to schedule, administer, and oversee testing center operations and programs for the College. The Coordinator prepares and maintains the budget for the college’s testing center operations and supervises Testing Center personnel at the Brighton and Damon City Campuses.

4.3 Proctor

Proctors report directly to the Testing Coordinator and are responsible for all duties related to working with students, staff, and faculty in the administration of exams in the Testing and Assessment Center. Proctors also assist the Testing Coordinator in the supervision of Student A

4.4 Test Interpreter

Test Interpreters report directly to the Testing Coordinator and are responsible for working with students and staff to confidentially interpret test scores and explain course placements, provide positive feedback to students, and direct them to an academic advisor to assist with the enrollment process.

4.5 Student Aide

Student Aides are responsible for assisting proctors with the student check-in process and other related tasks involved with operation of Testing Services, such as sharpening pencils and restocking scratch paper. Student Aides cannot proctor exams or assist with test interpreting.

5 Placement Testing Policies and Procedures

5.1 Who Must Placement Test?

Most new matriculated students are required to complete placement testing prior to course registration, unless the Admissions Office grants a test waiver. Refer to “Placement Testing Waiver Criteria” (5.2) for more information. Non-matriculated students who wish to register for courses and do not otherwise meet the prerequisites must also test.

5.2 Placement Testing Waiver Criteria

Granting of a waiver is not automatic and will be determined on a case-by-case basis. Generally, Admissions will consider the following items when determining if a waiver will be granted. High school graduates or GED recipients may qualify for the following exceptions:

For Mathematics:

(a) Students who have completed an MCC-equivalent college mathematics course at the College Algebra level or higher with a grade of C or better will be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record. Even if not required, testing is strongly recommended for students without recent mathematics experience to obtain estimates of current skill levels for advisement purposes.

(b) Students who have completed a high school mathematics course within the past three years ending with a grade of 85 or higher or 5 on the Regents Geometry exam, 70 or higher or 3 on Math B or Algebra II/Trig Regents exam, or 83 or higher in a high school Precalculus course, may be exempted from the mathematics section of the placement test. A mathematics placement level will be determined based on the student’s academic transcripts and noted in the student’s record.

(c) Students who have scored a minimum of 620 on the quantitative section of the SAT or a minimum of 26 on the math section of the ACT within the last three years may be exempted from the math section of the placement test.

For English:

(d) Students who have scored a 76 or higher on the Regents English 11 exam within the last three years may be exempted from the reading and sentence skills sections of the placement test.

(e) Students who have scored a minimum of 500 on the critical reading section of the SAT or a minimum of 21 on the English section of the ACT within the past three years may be exempted from the reading and sentence skills sections of the placement test. High school graduates applying for readmission to the College, who have completed placement testing within three years prior to reapplication, may be placed by applying current placement guidelines to their original test scores.

Faculty Senate Resolution 1.1.10

5.3 Permission to Placement Test

To provide a test, Testing Services requires a permission in the SAAADMS Checklist or SOATEST.

SAAADMS Checklist Permission to Test Codes (Admissions):

- PN – “English/Math Test Required”
- RA – “English/Math Re-test Required”
- PE – “English Test Required”
- RE – “English Re-test Required”
- PM – “Math Test Required”
- RM – “Math Re-test Required”
- ESOL – “ESOL Test Needed”
- ESLR – “Retest ESOL”

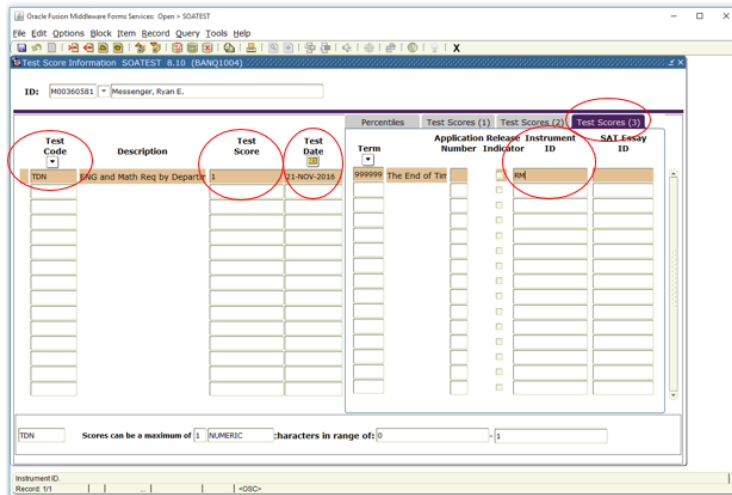
SOATEST Permission to Test Codes (Departments/Non-Matriculated):

- TDM – “Math Testing Required by Department”
- TDE – “English Testing Required by Department”
- TDN – “English and Math Testing Required by Department”
- TDL – “ESOL Testing Required by Department”
- ATBR – “ATB Testing Required for State Aid”
- ATBN – “ATB Testing Required for Federal Aid”

How to Enter SOATEST Permission to Test:

1. Enter the Testing by Department code
2. Enter a “1” in Test Score to indicate an active request
3. Enter the date that permission is granted in the Test Date (T = Today’s date)
4. Enter your initials in the Test Scores (3) - Instrument ID*

*You must click on Test Scores (3) to display Instrument ID



Testing Services staff will update completed SOATEST testing requests by changing the Test Score from “1” to “0” and adding their initials to the Test Scores (3) Instrument ID.

5.4 Retest Rules

Students will take the placement test only once for placement purposes. On rare occasions, under extenuating circumstances, an authorization to retest may be given. The option to retest should only be conveyed to the student by the office or individual that approves the retest. Students are responsible for preparing for their test with guidance from Admissions, Counseling & Advising, and/or other MCC student and academic support offices. Students who indicate on their check-in form that they did not study are strongly encouraged by Testing and Assessment Center staff to study and test at a later date.

The rare instances in which a decision is made that a student may retest will be based on an individual review of the student's overall academic profile. The following situations may reflect the need to grant authorization for retest:

- a) Students who are reapplying for admission who have placement testing results that are more than three (3) years old.
- b) Necessity to meet new program requirements requiring higher level mathematics than the previous program.
- c) Other situations as deemed appropriate by the approval authority.

In all retest situations, the authority granting the retest should strongly encourage students to take appropriate remedial action before retesting. A wait time before retesting is a minimum of two weeks, which will be required, and highly encouraged with remedial study.

Authority for retesting is normally granted by the Admissions Office. Chairs of Mathematics, English, and Transitional Studies and their delegates, or Counseling & Advising staff also may approve retests when performing placement-related work with students. Overall academic records should be considered when making this determination, as well as an estimated likelihood of a successful outcome with remediation. Those with authority to approve retests must place the appropriate code in SOATEST. Those testing can also have authorization checked by examining the appropriate INB Banner form, SAAADMS.

Granting additional retests beyond the first are normally authorized under extreme mitigating circumstances and only after the student has shown proof that would demonstrate a high probability of a successful outcome (proof of remediation).

Retesting for ESOL Students:

No retests within a ninety (90) day period, unless student provides a green slip from ESOL Coordinators. In retest situations, an alternate form of the test (Form 2) should be used.

Ability-to-Benefit (ATB) Retest Policy:

ACCUPLACER allows two ATB tests within any 3-month window, and a minimum of two weeks between the test and retest.

CELSA requires a 15-day waiting period to retest on the same form.

5.5 Students with Disabilities

All testing accommodations must be approved by the Services for Students with Disabilities (SSD) Office prior to testing. Documentation should be provided at least thirty (30) days prior to testing.

The proctor will circle on the check-in form any accommodations provided. If a student declines an approved accommodation, the proctor will circle the accommodation and crosses it out and the student will be asked to place his or her initial next to the declined accommodation. Check-in forms are imaged using ImageNow and placed in the Student Records drawer.

5.6 Off-Campus Placement Testing

Students who live more than 60 miles away from MCC can use the Testing Services website to request off-campus placement testing. The testing site must be arranged in advance by MCC testing center staff— **MCC does not accept score reports from other colleges**. It is the student's responsibility to pay any proctoring fees associated with testing at the assigned site.

5.7 Confidentiality

All personally identifiable information provided by students/examinees or regarding services provided to students/examinees, in whatever form such information exists, including oral, written, printed, photographic, and electronic (collectively the “Confidential Information”), is strictly confidential.

Any information in education records (grades, billing and other non-directory information) will not be released to any third party (parents, guardians, spouses) unless the Consent to Disclose Educational Records under FERPA form has been signed and submitted to the Student Services Office, in person, by the student.

All Testing and Assessment Center employees must sign the Employee Confidentiality Agreement. Testing passwords are also covered under the Confidentiality Agreement.

5.8 Surveillance Policy

The Monroe Community College Testing Services may employ audio enabled video cameras and digital video recorders (DVR) in Placement Testing Centers (Brighton 3 – 107 and Damon City Campus Room 5255) to maintain academic integrity and a safe testing environment. Video/audio technology (cameras and DVRs) provides an efficient strategy for proctoring students during exams and for assessing the quality of a College testing environment, deterring crime, assisting police in criminal investigations, protecting the safety and property of the campus community, and is required to administer many 3rd Party exams.

6 Placement Testing Scores and Guidelines

6.1 ACCUPLACER Course Placement Guidelines

ACCUPLACER COURSE PLACEMENT GUIDELINES

(Effective Fall 2015 - Revised 3/26/2015)

The list below shows initial placements based only on Accuplacer test scores. Placements may be revised based on a review of the students' previous transcripts, or based on pretesting during the first week of a TRS or ENG class.

ENGLISH

READING	SENTENCE SKILLS	INITIAL COURSE PLACEMENT
20 - 39.9		REF TRS (Refer to ESOL/Transitional Studies)
40 - 57.9		TRS 100
58-70.9		TRS 200
71 - 80.9	--AND-- 94.9 or lower	TRS 105 + REA 100
81-99.9	--AND-- 64.9 or lower	TRS 105 + REA 101**
100 or higher	--AND-- 64.9 or lower	TRS 105
71 - 80.9	--AND-- 95 or higher	ENG 101 (COLL ENG) + REA 100
81 - 99.9	--AND-- 65 or higher	ENG 101 (COLL ENG) + REA 101**
100 or higher	--AND-- 65-97.9	ENG 101 (COLL ENG)
100 or higher	--AND-- 98 or higher	ENG 200 (ADV COMP) or ENG 101

MATHEMATICS

ELEMENTARY ALGEBRA	ARITHMETIC	INITIAL COURSE PLACEMENT
20 - 27.9	--AND-- 20 - 36.9 37 - 53.9 54 - 79.9 80 or higher	Level 1 - TRS 092 Level 2 - TRS 094/MTH 130 Level 3 - TRS 094/MTH 130 Level 4 - MTH 096/MTH 098/ MTH 130/150
28 - 47.99	--AND-- 20 - 36.9 37 - 53.9 54 - 69.9 70 or higher	Level 1 - TRS 092 Basic Mathematics Level 2 - TRS 094 /MTH 130 Level 3 - TRS 094/MTH 130 Level 4 - MTH 096/MTH 098/ MTH 130/150
48 - 67.9	--AND-- below 54 54 - 69.9 70 - 92.9 93 or higher	Level 2 - TRS 094 /MTH 130 Level 3 - TRS 094/MTH 130 Level 4 - MTH 096/ MTH 098/ MTH 130/150 Level 5 - MTH 096/098/ MTH 099 & 104 /130/150
68 - 77.9	--AND-- below 70 70 - 92.9 93 or higher	Level 4 - MTH 096/ MTH 098/ MTH 130/150 Level 6 - MTH 096/104/130/135/150 Level 8 - MTH 140/150/155/160/162/164/165
ELEMENTARY ALGEBRA --AND-- COLLEGE LEVEL MATH		
78 or higher	20 - 62.9 63 - 85.9 86 - 102.9 103 or higher	Level 6 - MTH 096/104/130/135/150 Level 8 - MTH 140/150/155/160/162/164/165 Level 9 - MTH 172/175/200 Level 10-MTH 172/175/200/210

Students should select the appropriate TRS or MTH course for their program with the assistance of an advisor, based on program requirements and course prerequisites. Students must satisfy the course prerequisites stated in the College Catalog.

NOTE: Ranges shown are for Accuplacer subtest scores, NOT percentiles.

**REA 101 is strongly recommended.

6.2 Codes for Entering Test Scores and Placements into SOATEST

CODES for entering Test Scores and Placements into SOATEST

Score column should have a "1" (active) or "0" (inactive)

*** If putting in scores for a RETAKE test:

new scores must be set to "1" (active)

previous scores MUST be changed to "0" (inactive)

Each score needs to have a test date -- use T for "today" = date will fill in automatically

if not click on Calendar icon for test date

Accuplacer Test Scores	College Orientation Seminar
All scores are 3-digit numbers: 023, 097, 123, etc.	If <u>Math Level 3 or below</u> add PCOS
Reading Score PER	If <u>below ENG 101</u> add PCOS
Sentence Skills Score PES	but it is included if REA 100 or 101
Arithmetic Score PM1	
Elementary Algebra Score PM2	
College Level Math Score PM3	

English placement by Accuplacer	
Advanced Composition (ENG 200 or 101) PEA5	
College English (ENG 101) PEA4	
College English (ENG 101)+ REA 100 PEAD	
REA 101 PEA7	recommended by test
REA 100 PEAB	
TRS 200 PEA9	
TRS 105 + REA 100 PEAC	
TRS 105 PEA3	
TRS 100 PEA8	
College Success PCOS	required due to TRS placement
Refer to TRS Dept. PEAA	

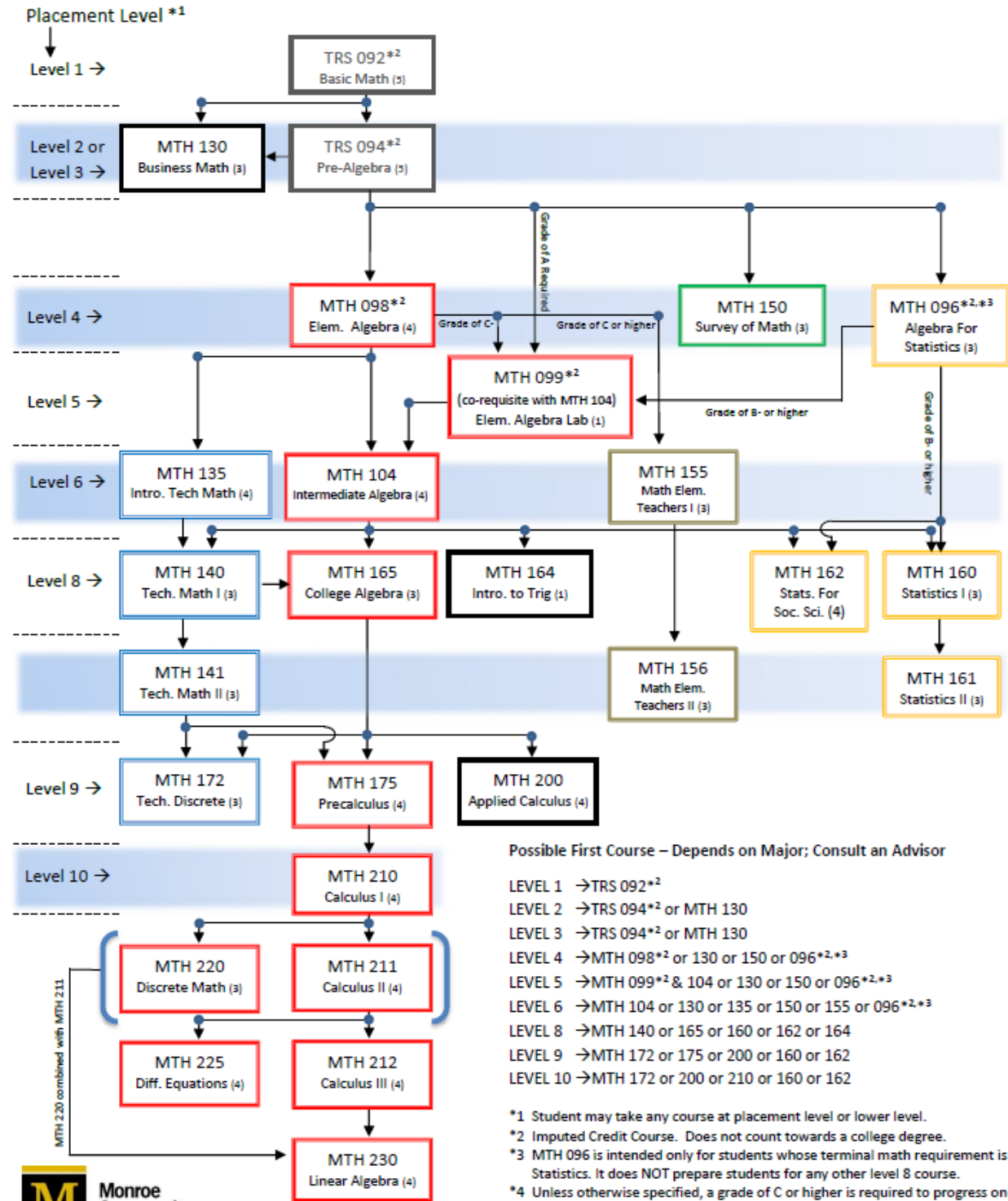
Math placement by Accuplacer			
Refer to Math Dept. PMA0			
Level 1 PMA1		Level 6 PMA6	
Level 2 PMA2		Level 7 PMA7	
Level 3 PMA3		Level 8 PMA8	
Level 4 PMA4		Level 9 PMA9	
Level 5 PMA5		Level 10 PMAA	

CELSA Test Scores			
Record raw score (07, 23, 87, etc.) NOT % correct.		Example in SOATEST:	
All scores are <u>2-digit numbers</u> : 07, 27, 86, etc.		PELS	45 25-Oct-14
ESOL test score PELS		PEL1	1 25-Oct-14
		PEL2	1 25-Oct-14

ESOL placement by CELSA			
73-75 PEL7		ENG 101	
65-72 PEL6		ESL 201	
58-64 PEL4 + PEL5		ESL 130 + 145	
54-57 PEL3 + PEL4	put in both codes	ESL 125+130	
50-53* PEL1 + PEL2 + PEL3	put in all 3 codes	ESL 100+120+125	
43-49* PEL1 + PEL2	put in both codes	ESL 100+120	
below 43 PELO		Refer to Don Beech	revised 8/20/2015

6.3 Math Levels

Which MCC Math Course Should I Take? 2016 – 2017 Academic Year



Department of Mathematics - Revised 7/2016

7 Forms, Score Reports, and Student Records

7.1 Placement Testing Check-in Form

MCC Testing Services CHECK-IN Form

Name: _____ Date of Birth: ____/____/____
First Last Middle Initial

Date of Test: ____/____/____ MCC Student ID #: M00

I understand:

- ⇒ Testing Services uses constant video & audio monitoring/recording equipment and screen monitoring software.
- ⇒ This test will determine what classes I am permitted to take.
- ⇒ Some classes may not count for college credit.
- ⇒ Both The College Board + MCC recommend reviewing for the test.

With this in mind,

I HAVE _____ I HAVE NOT _____ reviewed for the test.

Signature: _____

What is your first (native) language? English ___ Other: _____

Citizenship: USA ___ Other: _____

Are you: NY resident ___ F-1 ___ Refugee ___ Other _____

Do you identify yourself as having a documented disability that require testing accommodations? Yes ___ No ___

If yes, have you contacted the Services for Student with Disabilities Office? Yes No

Office Use Only Accepted Pending/Review Reserv Walk-In

MCC School: _____ Pathway: _____ None High School: _____

ALL ENG ONLY MTH ONLY CELSA 1 CELSA 2 Retest Department

ATB yes ___ ATB no ___ Math After ATB

Kurzweil Calculator Large Font Reduced Distraction Other _____

CELSA _____ RC _____ SS _____ EA _____ AR _____ CM _____


Station # _____ Interpreted by: _____ Scores input by: _____

7.2 Sample Score Report

Individual Score Report

← Back

Print

 For optimal printing results, please ensure your browser is configured to print background colors and images.

Student Name [Redacted]	Student ID [Redacted]	Date of Birth [Redacted]	Major Name ---Omitted---
Site Name Demo Site	Date of Testing 28/02/2014	Administered By [Redacted]	Voucher Number -NA-

Message from the Institution

Make sure to bring your placement testing score report with you to your advisement session.

Time Record:

Test Started	Test Completed	Total Time
28/02/2014 09:30 AM EST	28/02/2014 10:20 AM EST	00Hr:50Min:05Sec

Test Results

Test Name	Score	CSEM
Reading Comprehension	110	5.3498
Sentence Skills	120	0.6282
Elementary Algebra	93	10.2367
College Level Math	23	5.0245

Course Placements

<p>COLL ENG / ENG 200 COS 101 COS 133 (three credit hours) or COS 101(one credit hour) College Orientation Seminar is required for all students placed into any TRS (Transitional Studies) course and recommended for all others. Level 6 You may take MTH 080, MTH 104, MTH 130, MTH 135, or MTH 150 depending on your individual program. Meet with your advisor to select the appropriate course based on your program requirements and the course prerequisites. Placement Determined on 28/02/2014</p>
--

Local Background Questions

Question Name	Answers
Type of Diploma ATB	High school diploma

Download Successful

Exnum: 14040797 | Branching Profile Name: All

← Back

Print



Monroe Community College

STATE UNIVERSITY OF NEW YORK

ACCEPTED STUDENT CHECKLIST

MCC STUDENT NETWORK ACCOUNT AND EMAIL **ACTIVATE AND START CHECKING YOUR MCC STUDENT EMAIL ACCOUNT - THE OFFICIAL MODE** **OF COMMUNICATION AT MCC**

You will receive a letter by mail with instructions for setting up your new MCC Student Network Account and MCC Student Email Account. The network account will allow you to use on-campus computers and access the myMCC Portal, where you can view your student records, register for classes, make payments, and access a variety of MCC online services. This account must be activated prior to admission and registration. If you need assistance, please email technologyhelp@studentmonroecollege.edu or call (585) 292-TECH (8324).

FINANCIAL AID AND SCHOLARSHIPS **CHECK THE STATUS OF YOUR FINANCIAL AID AND EXPLORE SCHOLARSHIP OPPORTUNITIES**

To check the status of your financial aid, visit www.monroecollege.edu/tuition-aid/ and select "Check Your MCC Application" link. Be sure to follow up and submit all requested documents so there is no delay in processing your financial aid.

To explore scholarship opportunities, visit www.monroecollege.edu/go/scholarships. For instructions on how to apply for financial aid, visit www.monroecollege.edu/go/financial or call (585) 292-2050.

TRANSCRIPTS **SUBMIT ALL UPDATED OFFICIAL TRANSCRIPTS TO THE ADMISSIONS OFFICE**

Official transcripts (high school, GED, college) should be mailed to MCC Admissions Office, P.O. Box 92808, Rochester, NY 14692.

PLACEMENT TESTING **COMPLETE ENGLISH/MATH/CELSA TESTING, IF REQUIRED**

You were notified about testing requirements in your acceptance letter. If you are unsure if you are required to test, email the Admissions Office at admissions@monroecollege.edu or call (585) 292-2200.

To schedule a placement testing appointment or to view walk-in hours, or to request off-campus testing, visit www.monroecollege.edu/go/testing.

HOUSING **SIGN UP FOR HOUSING IF INTERESTED IN LIVING ON CAMPUS**

For information on Residential Life or to submit the housing application, visit www.monroecollege.edu/go/housing. For answers to frequently asked questions about Residential Life, visit www.monroecollege.edu/depts/freshhalls/faqz.htm or call (585) 292-3674.

12/08/13

HEALTH SERVICES **SUBMIT IMMUNIZATION RECORDS TO HEALTH SERVICES (MANDATORY)**

New York State requires official MMR (Measles, Mumps, Rubella) immunization records and Meningitis immunization or waiver to be submitted to the College's Health Services Office. For information, visit www.monroecollege.edu/go/health or call (585) 292-2018.

**This must be completed within 30 days of the start of the semester or you will be withdrawn from classes and be responsible for the tuition bill. Official immunization records can be obtained from your personal physician, high school, or previous college.

ADVISEMENT AND REGISTRATION **COMPLETE ADVISEMENT AND REGISTRATION**

Newly accepted students are required to meet with an academic advisor or attend a Department Advisement and Registration session to meet with faculty prior to registering for courses. For advisement information, visit www.monroecollege.edu/go/newstudentadvising or call Brighton (585) 292-2400 or Damon (585) 262-1740.

PAYMENT **CHECK INTO PAYMENT OPTIONS**

For information on your student account or to pay your bill, visit www.monroecollege.edu/go/studentaccounts.

NYS students who reside in Monroe County must submit a Certificate of Residence Form. NYS residents who reside outside of Monroe County must obtain a Certificate of Residence Form from their home county. For information related to residency requirements, visit www.monroecollege.edu/depts/hoursat/residency.htm.

ORIENTATION AND PHOTO ID **ATTEND ORIENTATION AND GET YOUR MCC PHOTO ID**

Orientation is designed to provide you with information you need to be successful as you pursue your educational goals at MCC.

To register for orientation, visit www.monroecollege.edu/go/orientation or call (585) 292-2534 for the Brighton Campus www.monroecollege.edu/go/department or call (585) 262-1740 for the Damon City Campus. To obtain Photo ID information, visit www.monroecollege.edu/depts/association/photoid.htm or call (585) 292-2555 for the Brighton Campus or (585) 262-1736 for the Damon City Campus.

PARKING ON CAMPUS **OBTAIN A PARKING PERMIT IF YOU PLAN ON DRIVING TO THE BRIGHTON OR DAMON CITY CAMPUS**

Brighton Campus parking is by virtual permit only. There is no free parking available on either campus.

To purchase a virtual permit online for the Brighton Campus, or for more information, visit www.monroecollege.edu/depts/parking/brighton-campus for the Brighton Campus or www.monroecollege.edu/depts/decidean/parking.htm for the Damon City Campus.

Residence Hall students must purchase a Residence Hall parking permit through the Campus Services Desk (Building 3 - Atrium of the R. Thomas Flynn Campus Center).

12/08/13

7.3 Your Next Steps After Placement Testing Form

7.4 Student Records

Placement Testing Check-in Forms are imaged using ImageNow and placed in the Student Records drawer. The paper copies are then shredded.

After testing, students receive a printed copy of their score report from the Test Interpreter.

All placement testing results are entered into SOATEST. If a student wants to view and/or print their placement test scores and course placements or request an official copy of their scores from the Registration and Records Office, they need to simply log into Banner Self-Service and then click on the "Student Records" menu. Once in the student information area, the student would follow the link entitled "View ACCUPLACER Test Scores and Placements" and follow the on screen instructions.