

INFORMATION TECHNOLOGY – PROGRAMMER/ANALYST (10-152-1)

Admission Requirements

CHIPPEWA VALLEY TECHNICAL COLLEGE

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

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

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 IT-Programmer/Analyst courses (152 numbered).
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

Phase I

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:** The COMPASS[®] is 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 No. 5 in Phase II if one or both scores 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[®] 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 minimum scores of **18 in Reading and 17 in Math** on the ACT[®]. If any ACT[®] score does not meet the minimums, applicants will need to take the COMPASS[®] pre-entry assessment. ACT[®] scores that meet minimum requirements may be used in combination with COMPASS[®] scores to satisfy the assessment requirement.
 - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of this degree.

Phase II:

5. **COMPASS[®] scores below the minimum levels:** Students who score 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.

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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.

6. **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 IT-Programmer/Analyst 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.**

Before beginning this program you must have experience using basic Windows, word processing, spreadsheet, database, and presentation software. If you are not comfortable using this software, you should take 103-102 Microsoft Office Suite (a 2 credit course, which can count for elective credit) before starting the program or during your first semester. You must also be able to type at least 20 words per minute.

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 715-833-6200 or 1-800-547-2882.
- ▶ **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.