

COLUMBIA STATE COMMUNITY COLLEGE

LEARNING SUPPORT INFORMATION SHEET <http://www.columbiastate.edu/learning-support>

1. Because Learning Support (LS) courses are designed to help students succeed in college, students should take them first. Students are required to complete prerequisites before enrolling in courses. Students with requirements may **not** take some college-level courses. College-level courses without LS prerequisites may also be taken while students are completing the LS requirements.
 2. Students enrolled in an LS course should not drop/withdraw from that course, except for serious extenuating circumstances. Students who fail to officially drop a course in ChargerNet will receive an **"F"** for the course.
 3. It is recommended that students who earn less than a "C" or better in a LS course re-enroll in the class in the next semester of attendance.
 4. LS credits cannot apply to a degree because they are not college-level courses. However, they do count toward full-time status and for financial aid purposes.
 5. **Special Admissions Programs:** Nursing, Veterinary Technology, and Radiology Technology require completion of all LS courses before applications for admission are accepted. Paramedic and Respiratory require all LS courses be completed before acceptance into the program. Prospective EMT 101 enrollees must complete some LS requirements prior to program admittance.
 6. First-time students with valid ACT scores (scores acquired within the past three years) receive their academic placement according to those scores. First-time students with no valid ACT scores will be required to take the COMPASS for placement. After placement, all students eligible for Columbia State Learning Support courses will be permitted one opportunity to challenge their initial placement results on the placement tests used by Columbia State for the purpose of placement into college-level classes. Placement will be based on the best scores from all valid placement instruments. The challenge exam cannot be completed on the same day as the initial placement testing. Students whose initial placement is below that required to enter Learning Support courses will be provided with information/resources to assist in remediating in the necessary discipline(s) in order that upon challenging their placement (currently the computer-generated COMPASS exam or, as needed, the pencil and paper version ASSET), they may be eligible for required Learning Support courses. Note: Students who are initially ineligible for Learning Support courses may only challenge their initial placement with the COMPASS (or ASSET) twice, with a minimum of thirty days between each testing. **The cost of COMPASS testing is \$20 per session.**
 7. Once students attempt or complete a course in a content area, they **cannot** re-test in that area.
- CONTACTS FOR HELP WITH REGISTRATION/QUESTIONS Evening Services:** Mike Shuler, Interim Director, Warf 109; 540-2862; noon to 8:30pm, Monday thru Thursday. **Clifton Site:** Mr. Stephen Milligan, Director; 931-676-6966; 1-888-346-6581; 795 Main Street. **Lawrence County Center:** Ms. Cissy Holt, Director; Pamela James Learning Center Specialist; Ms. Jodel Butler-Gobbell, Administrative Assistant; (931) 766-1600; 1620 Springer Road, Lawrenceburg (south of Lawrence County High School). **Williamson County Center:** Mr. Ralph Walker, Director; Ms. Shirley Harper, Secretary; (615) 790-4400; 104 Claude Yates Drive, Franklin (north of Franklin High School). **Lewisburg Site:** Ms. Elizabeth McDow, Director; Tim Rogers, Learning Center Specialist (931) 359-0351; 980 S. Ellington Parkway.

I have been advised of the policies and procedures regarding Learning Support Program courses.

Student's Signature

Social Security # Date

Test Administrator's Signature