

ADMISSIONS

ADMISSION REQUIREMENTS

Hill College maintains an open admissions policy and works to provide programs beneficial to all students.

Applications for admission and other documents necessary for admission should be addressed to Student Information Services. Admission to the college does not guarantee admission to specialized courses or programs. Admission or re-admission to the college or programs may be denied to a person who does not meet the admission requirements of the college or program. Students may be admitted to Hill College by any one of the following methods:

1. High School Graduate/Nontraditional Secondary Education Completion. High school graduates will be admitted upon completion of an Application for Admission and submission of an official high school transcript. Hill College defines an accredited high school as a Texas public high school authorized through the Texas Education Agency, the Texas Private School Accreditation Commission, the Southern Association of Colleges and Schools, or if located in a state other than Texas, that state's comparable agencies and/or regional accrediting association.
2. College Transfer. An individual who is a transfer student from another college must be eligible for readmission to the institution in which the student last enrolled. Transfer students must meet the academic requirements of Hill College. Only credits from accredited institutions will be accepted. Official transcripts from all colleges/universities are required.
3. High School Equivalency Certificate. A person who has not graduated from high school will be admitted if their high school class has graduated and they have passed a High School Equivalency Certification examination.
4. Individual Approval. A person, who is at least eighteen (18) years of age and who did not graduate from a high school or receive a High School Equivalency Certificate, may be considered for admission by Individual Approval. A request for admission by Individual Approval is submitted to Student Information Services. If approved, the following limitations and conditions will be placed on the students enrollment: (1) an official Hill College transcript will not be issued until the student has either passed a High School Equivalency Certificate examination or completed fifteen (15) semester hours of college level courses with a GPA of 2.0 or better and (2) placement testing may be required in order to determine the student's readiness for the college's curricular offerings.
5. Early Admissions/Concurrent Enrollment/Dual Credit of High School Students. Students who are currently attending high school may apply for the Early Admissions/Concurrent Enrollment/Dual Credit Program at Hill College by completing an Application for Admission and Hill College Dual Credit/Concurrent Permission form and submitting a current copy of their high school transcript. Other admission requirements may apply for specialized courses and programs, such as Cosmetology, EMS, and Fire Academy. For additional information interested individuals should contact the Dual Credit Office.

6. Readmission. A Hill College student who has not attended the previous long semester (fall or spring) must apply for readmission by completing a new Application for Admission. If the student has attended another college since his/her previous enrollment at Hill College, an official current transcript of all college credits is required from all colleges/universities attended.
 - Readmission after Military Service: A student who withdraws from Hill College to perform active military service as a member of the U.S. Armed Forces or the Texas National Guard (excluding to perform one or more training exercises as a member of the Texas National Guard), who returns for an academic term that begins after the date released from active military service but not later than the first anniversary of that date, will not be required to re-apply for admission purposes.

7. International Students. Hill College is authorized under federal law to enroll non-immigrant students seeking higher education in an academic field. International students seeking admission should submit the following:
 - a. The application for admission should be submitted at least sixty (60) days prior to the beginning of classes for any given semester.
 - b. An official transcript of the last four years of secondary school. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned, as well as the date of graduation.
 - c. An official transcript from each college/university attended. The official transcript must be an original with a certified English translation attached. The transcript must show each course completed and the grade earned.
 - d. If not from an English-speaking country, proof of English proficiency is required, i.e., proof of ESL program completion, or TOEFL scores (go to [Hill College](#) for current TOEFL requirements). *For more information regarding TOEFL, go to the [TOEFL](#) website or write to:*
 - Educational Testing Service
 - Rosedale Road
 - Princeton, New Jersey 08541
 - e. Statement of financial support. This should include sponsor letters and proof of finances including bank statements.
 - f. Two letters of reference or recommendation from individuals, who have known them for at least one year.
 - g. A \$200 deposit (including a \$50 non-refundable application processing fee) must be made before an I-20 will be issued. Proof of health insurance is required prior to the 1st class day of each semester enrolled. The deposit may be applied toward tuition and fees if proof of health insurance is provided. \$150 of the deposit is refundable in the event of visa denial. Proof of visa denial and request of refund must be made within 90 days of visa denial.
 - h. All international students attending the Hill County Campus are required to live on campus during their first semester at Hill College. Any exception must be approved by the Dean of Students. An application and a \$50 non-refundable resident hall room fee must be made prior to an I-20 being issued. Additionally, there is a \$250 residence hall deposit. Deposit or part deposit may be refundable if there are no damages. All international students

attending the Johnson County Campus or Burleson Center must reflect appropriate financial support on the Financial Statement.

- i. Students should be prepared to pay for and take the Texas Success Initiative Assessment prior to registration.
 - j. International students are required to submit official verification of required immunizations, including evidence of an initial bacterial meningitis vaccine or a booster done during the five-year period if 22 years of age or younger.
 - k. All items must be on file sixty (60) days prior to the beginning of classes. An I-20 will not be issued until each of the items requested above is on file in Student Information Services. In addition, tuition, fees and health insurance must be paid at the time of registration.
8. Applicants not eligible for enrollment under one of the methods listed above should contact Student Information Services.

SPECIALIZED ADMISSIONS

Admission to Hill College does not guarantee admission to specialized courses or programs of study. Prerequisites are required for some courses, and some programs of study require special approval. In addition, program approval/accreditation requirements, program costs, and/or availability of facilities make it necessary for some programs to require specialized admission procedures in addition to those outlined above for general enrollment at the College. These procedures are designed to ensure fairness to each applicant in these programs.

Cosmetology

In addition to the general admission requirements to Hill College, applicants to the cosmetology program must meet the following requirements:

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
2. The student must provide a debit or credit card for twenty-five dollars (\$25.00) for Texas Department of Licensing and Regulations. Students may not clock hours until the student is registered with the State.
3. The student must complete a registration form for licensing by the Texas Department of Licensing and Regulations.

Fire Academy

In addition to the general admission requirements to Hill College, applicants to the fire academy must meet the following requirements:

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
2. The student must be eligible to be a fire fighter in Texas.
3. The student must have a medical release from a physician prior to the first day of class.
4. The student must have completed a drug screen.

Nursing

Vocational Nursing

In addition to the general admission requirements to Hill College, applicants to the vocational nursing program must meet the following requirements:

1. The student must be a high school graduate or have a High School Equivalency Certificate. This must be verified by an official transcript or state issued Certificate of High School Equivalency.
2. The student must achieve an acceptable score on the admissions entrance test.
3. A Health and Public Service physical form must be completed and signed by a qualified health care provider and submitted to the college and on or before the designated date.
4. The student must submit three (3) Professional references. The Professional references should be sent to the Director from teachers, current or former employers. The Professional references should not be obtained from friends or relatives and should not be hand delivered.
5. The student must demonstrate qualifications and aptitude that are acceptable.
6. Completion of BIOL 2401, Anatomy & Physiology I, BIOL 2402, Anatomy & Physiology II, and PSYC 2301, General Psychology with a "C" or better from an accredited college prior to entry in the VN Program.
7. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL policy.
8. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
9. Submit a high school diploma or state issued Certificate of High School Equivalency.
10. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
 - Attended four years of high school in one of the 50 United States and received a diploma or
 - Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate or
 - Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
11. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Community Services department if they meet the following criteria: completion with a "C" or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health Science department from the testing center. Information about the TOEFL may be obtained from the website: www.ets.org/toefl

- or by call 1-800-468-6335.
12. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR's
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)
 - Current negative TB (2 step TB tine testing)
 - Varicella immunity (2 shot series or serological test for immunity)
 - Hepatitis B Series completed
 - Current Health Care Provider CPR from AHA
 13. TSI required

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have updated immunizations, completed physical (within three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the VN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience, pre-LVN classes. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

LVN/Paramedic Transition Program

To be considered for possible selection in the ADN Transition Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the LVN/Paramedic Transition application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)
4. Submit a current resume
5. Submit current Texas LVN license or Paramedic certification/ licensure in good standing.
6. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
7. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL policy
8. Submit a high school diploma or state issued High School Equivalency Certificate.
9. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
 - Attended four years of high school in one of the 50 United States and received a diploma or
 - Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate or

- Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
10. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Community Services department if they meet the following criteria: completion with a “B” or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Community Services department from the testing center. Information about the TOEFL may be obtained from the [ETS TOEFL](#) website or by call 1-800-468-6335.
 11. Submit all official college transcripts that document the completion of the following courses with a “B” or better with a cumulative GPA of 3.00 or higher.
 - BIOL 2401-Anatomy & Physiology I (within the last 5 years.)
 - BIOL 2402-Anatomy & Physiology II (within the last 5 years.)
 - ENGL 1301-Composition
 - PSYC 2314-Human Growth and Development
 - MATH 1314-College Algebra
 12. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR’s
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)
 - Current negative TB (2 step Tb tine testing)
 - Varicella immunity (2 shot series or serological test for immunity)
 - Hepatitis B Series completed
 - Current Health Care Provider CPR from AHA
 13. Completed physical form
 14. Documented TSI complete or exempt by testing or exempt due to other factors, see the [Texas Success Initiative](#) webpage.
 - NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.
 15. Complete Test of Essential Academic Skills (TEAS); the student must call the Hill College Testing Center for an appointment

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates must have a current Texas LVN license or Paramedic Certificate/Licensure, updated immunizations, completed physical (with three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the ADN Transition program based on a point system. Points are awarded for multiple areas including pre-

entrance test scores and essay, professional references, medical experience and GPA from prerequisites. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Associate Degree Nursing Program (ADN)

To be considered for possible selection in the ADN Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the ADN Program application.
3. Submit 3 professional references (Employer/Supervisor and/or academic instructor)
4. Submit a current resume
5. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL Procedure.
6. Students must disclose eligibility issues and be cleared by the Texas Board of Nursing before entry in the program.
7. Submit a high school diploma or state issued High School Equivalency Certificate.
8. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
 - Attended four years of high school in one of the 50 United States and received a diploma or
 - Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate or
 - Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
9. TOEFL Waiver: The student can request a TOEFL waiver form from the Health and Community Services department if they meet the following criteria: completion with a “B” or higher of 4 different college level English courses and 1 college level communication course. TOEFL minimum internet score of 80 or a computer-based TOEFL score of 250 or a paper/pencil test score of 600. Scores will not be considered if they are more than two years old. TOEFL Test score reports must be sent directly to the Health and Community Services department from the testing center. Information about the TOEFL may be obtained from the [ETS TOEFL](#) website or by call 1-800-468-6335.
10. Submit all official college transcripts that document the completion of the following courses with a “B” or better with a cumulative GPA of 3.00 or higher.
 - BIOL 2401-Anatomy & Physiology I (within the last 5 years.)
 - ENGL 1301-Composition
 - BIOL 1322 – Nutrition
 - RNSG 1301 - Pharmacology
11. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR’s
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)
 - Current negative TB (2 step Tb tine testing)

- Varicella immunity (2 shot series or serological test for immunity)
- Hepatitis B Series completed
- Current Health Care Provider CPR from AHA

12. Completed physical form

13. Documented TSI complete or exempt by testing or exempt due to other factors see the [Texas Success Initiative](#) webpage.

NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.

14. Complete Test of Essential Academic Skills (TEAS); the student must call the Hill College Testing Center for an appointment.

Hill College maintains an open admission policy; however, the number of nursing students that can be accepted is limited by the Texas Board of Nursing and the availability of clinical instruction facilities. Since there are often more applicants for the nursing program than spaces available, applications for the nursing program will be screened by a selection committee. In addition to the general admission requirements to Hill College, all prospective candidates updated immunizations, completed physical (with three months of entrance), clear drug test, background check, and must take the pre-test when it is scheduled. Prospective candidates are selected for admission to the ADN program based on a point system. Points are awarded for multiple areas including pre-entrance test scores and essay, professional references, medical experience and GPA from prerequisites. Hill College reserves the right to refuse admission to the nursing program to any applicant whose application is deemed unsatisfactory.

Any applicant with an eligibility issue related to criminal convictions (you may exclude Class C misdemeanor traffic violations) must complete the Declaratory Order (DO) process with the [Texas Board of Nursing](#). Applicants with Declaratory Order's pending at the posted deadline date may affect their application selection.

The Hill College Health and Public Service Department is not responsible for lost or misdirected mail.

Texas Board of Nursing (BON) Rules for all Nursing Programs

[Texas Board of Nursing \(BON\) rules](#) for all nursing programs are available at their website or the students may contact the Texas Board of Nursing (BON) directly or may seek additional clarification from the director of the nursing program.

Echocardiography Program



The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is pleased to inform you of its vote on **January 21, 2016** to award **initial accreditation** to the Cardiovascular Technology - Adult Echocardiography Associate degree program at Hill College, Hillsboro, TX.

To be considered for possible selection in the program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the Echocardiography Program application.

3. Submit 2 Academic Instructors' references.
4. Submit a current resume
5. Submit a high school transcript with a minimum of two (2) years completed in the United States or follow TOEFL Procedure
6. Submit a high school diploma or state issued High School Equivalency Certificate.
7. TOEFL Procedure: Student must demonstrate English proficiency as an admission requirement. This may be demonstrated by one of the following:
 - Attended four years of high school in one of the 50 United States and received a diploma or
 - Attended two years of high school in one of the 50 United States and have a state issued High School Equivalency Certificate or
 - Acceptable state issued High School Equivalency Certificate from one of the 50 United States and acceptable scores from the Test of English as a Foreign Language Test (TOEFL) within the two years of the posted deadline date of program application.
8. Submit all official college transcripts that document the completion of the following courses with a "C" or better.
 - BIOL 2401-Anatomy & Physiology I (Contact the Health and Public Service department if class is over 5 years.)
 - BIOL 2402-Anatomy & Physiology II (Contact the Health and Public Service department if class is over 5 years.)
 - HITT 1305 Medical Terminology (3 credit hours)
 - MATH 1314 College Algebra
 - PSYC 2301 General Psychology
9. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR's
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)
 - Current negative TB (2 step Tb tine testing)
 - Varicella immunity (2 shot series or serological test for immunity)
 - Hepatitis B Series completed
 - Current Health Care Provider CPR from AHA
10. Completed physical form
11. Documented TSI complete or exempt by Testing or exempt due to other factors see the [Texas Success Initiative](#) webpage.

NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.

12. Complete HESI A2 Math and Reading; the student must call the Hill College Testing Center for an appointment.

Emergency Medical Services Profession Program

The Hill College Emergency Medical Services Profession program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs

for the Emergency Medical Services Professions (CoAEMSP). CAAHEP Accredited Program #600447

To contact CAAHEP:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350 www.caahep.org

To contact CoAEMSP:

8301 Lakeview Parkway, Suite 111-312
Rowlett, TX 75088
(214) 703-8445 FAX: (214) 703-8992

EMT Basic Courses

To be considered for registration in the EMT Basic courses, the prospective candidate must complete the following criteria:

1. Complete the general Hill College admissions process.
2. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR's
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)
 - Current negative TB (2 step Tb tine testing)
 - Varicella immunity (2 shot series or serological test for immunity)
 - Hepatitis B Series completed
 - Current Health Care Provider CPR from AHA
3. Complete Drug Screening Test
4. Complete Background Check

NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.

Advanced EMT/Paramedic

To be considered for possible selection in the Advanced EMT/Paramedic Program, the prospective candidate must complete the following selection/testing criteria:

1. Complete the general Hill College admissions process.
2. Complete the Paramedic application.
3. Submit 3 professional references (1-employer; 1-/academic faculty; 1-personal)
4. Submit all official college transcripts
5. Submit documentation that you are current and up to date on the following immunizations:
 - 2 – MMR's
 - Tetanus (within the last 10 years)
 - Tdap (within adult lifetime)

- Current negative TB (2 step Tb tine testing)
 - Varicella immunity (2 shot series or serological test for immunity)
 - Hepatitis B Series completed
 - Current Health Care Provider CPR from AHA
6. Completed physical form
 7. Complete Drug Screen
 8. Complete Background Check
 9. Documented TSI complete or exempt by Testing or exempt due to other factors see the [Texas Success Initiative](#) webpage.

NOTE: The prospective student is required to contact the Hill College Academic Advising and Success Center to determine if they must complete further testing as required for general college admission.

Hill College maintains an open admission policy; however, the number of advanced level EMS training students that can be accepted is limited by the availability of institution classroom size and clinical instruction facilities. Since there are often more applicants for the advanced level EMS training program than spaces available, applications for the advanced level EMS training program will be screened by a selection committee. In addition to the general admission requirements to Hill College, updated immunizations, completed physical (within three months of entrance), clear drug test, and background check. Prospective candidates are selected for admission to the Advanced EMT/Paramedic program based on a point system. Points are awarded for multiple areas including pre-entrance essay, professional references, and medical experience. Hill College reserves the right to refuse admission to the advanced level EMS training program to any applicant whose application is deemed unsatisfactory.

Basic Peace Officer Academy

2.0.0 STANDARDS FOR ADMISSION

2.1.0 General – All Applicants

- A. For acceptance to the Hill College Police Academy individuals (hired cadets or individual applicants) must meet the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
- B. All applicants must meet Hill College current enrollment requirements.

2.2.0 Individual Applicants

- A. Automatic disqualifiers for individual applicants include anything that would exclude the applicant from meeting the most current standards as established under the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure.
- B. Additionally, applications will be automatically disqualified if the applicant has:
 - a. Illegally sold, produced, cultivated, or transported for sale marijuana
 - b. Illegally used marijuana for any purpose within the past year
 - c. Illegally used marijuana other than for experimentation
 - d. Illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic

- e. Illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years
 - f. Illegally used a dangerous drug or narcotic other than for experimentation
 - g. A pattern of abuse of prescription medication
 - h. Willfully provided false information in connection with application to this academy, any other police academy, or any application for employment.
 - i. Committed a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence.
 - j. A medical, physical, or mental disability that substantially limits the person's ability to perform the duties of a peace officer effectively, or may create a reasonable probability of substantial harm to the person or others, for which a reasonable accommodation cannot be made
 - k. Committed malfeasance, misfeasance, or nonfeasance in office
 - l. Engaged in any conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession
- C. Other factors that will be considered prior to acceptance into the Hill College Police Academy include, but are not limited to:
- a. Any pending litigation-criminal or civil (including divorce)
 - b. Evidence of good character and having a stable school, work and driving record
 - c. Reputation of the individual with schoolmates, work associates, coaches, teachers, etc.
- D. The police academy coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: *(C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*

3.0.0 – PREREQUISITES

Completion of all application processes is required for admission into the Basic Peace Officer Course. Those processes, along with standards for admission, are contained herein.

4.0.0 – APPLICATION & ENROLLMENT PROCEDURE

4.1.0 Hired Individuals

- A. Agencies sending hired applicants to the academy must complete an Agency Application which certifies the cadet is eligible for attendance in a police academy program. Agencies must provide copies of the following items along with the application:
- a. Copy of DD-214 or related document (evidence of discharge type)
 - b. Copy of birth certificate (evidence of meeting age requirements to attend), U.S. Passport or Naturalization documents.
 - c. Copy of driver's license
 - d. Copy of high school diploma or GED (evidence of meeting education requirements to attend)
 - e. Copy of Personal History Statement and related background investigation report
 - f. Copy of L-2 (most current form used – available from TCOLE website)
 - g. Copy of L-2 Addendum (this is a Hill College Police Academy form)
 - h. Copy of L-3 (most current form used – available from TCOLE website)

- i. Copy of L-3 addendum (this is a Hill College Police Academy form)
- B. All copied documents (listed above) must be initialed and dated by the agency head or training coordinator for the police department, certifying they are copied from an original document.
- C. Agencies must certify a fingerprint check and criminal history check was done on a standardized form, signed and notarized by an agency representative.
- D. Agencies must certify checks were made related to eligibility to drive shall be done on a standardized form, signed and notarized by an agency representative.
- E. Agencies must certify the applicant is not prohibited by law from possessing firearms or ammunition on a standardized form, signed and notarized by an agency representative.
- F. Agencies must certify a background investigation was completed on a standardized form, signed and notarized by an agency representative.
- G. Agencies must certify that the applicant does not have a TCOLE license denied by final order or revoked.
- H. Agencies must use physicians for examinations that fully comply with Texas Administrative Code 217.1 (b) (11).
- I. Agencies must use psychologists/psychiatrists for examinations that fully comply with Texas Administrative Code 217.1 (b) (12).
- J. Applicants must complete an application document provided by the Hill College Police Academy.
- K. Applicants must complete an Exercise and Health Risk Questionnaire which must be presented to the examiner who completes the L-2 document.
- L. The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: (C) enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.

4.2.0 Independent Attendees

- A. In order to be accepted into the basic academy program, applicants must meet the most current minimum attendance and licensing requirements set forth by TCOLE, along with completion of the academy's application and acceptance process.
- B. A background investigation must be completed by the police academy coordinator or a designee trained and experienced in the process. All applicants must complete the Hill College Police Academy Interest Document (online form) along with an Application and a Personal History Statement.
- C. All TCOLE required exams must be completed (L2 – Medical and Drug Screen; and L3 - Psychological) along with Hill College Police Academy Forms *L2 Addendum* and *L3 Addendum*. The Training Coordinator shall approve authorized medical providers and psychologists for use in examinations.
- D. The police academy Training Coordinator shall make the final determination in allowing a cadet to enter the academy program. This comports with TCOLE rule 215.9 which places the responsibility on the training coordinator: (C) *enforcing all admission, attendance, retention and other standards set by the commission and approved by the advisory board.*
- E. The following are steps for individual applicants applying for admission to Hill College Police Academy:

a. Phase 1

- Initial interest form and screening documents completed and submitted to the Training Coordinator.
- Training Coordinator or a designee will review this for any automatic disqualifiers.

b. Phase 2

- Preliminary background interview
- Issuance of application documents
- Issuance of a Personal History Statement for completion
- Return of Personal History Statement to Training Coordinator along with related documents including a certified copy of birth certificate, DD214 or related documents, high school diploma or GED

c. Phase 3

If the applicant passes the preliminary background interview and investigation, the applicant will be required to complete the following at their own expense:

- FAST background check
- DPS driver's license report showing license to be current and valid
- Psychological evaluation and completion of TCOLE form L3 and Hill College Police Academy form *L3 Addendum* (Psychologist must be approved by the Hill College Police Academy Coordinator)
- Medical evaluation and completion of TCOLE form L2 and Hill College Police Academy form *L2 Addendum* (Medical professional must be approved by the Hill College Police Academy Coordinator)
- Drug screen and completion of TCOLE form L2 and Hill College Police Academy form *L2 Addendum* (Medical professional must be approved by the Hill College Police Academy Coordinator)

d. Phase 4

- Interview of Training Coordinator

e. Phase 5

- Meningitis vaccination or documentation of completion (if applicable – under 22 years old)
- Notification of academy date

4.3.0 Background Investigation

It shall be the policy of the Hill College Police Academy to conduct a background investigation of all individual applicants. The following applies to these investigations:

- A. Personal History Statement - A person who seeks to be accepted for attendance shall complete and submit to the Training Coordinator a personal history statement on a form prescribed by the Academy before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession, and is of good moral character.
- B. Investigative Requirements for the Academy - A complete background investigation includes the following inquiries and a review of all criminal history and driving record returns to determine that the person seeking appointment meets the requirements

outlined in the Texas Administrative Code, Title 37, Part 7, Chapter 213, Rule 217.1, Minimum Standards for Enrollment and Licensure, and that the person's personal history statement is accurate and truthful.

- C. For each person seeking to be accepted for attendance, the Training Coordinator or designee shall:
 - a. Review all documents submitted by the applicant
 - b. Review the results of medical and psychological testing
 - c. Review all declarations made by the applicant for compliance with licensing standards and disqualifiers of the academy.
 - d. Contact all personal references and employers and document the answers to inquiries concerning the applicant.
 - e. Complete a written report of his or her findings and recommendations.

4.4.0 Enrollment

- A. Upon approval to attend a police academy class, applicants must complete all required Hill College enrollment processes.
- B. Applicants are responsible for obtaining and displaying motor vehicle parking permits on campus and for complying with regulations for parking, paying traffic fines, and obeying speed limits.
- C. Applicants are responsible for prompt payment of all financial obligations to the College.

4.5.0 Fees

- A. Tuition and fees are subject to change without notice.
- B. Agencies sending cadets to the Hill College Police Academy must arrange for billing through the college business office.
- C. Items of clothing and other equipment will be the responsibility of the cadet officer or agency.
- D. Payment for class costs must be made in accordance with Hill College rule and policies.
- E. Cadets requesting financial aid and Veteran's Administration loans or similar programs will be responsible for ensuring that all the necessary paperwork is completed and filed.
- F. Refunds to cadets or agencies for drops or failures shall be determined by Hill College policies and operational guidelines.

Early Admissions/Concurrent Enrollment/Dual Credit Program

Hill College sponsors an Early Admissions/Concurrent Enrollment/Dual Credit Program for the benefit of qualified high school students. Students who participate in the Early Admissions/Concurrent Enrollment/Dual Credit Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

- A. High School students in an accredited high school, who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an Associate Degree Program or a Career and Technical Education Certificate of Technology may be admitted based on successful completion of the following:

1. STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended score and Algebra II EOC Level 2 TEA recommended score **OR**

STARR End-of Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended score and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.

2. Present a passing score on the Texas Success Initiative Assessment (TSIA) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. Students who are exempt from the TSI by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.

3. Students must have completed the Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.

4. Students must submit an application for admission and a current high school transcript (prior to graduation).

B. High School students in an accredited high school, who seek to enroll in Career and Technical Education Certificate of Completion courses may be admitted based on successful completion of the following:

1. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.

2. Students must submit an application for admission and a current high school transcript (prior to graduation).

C. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in an academic course(s), a transfer course(s), or selected Career and Technical Education courses in an Associate Degree Program or a Career and Technical Education Certificate of Technology may be admitted based on successful completion of the following:

1. Present a passing score on the Texas Success Initiative Assessment (TSIA) or an approved alternative assessment instrument, such as ACT or SAT, in a least one area (mathematics, reading, or writing) as deemed applicable by the college for the intended course or program. Students who are exempt from the TSIA by rules of the Texas Higher Education Coordinating Board and by the policies of Hill College are also exempt.

2. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the non-traditional secondary education principal or designee.

3. Students must submit an application for admission and a current transcript (prior to graduation).

D. Students who are enrolled in a non-traditional secondary education program (i.e., a home school or a non-accredited high school), who seek to enroll in Career and Technical Education Certificate of Completion courses may be admitted based on successful completion of the following:

1. Students must have a completed Hill College Dual Credit/ Concurrent Permission form signed by the superintendent, high school principal, or designee.

2. Students must submit an application for admission and a current transcript (prior to graduation).

All students who participate in the Early Admissions/Concurrent Enrollment/Dual Credit Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester by semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admissions/ Concurrent Enrollment/Dual Credit Program must submit a final high school transcript upon graduation from their high school or a state issued Certificate of High School Equivalency.

Veterans

Veterans are admitted on the same basis as other students. Hill College is approved for Veterans Training under the GI Bill of Rights, Public Laws 358 and 550, and under the Vocational Rehabilitation Laws.

COMMON ADMISSION APPLICATION FORM

Hill College accepts freshman and transfer application using the electronic common admission application form adopted by the Texas Higher Education Coordinating Board pursuant to Education Code 51.762. Education Code 51.762; 19 TAC 4.11(a)-(b), also known as Apply Texas.

ACADEMIC FRESH START FOR ADMISSIONS DECISIONS

According to Texas Senate Bill 1321 (1993), if an applicant elects to seek admission under this section, Hill College, in considering the application for admission, shall not consider academic course credits or grades earned by the applicant ten or more years prior to the start date of the semester for which the applicant seeks to enroll. An applicant who makes the election to apply under this section and is admitted as a student may not receive any course credit for courses under-taken ten or more years prior to enrollment. A student's Texas Success Initiative (TSI) exemption based on work completed prior to the Fall of 1989 is retained regardless of any election of Academic Fresh Start.

Students must request an Academic Fresh Start at the time of application. Students are requested to complete the Academic Fresh Start for Admissions Decision Form. Students will not be granted an Academic Fresh Start until the admission file is complete. This

option does not relieve students from notifying the college of attendance at previous institutions nor of the need to submit transcripts indicating all previous course work attempted. For additional information on Academic Fresh Start, contact Student Information Services.

ADMISSIONS COMMITTEE

College administrators, faculty, and staff constitute the Admissions Committee. The committee shall consider individual student requests for admission or readmission when the student does not meet the college's standard admission requirements. Requests for hearings are made to Student Information Services.

CONTINUING EDUCATION

Hill College is committed to the educational and cultural development of citizens throughout its service area. The mission of the Continuing Education (CE) is to provide courses and programs that meet regional business and industry needs as well as special interests of residents of our service area. The purpose of the CE Office is to prepare students for certification in a skill or trade and to facilitate continual self-improvement through professional development and personal enrichment classes. The specific goals of the program are to:

1. Provide opportunities for people of all ages to enrich their cultural lives and pursue their personal interests;
2. Provide workforce education and training to adults to assist them in acquiring or upgrading technical skills leading to employment or job advancement;
3. Sponsor in-service training opportunities for area employers and professionals to satisfy organizational needs and educational requirements for licensing or credentialing; and,
4. Provide other instruction as required to meet community needs.

These programs typically consist of non-credit experiences such as short courses, seminars, workshops, and lectures. Application and registration for all CE courses requires a completed Continuing Education Registration form. Hill College has an open admission policy, which ensures that everyone who can profit from a college education has an opportunity to enroll. When applicable, courses may have additional admission and/or registration requirements that need to be met in order to comply with a certifying/licensing agency or a funding source.

Students will be informed of all admission and/or registration requirements for each course/program and can register at any Hill College campus/center location, contingent upon meeting program specific requirements. Persons registering for contract classes will be registered on site and/or by special arrangement. Each community and workforce education course/program normally requires payment of tuition/fees which is determined by the length and nature of the learning activity.

ADMISSION PROCEDURES

The procedures for entering Hill College are as follow:

1. Complete an online [Application for Admission](#).

- If you are going to live on campus, a completed Resident Application (with the \$50.00 non-refundable housing processing fee and a \$200 refundable residence hall damage fee) and health forms are required. A meningitis vaccination is required a minimum of 10 days prior to occupancy. (All International Students attending on the Hill County Campus are required to live in Hill College residence halls.)

2. Submit all required official transcripts. If you are a first-time college student, request your high school transcript be sent to Student Information Services at Hill College. If you are a transfer student, request each college/university attended to send an official transcript of credits directly to Student Information Services at Hill College. A personally delivered transcript will not be accepted as an official record unless it is delivered in a sealed college envelope. If not a high school graduate, send a state issued High School Equivalency Certificate or contact Student Information Services for further information.

3. Request any scores on the STARR End-of-Course (EOC), Texas Success Initiative Assessment (TSIA), American College Testing Program (ACT), or Scholastic Aptitude Test (SAT) be forwarded to Hill College.

4. Meningitis Vaccination is required for students that are 22 years or younger 10 days prior to the 1st class day. Meningitis vaccinations are valid for 5 years from the injection date. Exceptions can be made for students with a signed affidavit or certificate from a physician that states the vaccination would be injurious to the health of the student or students who sign an affidavit stating that the student declines the MV for reasons of conscience, including a religious belief. A conscientious exemption form can be found on the Texas Higher Education Coordinating Board website.

5. Academic and Career and Technical Education Advising. Education plan and TSI requirement advising should be conducted prior to enrolling in Hill College. Academic Advising and Success Centers are located on the Hill County Campus, Johnson County Campus and Burleson Center. All students can access degree plans and additional account information using MyRebel, the online student portal.

6. Hill College requires MANDATORY ADVISING prior to registration each semester. Registration is available online using MyRebel, the online student portal. Students with holds prohibiting online registration, must register in person through one of the Academic Advising and Success Centers, located on the Hill County Campus, Johnson County Campus or Burleson Center. Registration dates and information are located on the Hill College web page and on the Academic Calendar.

TEXAS SUCCESS INITIATIVE (TSI)

Senate Bill (SB) 286, passed by the 78th Texas Legislature repealed the Texas Academic Skills Program (TASP) and created the Texas Success Initiative (TSI) regarding student assessment and developmental education. The TSI requires mandatory assessment for all students. The bill authorizes the Texas Higher Education Coordinating Board to prescribe assessment instruments with a statewide passing standard. The TSI requires an institution to develop an individualized plan for each student who needs to attain college readiness. The initiative allows an institution to determine when a student is ready

to perform freshman-level academic coursework. The institution must make its determination on an individual basis according to the needs of the student. SB 286 requires each institution to report annually to the Coordinating Board on the success of its students and the effectiveness of its Success Initiative.

Hill College's TSI Plan is designed to provide guidelines for students under the Texas Success Initiative. The following components are included in the plan: Developmental program mission, organization, program objectives, design, outcomes and policies; assessment requirements for early enrollment/concurrent credit/dual credit students and college students; testing exemptions; plan for academic success; criteria for determining college readiness; re-test criteria; information for academic advising; and program reporting and evaluation. An Individual Academic Success Plan will be developed by an Academic Advisor, Developmental Education Success Coordinator or faculty advisor for students, who do not meet the minimum passing academic standard.

TSI EXEMPTIONS, EXCEPTIONS, AND WAIVERS

Under TSI, all students seeking an Associate degree or Certificate of Technology are required to test unless otherwise exempt based on one of the following:

1. Earned within the last five years, an ACT composite score of 23 or higher with individual mathematics and English scores of no less than 19. ACT scores are valid for five years from the date of testing.
2. Earned within the last five years, on SAT:
 - Taken prior to March 5, 2016: Composite score of 1070 and a minimum score on the Critical Reading of 500.
 - Taken on or after March 5, 2016: Minimum score of 480 on the Evidence-Based Reading and Writing and a minimum score of 530 on Mathematics.
3. A student who scores one of the following:
 - STARR End-of-Course (EOC): English III EOC combined assessment in both reading and writing Level 2 TEA recommended score and Algebra II EOC Level 2 TEA recommended score OR
 - STARR End-of Course (EOC) Dual Credit Only Waiver: English II EOC combined assessment in both reading and writing Level 2 TEA recommended score and Level 2 TEA recommended score on Algebra I EOC and a passing grade in Algebra II high school course.
4. Possess an Associate's or Bachelor's degree from an institution of higher education.
5. A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework in math, English, and/or intensive reading (C or higher), as determined by the institution.
6. A student who enrolls in a Certificate of Completion; a program of 42 or fewer semester credit hours.

7. A student serving in the military or active duty as a member of the armed forces of the U.S., the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
8. A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States, of the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S.
9. A student who is a non-degree or non-certificate seeking student. A casual enrichment student may enroll in up to 12 hours before testing.

To enroll as a non-degree or non-certificate seeking student, the following criteria must be met. The student:

1. Must not be seeking an Associate degree or Certificate of Technology,
 2. Must meet admissions requirements,
 3. Cannot qualify for financial aid (PELL, student loans, work-study, etc.),
 4. Must meet all course prerequisites.
10. A student who has previously attended any institution and has been determined to have met readiness standards by that institution.

Assessment Instruments

Hill College administers the Texas Success Initiative Assessment (TSIA) to assess college readiness.

Criteria for Determining College Readiness

There are three ways for Hill College students to meet college readiness standards:

1. Pass one of the recommended assessment instruments, e.g. ACT, SAT, STARR End-of-Course (EOC), TSIA.
2. Successfully complete the sequence of the prescribed developmental education courses in the deficient area with a "C" or higher.
3. Qualify for Texas Success Initiative Assessment (TSIA) exemptions/waivers

REGISTRATION

The registration schedule is published on the Hill College website and in the Academic Calendar. Traditional fall, spring, and summer semester classes are available with 8-week and mini semesters offered during the year. Registration includes completion of required forms, preparation of a class schedule, and payment of all tuition and fees. Mandatory advising is required each semester. Once a student has met with an Academic Advisor or Success Coordinator in person or via other electronic methods, the student may complete the registration process.

MYREBEL

Through MyRebel, on Hill College's Home Page at [Hill College](#) all students may view their transcript, final grades, account status, and class schedule. Students should contact the Academic Advising and Success Center for information about on-line registration.