

Williston State College - Admission & Records Process for ACG

The ACG lists are given to our Admission and Records staff. These steps are followed every time Financial Aid runs their processes.

1. Look up graduation dates
 - a. If graduated before 1/1/2005 – or if a GED completer – put in ACG4 Student Group.
2. If graduated in 2005
 - a. Student is only eligible for the sophomore level ACG, whether it's their first year in college or not
 - b. Check total credits earned and GPA. Check to see if student has completed at least 24 credit hours and has over a 3.0
 - c. Check to see if the student has met rigorous core according to requirements for specific states for specific years. Information is on the web
 - d. Check to see if student is full-time
 - e. Check program plan to make sure they are not in a certificate program
 - f. Check for any transfer credits
 - g. Maintains a spreadsheet recording all pertinent data needed in determining eligibility of students. The spreadsheet is shared with the Financial Aid Office via a shared drive on the internal network. The Financial Aid office pulls information from the spreadsheet to complete the ACG eligibility page
 - h. Enter students in ACG1 (for students that are eligible based on rigorous core for ND HS program) and ACG2 (for students who are eligible for other reasons such as AP/IB and for other states) Student Groups if eligible for ACG, and if they will never be eligible based on rigorous core, place in ACG4 Student Group
3. If graduated in 2006 and beyond
 - a. Student may be eligible for 1st or 2nd year ACG
 - b. Determine rigorous core
 - c. Check to see if student is full-time
 - d. Review application for admission to see if a transfer student
 - e. Determine if student is first or second year by counting credits
 - f. Remove dual credits and refigure GPA
 - g. If student has over 48 credits – place in ACG4 student group
 - h. Enter students in ACG1 and ACG2 students groups if eligible for ACG
 - i. Enter students in ACG4 Student Group if they will never be eligible for ACG
 - j. Place all student names on spreadsheet for Financial Aid review