

**ACCOUNTING (10-101-1)**  
**CHIPPEWA VALLEY TECHNICAL COLLEGE and LAKELAND COLLEGE INTERWOVEN PROGRAM**

**Admission Requirements**

620 West Clairemont Avenue Eau Claire, WI 54701-6162  
Admissions Phone: 715-852-1300 or Toll Free at 1-800-547-2882 Ext 1300

[www.cvtc.edu](http://www.cvtc.edu)

**STARTING DATES:** August and January                      **LENGTH OF PROGRAM:** Associate Degree – Two Years  
June: General Education Courses Only

Students transferring from another College or University are eligible for the Interwoven Accounting program if they have earned fewer than 15 College credits. Individuals with 15 or more College credits are encouraged to apply to the traditional Accounting program at either CVTC or Lakeland College.

Students admitted to the Accounting interwoven program are dually enrolled in CVTC and Lakeland College ([www.lakeland.edu](http://www.lakeland.edu)) and complete courses with both institutions working toward both an Associate Degree and Bachelor's Degree simultaneously. Upon successful completion of the program, students will obtain both an Associate Degree from CVTC and a Bachelor's Degree from Lakeland College.

CVTC offers a variety of courses in traditional day and evening, hybrid and online formats through the Eau Claire Business Education Center. Classes offered through Lakeland College will be offered at the Chippewa Falls campus including traditional, BlendEd and online offerings.

**STEPS FOR ADMISSION:**

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” status as follows:
  - Those who have not completed all items in Phase II may satisfy these requirements and take general education classes under the pre-program status.
  - Those who have completed all the items in Phase II may enroll in general education and/or elective classes under the pre-program status. They will also be core course eligible (Phase III) and considered for acceptance or placement on the waiting list.
- Students with pre-program status may not register for Accounting courses (101 numbered).
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

**Phase I:**

1. **Submit an online CVTC [Application for Admission](#) and CVTC/Lakeland College Joint Application for Admission**
2. **\$30 application processing fee – this must be paid *at time of application***
3. **Education requirement: Applicant must be a high school graduate, or have completed the High School Equivalency Diploma (HSED) or the General Education Development Certificate (GED)**

Note: If you have an international diploma or degree, additional admission requirements may apply.

4. **COMPASS<sup>®</sup> Pre-entry Assessment:** An un-timed, computerized test of **reading, pre-algebra, and writing**.
  - Applicants must achieve a minimum score of **80 on Reading** and **45 on Pre-Algebra** (refer to item No. 5 in Phase II if you do not meet the minimum). Writing scores are required for class placement and advisement purposes.
  - **To schedule a testing appointment:** For more information and to schedule a COMPASS<sup>®</sup> appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**

If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882 or 715-833-6200.

- **Substitutions of the COMPASS<sup>®</sup>** will be made for those that can provide proof of one of the following:
  - ~ **ACT<sup>®</sup>:** Applicants must achieve minimum scores of **18 in Reading and 17 in Math** on the ACT<sup>®</sup> . **English** scores are required for class placement and advisement purposes only – no minimum. If any ACT<sup>®</sup> score does not meet the minimums, applicants will need to take the COMPASS<sup>®</sup> pre-entry assessment. ACT<sup>®</sup> scores that meet minimum requirements may be used in combination with COMPASS<sup>®</sup> scores to satisfy the assessment requirement.
  - ~ **Associate Degree, Bachelor's Degree or higher:** A transcript is required showing proof of this degree.

→ **Continued on next page** →

5. **Submit completed *Permission to Exchange Student Information* form to the Admissions Office.**

### **Phase II:**

6. **COMPASS® scores below the minimum levels:** Students scoring below the minimum level on the **Reading** and/or the **Pre-Algebra** section of the COMPASS® will be required to meet with a program counselor to develop a Remediation Plan which may include specific coursework. "Pre-program" admissions status will be maintained while completing remediation.

**Phase III – Core Course Eligibility:** Applicants who meet all requirements in **Phase I** and **II** **will be accepted or placed on a waiting list as of the date all documentation is received.**

### **7. *Core Course Eligibility Form:***

**Applicants completing remedial coursework for the COMPASS® assessment must submit a completed *Core Course Eligibility Form* (CCE Form) to the Admissions Office after ALL remedial work is completed and grades for remedial courses have been processed (see next page).**

- Prior to the end of each term you will be notified through student email of the CCE Form submission date for that term. You are also encouraged to check with the Admissions Office prior to the end of the term in which you are completing your remedial coursework for the exact CCE Form submission date.
- The **Core Course Eligibility Form** is available online at: <http://www.cvtc.edu/pages/300.asp> , from the Admissions Office in Eau Claire, as well as all other district campus locations
- On the form you will indicate your desired semester and year for entry into the Accounting core courses.
- ***Students completing remedial coursework will be accepted or placed on a waiting list only when the Core Course Eligibility Form is on file.***

### **Notes:**

- ▶ **Financial Aid:** Information on financial aid availability, procedures and deadlines may be obtained by going to the Financial Aid website: <http://www.cvtc.edu/pages/313.asp> or by calling 715-833-6200 or 1-800-547-2882.
- ▶ **Transfer Credit:** Applicants with postsecondary credits should submit an official transcript to the Admissions Office for evaluation and possible transfer credit.
- ▶ **General Education Course Prerequisites:** Many associate degree General Education courses require a minimum COMPASS® or ACT score. Students who do not meet the minimum score must either re-test to achieve a higher score or complete an appropriate Prepared Learner course with a "C" grade or better before registering for the associate degree course. For more information on Prepared Learner courses and General Education course cut-off scores, contact an Enrollment Assistant at 715-833-6505 or 1-800-547-2882, extension 6505, or check out the College's website at [www.cvtc.edu/pages/198.asp](http://www.cvtc.edu/pages/198.asp) .

**Admission requirements are subject to change without notice.**

**ADMISSIONS PROCEDURE**

Submit to the Chippewa Valley Technical College Admissions, 620 West Clairemont Avenue, Eau Claire, WI 54701-6162

- Complete application form and \$30 nonrefundable application fee (check or money order payable to CVTC)
- Completed COMPASS test (other tests scores may be acceptable alternatives)
- Request official high school transcripts or GED/HSED scores and official postsecondary school transcripts
- Apply for federal/state aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Use CVTC's school code #005304.

**PERSONAL INFORMATION**

Name (first/middle/last/maiden): \_\_\_\_\_

Social Security #: \_\_\_\_\_ Gender:  Male  Female

Address: \_\_\_\_\_

Home telephone #: \_\_\_\_\_ Work telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

U.S. Citizen:  Yes  No- If no, name of country: \_\_\_\_\_ Visa status/type: \_\_\_\_\_

U.S. Veteran:  Yes  No

I am a legal resident of City/Village/Township (circle one): \_\_\_\_\_  
City/Village/Township County State

Name of school district in which you now reside: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Spouse's occupation: \_\_\_\_\_ Number of children \_\_\_\_\_ Ages \_\_\_\_\_

Have either of your parents completed a four-year college degree or beyond?  Yes  No

**The following information is used for various government reports and will not affect admission:**

- Ethnic group:  American Indian/Alaskan Native  Asian  Black, not of Hispanic Origin  Hispanic  
 Native Hawaiian or other Pacific Islander  White, not of Hispanic origin  Other  
 Choose not to disclose

**EDUCATIONAL BACKGROUND**

Name of last high school: \_\_\_\_\_ City/state: \_\_\_\_\_ Graduation date: \_\_\_\_\_

HSED or GED:  Yes  No If yes, date awarded: \_\_\_\_\_

**List all previous colleges and universities attended (official transcript will be required for credit transfer):**

| Name | City | State/Province | Degree(s) | Date Graduated |
|------|------|----------------|-----------|----------------|
|------|------|----------------|-----------|----------------|

\_\_\_\_\_

Highest grade completed: \_\_\_\_\_ Do you wish to transfer credits to CVTC or Lakeland College?  Yes  No

Have you attended this college before?  CVTC  Lakeland Year and last semester attended: \_\_\_\_\_

Program choice: \_\_\_\_\_ Program code # (if known): \_\_\_\_\_

Year and semester when you plan to start: \_\_\_\_\_

**Read carefully and sign:** The Chippewa Valley Technical College/Lakeland Interwoven degree program requires full exchange of student information so that staff responsible for coordinating instruction and services is fully aware of your progress and needs. Chippewa Valley Technical College and Lakeland College, which offer the Interwoven Degree program, agree to maintain confidentiality with all shared information. Full exchange of student information is a requirement to participate in the program.

**Statement:** I hereby give Chippewa Valley Technical College and Lakeland College my permission to exchange necessary student data and information in order to provide instruction and services. This information includes, but is not limited to, test scores, class grades, lab scores, class progress, final class grades, teacher evaluations, enrollment and registration information, student follow-up data, and student financial aid applications, awards, and distribution, if applicable. This agreement expires upon graduation from the program or discontinuation of the program. Additionally, I certify that to the best of my knowledge, the information and statements on this application are complete and accurate.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# Lakeland College Questions

1. What is your place of birth?

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2. What is your current occupation?

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3. What is your place of employment?

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4. Has either of your parents completed a four year degree?     Yes     No

5. What is the name of your spouse?

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6. What are the names and ages of your children?

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## PERMISSION TO EXCHANGE STUDENT INFORMATION

### *Chippewa Valley Technical College - Lakeland College*

Enrollment in the Accounting and/or Business Management programs being shared with Lakeland College requires a full exchange of student information so that the staff responsible for coordinating instruction and services is fully aware of the student's progress and needs. Chippewa Valley Technical College and Lakeland College agree to maintain confidentiality with all shared information. Full exchange of student information is a requirement to participate in either of these programs.

### **STATEMENT**

I hereby give Chippewa Valley Technical College and Lakeland College my permission to exchange necessary student data and information in order to provide instruction and services. This information includes, but is not necessarily limited to: test scores; class grades; lab scores; class progress; teacher evaluations; enrollment and registration information; student follow-up data; and student financial aid applications, awards and distribution, if applicable. This agreement expires upon graduation or withdrawal from either of these programs.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
ID or Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date