

ADMINISTRATIVE ASSISTANT 10-106-6)

Admission Requirements

CHIPPEWA VALLEY TECHNICAL COLLEGE

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

www.cvtc.edu

STARTING DATES: August & January – Eau Claire **LENGTH OF PROGRAM:** Associate Degree – Two Years
August & January – River Falls

STEPS FOR ADMISSION:

1. Submit [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 Pre-entry Assessment.** Compass is an un-timed, computerized test of **reading, math, and writing.** Scores are used for class placement and advisement purposes.
 - **To schedule a testing appointment:** For more information and to schedule a COMPASS 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** will be made for those that can provide proof of one of the following:
 - ~ **ACT:** Applicants must achieve a minimum composite score of **18** on the ACT. Reading, Math and English scores are required for class placement and advisement purposes only – no minimum. If the ACT composite score does not meet the minimum, applicants will need to take the COMPASS pre-entry assessment.
 - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of degree awarded.

Once all the above items have been completed, you will be considered for enrollment based on current openings in the program. It is to your benefit to apply on-line ([Application for Admission](#)) and complete all required items as soon as possible.

NOTES:

- **Financial Aid:** Information on financial aid eligibility, procedures and deadlines may be obtained by going to the Financial Aid website at: <http://www.cvtc.edu/pages/313.asp> or by calling (715) 833-6252.
- **Transfer Credits:** Applicants with postsecondary credits should submit an official transcript for evaluation and possible transfer credit.

Admission requirements are subject to change without notice.