

CIVIL ENGINEERING TECHNICIAN-STRUCTURAL (10-607-5)

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 DATE: August

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” 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 core Civil Engineering courses (607 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, math, and writing**. Applicants must achieve a minimum score of **80 on Reading** and **45 on Pre-Algebra, and 36 on Algebra** (refer to item No. 6 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[®] 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 18 in Math** on the ACT[®]. English scores are required for class placement and advisement purposes only – no minimum. If any ACT[®] score does not meet the minimum, 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. **Submit proof that you meet the academic prerequisites of Algebra, and a College Prep Math with a “C” grade or better** in one of the following ways:
 - a. -two semesters at high school level with a "C" grade or better each semester (high school transcript)
Note: High school seniors *currently enrolled* in prerequisite classes must submit proof of current enrollment, **OR**
-one semester at postsecondary level with "C" grade or better (college transcript), **OR**
 - b. Demonstrate proficiency through examination (make arrangements for proficiency by calling 1-800-547-2882 ext 6346 or locally at 715-833-6346), **OR**
 - c. Complete equivalent college level courses (offered for credit at CVTC). Contact a counselor at 715-833-6346 or 1-800-547-2882, ext. 6346 to determine appropriate college prep math course(s).
6. **Fulfillment of COMPASS[®] minimum score (s):** Students who score below the minimum level of the **Reading** section, the **Pre-Algebra** section, and/or the **Algebra** section of the COMPASS[®] 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 academic prerequisites and remedial coursework for the COMPASS® assessment must submit a completed *Core Course Eligibility Form* (CCE Form) to the Admissions Office as instructed below after ALL coursework is completed and grades 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 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 core courses.
- *Students completing academic prerequisites and 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.

Admissions requirements are subject to change without notice.