

# ALCOHOL & OTHER DRUG ABUSE ASSOCIATE (10-550-1)

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

**START DATE:** August

**LENGTH OF PROGRAM:** Associate Degree – Two Year

#### **STEPS FOR ADMISSION:**

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” admissions status as follows:
  - Those who have not completed all items in Phase II may satisfy these requirements while taking general education classes under the pre-program status.
  - Those who *have* completed all the items in Phase II are eligible for the core courses of their program of choice. If there is a waiting list for the program core courses, they may enroll in general education and/or elective classes while maintaining their pre-program admissions status.
- Students with pre-program status may not register for Alcohol & Other Drug Abuse Associate courses (550 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<sup>®</sup> Pre-entry Assessment:** The COMPASS<sup>®</sup> is an un-timed, computerized test of **reading, math, and writing**.
  - Applicants must achieve a minimum score of **80 on Reading** (refer to item No. 6 in Phase II if you do not meet the minimum). Math and 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 a minimum score of **18 in Reading** on the ACT<sup>®</sup>. Math and English scores are required for class placement and advisement purposes only – no minimum. If the ACT<sup>®</sup> reading score does not meet the minimum, applicants will need to take the COMPASS<sup>®</sup> pre-entry assessment.
    - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of this degree.
5. **Submit *Background Information Disclosure form, the Wisconsin Criminal History Single Name Record Request form, and an \$18.00 background processing fee.*** These forms are available on the web at <http://www.cvtc.edu/pages/298.asp> or can be supplied to the student by CVTC.

**Note:** Your completed forms along with the processed criminal history record request are considered current for four years. If you are still enrolled as a student or re-enter CVTC after the four-year expiration date, you will be required to complete a new set of forms and submit another criminal record request processing fee.

#### **Phase II:**

6. **COMPASS<sup>®</sup> scores below the minimum levels:** Students who score below the minimum level on the **Reading** section of the COMPASS<sup>®</sup> will be required to meet with a program counselor to develop a Remediation Plan which may include specific course work. "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.

**7. Core Course Eligibility Form:**

Applicants completing remedial coursework for the COMPASS<sup>®</sup> 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 below).

- 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 Alcohol & Other Drug Abuse Associate 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.*

**Phase IV: Additional Items Required:**

- ▶ ***A Pre-Entrance Health History and Physical Examination*** must be on file three weeks prior to entering the core courses (550 numbered) of the Alcohol and Other Drug Abuse Associate program. The Admissions Office will notify you at the appropriate time with a specified deadline.

▶ *Persons accepted for enrollment in the AODA program must abide by the substance abuse counselor code book, Chapter RL 164, established by the Wisconsin Department of Regulation and Licensing; you may view the information at <http://www.legis.state.wi.us/rsb/code/rl/rl164.pdf> . Violation of any of the rules and/or code will result in dismissal from the program.*

**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.

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