

## Placement for Degree Seeking Students

12/28/2016

If your student:

- Has never passed a math nor English class at WWCC  
**AND**
- Doesn't have transfer Math nor English credits on their WWCC transcript from another college  
**AND**
- Does not have a placement

**Then:** The student should go through the new placement process<sup>1</sup>, regardless of when they applied to the college.

If your student:

- Has passed a math or English class at WWCC  
**OR**
- Has a math or English class transcribed on their WWCC transcript from another college  
**AND**
- Does not have a placement score

**Then:** The student should use the retest form.<sup>2</sup>

If your student only has a partial placement (for example just Math or just English) and needs others

**Then:** The student should use the retest form.<sup>2</sup>

If your student changes pathways and now needs new placements as a result of that pathway change

**Then:** The student should use the retest form.<sup>2</sup>

If your student has a placement on file that they believe is not accurate, then they may be able to re-place.

- Students may only retake the placement exam up to once per year. If a student believes that they were not able to show their best work on their original test, they do have the option to study and retest (for a fee of \$10), but they may not retest more than once. Their first (and only) retake should be requested on the retest form.<sup>2</sup>
- Students who took a placement test on or before Nov 30, 2016 but within the last two years and who now wish to have a transcript (high school or college) that is less than 2 years old reviewed to "challenge" their math placement may do so. Before requesting such a challenge please:
  - i. make sure that the student has an active placement,
  - ii. make sure that the MULMEA placement in ADP is dated before 12/1/16,
  - iii. make sure the transcript to be used for the challenge has a math class with a passing grade taken within the last two years (please actually look at the transcript)

To request a challenge by transcript:

- If the transcript is already in HALFILE, you may just e-mail [laura.schueller@wwcc.edu](mailto:laura.schueller@wwcc.edu) directly with subject line: Transcript Placement and in the body of the e-mail include the student's name, SID, and the phrase "transcript in HALFILE"
- If the transcript is not in HALFILE, it should be taken/sent to the OAR.
- Students may not attempt to skip a failed class by retesting. For example, if a student takes and fails Math 78E but still has an active placement on file (from either a previously successful course or a current MULMEA placement), the student may **NOT** retake the placement exam to attempt to "skip" Math 78E.

<sup>1</sup> <http://www.wwcc.edu/testing/placement/> choose the Placement Process button and follow the directions.

<sup>2</sup> <http://www.wwcc.edu/testing/placement/> choose the Retaking the Placement Exam button and fill out the form online.