

Austin Competency Analysis

ACC 101

Performed:

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At Highland Business Center

Participants:

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ACC 101

1. Applications
 - 1.1. Complete an application to ACC
 - 1.1.1. Obtain an application on-line or at any admissions office
 - 1.1.2. Contact the student service office for assistance with completion of the application process if needed.
 - 1.1.3. Complete the application and submit on-line or submit a formal printed version (located at an admissions office) paper copy to any admissions office on any campus (except Highland Business Center)
 - 1.1.4. Early college start (dual enrolled) students must submit a paper application and Early College start form, working with their high school counselor.
 - 1.1.4.1. Early College start students will retain the following forms:
 - 1.2. Complete a residency form
 - 1.2.1. Locate the form online
 - 1.2.2. Print out form
 - 1.2.3. Complete form
 - 1.2.4. Copy required residency documentation
 - 1.2.5. Make copies of all forms for your records
 - 1.2.6. Submit required forms to ACC admissions office: Mail original form and copies of required documentation to Admissions and Records, 5930 Middle Fiskville Rd., Austin, TX 78752-4390, or deliver a copy to an admissions office at any campus other than the one listed above, or Fax a copy to ACC admissions and Records at 512-223-7175 (Faxed copies must be accompanied by a photo copy of the front and back of your valid photo ID)
 - 1.2.7. International Students must contact the International Student Office for more information (512) 223-6247
 - 1.2.8. Early College Start students should submit their residency form to the advisors with other required documentation
2. Transcripts
 - 2.1. Secure required, official transcripts from previously attended educational facilities
 - 2.1.1. Contact your High School to request a transcript be sent to ACC prior to registration if this is your first college attendance
 - 2.1.2. Early college start students must bring transcripts to advising
 - 2.1.3. Contact all other colleges attended to request official transcripts to be sent to ACC prior to registration

- 2.1.4. If college transcripts are from a public institution in Texas they must have TSI status stated on the transcript
 - 2.1.5. Provide proof of any applicable assessment scores such as SAT, ACT, TAKS, THEA, etc.
 - 2.1.6. Provide copy of DD214 or active duty orders
3. Assessment requirements
 - 3.1. Identify required assessments
 - 3.1.1. Verify your status with student services and determine need for ESL assessment and/or OSD accommodations
 - 3.1.2. Secure a pass from student services or assessment office (as recommended by student services) for assessment
 - 3.1.3. Arrange payment for assessment
 - 3.1.4. Schedule required assessments to meet deadlines that apply if necessary
 - 3.1.5. Take required assessments
 - 3.2. Provide copies of assessment scores to the advisor
 - 3.2.1. Secure copies of assessment results
 - 3.2.2. Keep copies of results for personal records
 - 3.2.3. Take copies of assessment results to advising session
4. Advising
 - 4.1. Go to the advising office on any campus (except Highland Business Center)
 - 4.1.1. Verify documents required prior to the advising session (transcript - official or unofficial, TSI status-(any tests scores), DD214, or active duty orders if applicable)
 - 4.1.2. Complete a check list to ensure all documents are in place prior to advising session.
 - 4.2. Come to advising/counseling as determined by student services
5. Calendars
6. Credit Course Schedule
7. College Catalog
 - 7.1. Identify a degree plan
8. College Connection
9. Enrolling in Continuing Education
10. Paying for College
11. Registering for Classes?

12. Visual Tours

13. Orientation?

14. Time Management

If you need help with the ACC 101 process please come in to the student services office.

Please note the following additional notes that were shared in writing:

Protecting your academic standing

Withdrawing?

Distance Learning

AM-PM classes, weekend college

Balancing school & work-How many courses to take.

Handbook

How to read on line schedule

Developmental plan

Success Classes—HUDE 011, PSYC 1300, POFT 1310, DSSK 1013

What is a credit hour?

What is a degree plan?

Degrees @ ACC

Majors @ ACC

Career Choice vs Choice of Major

In district/out of district/out of state/international

Prerequisites—courses, skills, approval

Undecided & core Curriculum>General Education requirements

Transferring credit to and from ACC