

Admission Requirements

Prospective students desiring admission to pursue a certificate or degree at CCCB are typically expected to have completed the recommended college preparatory courses at an accredited secondary school or equivalent. A proper foundation to facilitate success in college-level studies will include:

- 4 years of English
- 3 years of mathematics
- 3 years of social studies
- 3 years of science

FIRST-YEAR ADMISSION

In addition to the application for admission, applicants for first-time degree seeking admission are required to submit the following materials:

1. Official high school transcript: Submit a transcript from an accredited high school or equivalent. It is the student's responsibility to request transcripts early in the application process and again when the coursework at the institution is completed. The transcript should include a CGPA. See "[Enrollment Eligibility](#)" for guidelines with official final transcripts.
2. Official ACT or SAT results: For a student to be considered for acceptance to CCCB, students must submit a standardized test score from ACT and/or SAT.

Applicants for first-time degree-seeking admission will be considered for admission if they meet the following requirements through a three-tiered system of admissions.

Regular Admission

Requires both components:

1. Minimum composite ACT of 17 (SAT CR+M combined 940)
2. Minimum 2.0 high school GPA OR
3. Minimum composite ACT of 16 (SAT CR+M combined 900)
4. Minimum 3.0 high school GPA

Committee Admission

First-year applicants who do not meet the above criteria for admission may be sent for approval by the Admissions Committee. Students eligible for consideration by the admissions committee are also required to submit a personal statement and educator reference for consideration. This group will review, and approve or deny admission based on the following conditions:

- A high school GPA below a 2.0, regardless of ACT or SAT composite score

OR

- Composite ACT of 15 or below (SAT CR+M combined 810 or below)

Conditions on 1st semester:

- May take no more than 18 semester credit hours (3 hours are lab courses); online students are limited to only one course in the first two sessions of enrollment
- May be enrolled in remedial course instruction
- Must maintain [SAP](#)

Students admitted with conditions will be notified in their initial acceptance letter.

Denied Admission

Students denied by the admissions committee may be reconsidered for admission if the student provides updated information, such as a standardized test score or a transcript.

Saints Success Program

Students admitted to CCCB will be placed in the **Saints Success Program** based on these factors, regardless of admissions status:

- ACT (SAT equivalent) of 17 and below and a 3.29 GPA and below (only required to take **GCA031** Private Study Skills if English & reading subscores are 20 ACT and above)
- Any student with less than a 2.0 GPA (regardless of test score) will be enrolled in **GCA031** Private Study Skills.

TRANSFER ADMISSION

Students are considered transfer students if they can be classified in one of three ways:

- Matriculated full-time at a previous institution
- Have a minimum of 64 hours of college credit
- Completed an associate degree while enrolled in high school
 - Students with a completed associate degree upon completion of high school are considered for admission based upon a final high school transcript, ACT/SAT score, and college CGPA

In addition to the application for admission, transfer, and readmit applicants for degree-seeking admission are required to submit the following materials:

- Transcripts from all colleges/universities attended: Students attending any college or university prior to application to CCCB must submit transcripts from all colleges and universities attended, and again when the coursework at the institution is completed. Each transcript should include a CGPA. For a student to be considered for acceptance to CCCB, a minimum CGPA of 2.0 on a 4.0 scale must be submitted. Readmit students must submit transcripts from all colleges attended after leaving CCCB.
- Additional documents for consideration: If a transfer applicant has less than 24 hours of attempted college credit, a high school transcript and ACT/SAT is required for admission consideration.

Applicants for degree-seeking transfer admission will be considered for admission if they meet the following requirements through the admissions process.

Regular Admission

- 2.0 or higher CPGA

OR

- An evaluation of previously taken credits at a prior institution warrants additional review, regardless of CGPA

Committee Admission

For transfer applicants who do not meet the above criteria for admission. Students eligible for admission consideration by the admissions committee are also required to submit a personal statement and an educator reference for consideration. This group will be reviewed, and approved or denied admission by the admissions committee which has its own set of conditions:

- Below a 2.0 CGPA

OR

- An evaluation of previously taken credits at a prior institution warrants additional review, regardless of CGPA

Conditions on 1st semester: Enrolled in Student Success Program. Students admitted with conditions will be notified in their initial acceptance letter.

Denied Admission

Students denied by the admissions committee may be reconsidered for admission if the student provides updated information, such as a standardized test score, an updated transcript, or similar.

Student Success Program

Students admitted to CCCB will be placed in the **Saints Success Program** based on these factors, regardless of admission status:

- Students with less than a 2.0 CGPA will be enrolled in **GCA031** Private Study Skills
- Students with less than a 2.0 GPA and no previous college credit applied for the following courses will be required to take:
 - **BIB120** Discovering the Bible with Lab
 - **GCA151** English Composition I with Lab
 - **BNT101** Life of Christ I with Lab
 - **GCA031** Private Study Skills

READMISSION

Applicants seeking readmission to CCCB follow the same guidelines as transfer students, but may need to be considered by the appeals committee if they were on academic suspension or academic probation when leaving CCCB. Readmit applicants are also required to gain approval not only from the academic services office, but also the student development office and the business office prior to admission.

- Readmit applicants are considered by the applicant's application, a church leader reference, and recommendations from the student development office and the academic services office.
- Returning students must be reviewed by each office and approved with or without stipulations. Possible stipulations include:
 - Academic sanctions as determined by the vice president of academics or acting agent. Based upon an applicant's academic standing with CCCB, the applicant may be admitted as a student on academic warning or academic probation.
 - Disciplinary sanctions as determined by the Dean of Student Conduct or acting agent. Based upon an applicant's disciplinary standing with CCCB, the applicant may be admitted with student life stipulations.

NON-TRADITIONAL ADMISSION

Students who are not graduates of accredited high schools may submit a GED (General Education Development) or a HiSET score in lieu of a high school transcript for evaluation and must earn the high school equivalency credential. These students are required to submit a personal statement and are subject to review by the admissions committee prior to an admissions decision.

Students who have graduated from high school, but have not attended a college, are not required to take the ACT or SAT test after five years have passed since their high school graduation.

Students that have been out of high school for more than five years and have less than a 2.5 high school GPA or do not meet the GED/HiSET requirement must be reviewed by the admissions committee.

INTERNATIONAL ADMISSION

International applicants, whether first-year, transfer, or readmit have the same admission requirements as domestic students but are also required to be proficient in English. International students are also expected to demonstrate sufficient financial support to attend CCCB.

In addition to the application materials required for domestic applicants, international applicants are also required to provide the following materials for admission consideration:

1. Evidence of English competency: A Test of English as a Foreign Language (TOEFL) or an International English Language Testing System (IELTS) score is required.
 - a. Minimum TOEFL score of 500 (paper-based), 173 (computer based), or 61 (internet-based).OR
 - b. Minimum IELTS score of 5.0.

The TOEFL or IELTS can be waived if applicants:

 - i. Prior to review for admission, came from an English-speaking country.
 - ii. Have an ACT or SAT test score (acceptable).
 - iii. Have received a U.S. high school diploma or graduated from an international high school in their home country (with all English instruction).
 - iv. Enrolled for at least one semester at a college or university in the United States.
 - v. Completed an English as a Second Language program (ESL or ELL).
 - vi. Further requirements are reviewed on a case-by-case basis and could include an interview and writing sample.
2. Personal funding statement: A document demonstrating financial ability to attend CCCB and including sponsorship information.
3. I-134 Affidavit of Support: If student has a U.S. sponsor, this form must be completed to show that the sponsor can financially support the student to attend CCCB. If the student has a sponsor that is not a U.S. Citizen, a sponsorship and affidavit of support form is to be completed by the sponsor.

International students will be considered for admission on the respective tier of admission, based on whether they are a first-year student, transfer student, or a readmit student.

International students who do not meet the minimum English requirements will be enrolled in the **Saints Success Program** or could be enrolled in the program at the discretion of the academic services office.

NON-DEGREE STUDENTS

Non-degree students who desire to become certificate-seeking or degree-seeking students must complete the application process for degree-seeking students before taking additional classes. Because non-degree-seeking students are not pursuing a degree, these students are required to complete a non-degree-seeking application for enrollment and discuss course registration options with the registrar.

CONCURRENT HIGH SCHOOL STUDENTS

Concurrent high school students may take up to 60 credits at CCCB. Students wishing to enroll at CCCB as a concurrent student must complete the concurrent student application online at cccb.edu/checklists/dual-enrollment/.

Students are considered for the concurrent student program with the following requirements:

1. A sophomore, junior, or senior in high school
2. A minimum 2.75 CGPA

Students below the minimum standards of age, year in school, or GPA may be considered by the admissions committee for admission, but may be required to submit additional support information such as a letter of reference from an educator and/or a personal statement from the student.

Prior to enrollment, concurrent students must submit the following:

1. Parental consent form
2. An official high school transcript or homeschool transcript
3. Church leader reference