# ATB Process CUNY York College

## **Admissions Department:**

- 1) students are screened for ATB eligibility
- 2) students are sent communication via email

#### **Transfer Students:**

- 1) exemption for earned credits (Attachment J)
- 2) Accuplacer ATB testing

### **Incoming Freshman:**

1) Accuplacer ATB Testing

#### **Attachment J:**

- 1) students request transcript from the college in which they earned their 24 credits.
- 2) form must be completed and signed by college in which the student completed the 24 credits.
- 3) students will receive a certificate from the state that they bring to the Admissions Office. Students are then certified.

# At York College:

If students come in with this form to be completed at York College for another institution, York's Registrar office should complete form and provide official transcripts (fee required).

# Accuplacer ATB Testing:

- 1) students are sent to the testing office to schedule test.
- 2) Upon successful completion they will be certified by the admissions department.

(better option as results are available immediately)

# **Testing Department:**

- 1) when students receive the required cut scores their names are sent to Admissions from Testing for certification in the system.
- 2) if they did not receive the required scores they are sent to room SC-114 for workshops.
- 3) upon completion of the workshop (20hrs) they can retest.

Created DG January 2016