



CATALOG ADDENDUM

The Catalog Addendum is part of the College Catalog & Student Handbook.

Effective Date: 07/13/2026

The College added the below information which replaces verbiage starting on page 8:

Admissions Requirements for the Diploma in Practical Nursing

Students applying for the Practical Nursing Program must meet with an admissions advisor, after passing the TEAS pre-assessment test with a composite score of 45.0%, for a pre-admissions meeting to discuss additional requirements, including health screening, immunization records, drug testing, and background check, with the associated fees.

- An applicant who does not achieve the required TEAS score may be given a second attempt after a minimum 24-hour waiting period. If the applicant is unsuccessful at the second attempt, the waiting period between attempts increases to fourteen (14) days. Failure to pass the entrance examination on the third attempt will result in the inability to enroll at the College.

Admissions Testing Requirements

Students applying for all programs except Practical Nursing and Diagnostic Medical Sonography must successfully pass the Wonderlic entrance examination with a sufficient minimum score. The minimum score for most programs is 17, with the Veterinary Technician minimum being 20 and the Surgical Technology minimum being 22. An applicant who does not achieve the required score may be given a second attempt after a minimum 24-hour waiting period. If the applicant is unsuccessful at the second attempt, the waiting period between attempts increases to 14 days. Failure to pass on the third attempt will result in the inability to enroll at the College. Applicants may not opt to use a failing score to enroll into a different program with lower entrance score requirements.

Admissions Requirements for the Associate of Applied Science in Animal Welfare Business Administration

This program is designed for animal welfare professionals with a certificate or coursework in an animal welfare-related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. A confirmed certificate/diploma in the field:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Business Administration

This program is designed for business professionals with a certificate or coursework in a business-related program.

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. A confirmed certificate/diploma in the field:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Construction Administration

This program is designed for trades professionals with a certificate or coursework in a trades-related program.

In addition to the *Admissions Requirements*, all students must comply with one of the following minimum requirements for admission to the program:

1. A confirmed certificate/diploma in the field:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Diagnostic Medical Sonography

In order to successfully enroll in the Diagnostic Medical Sonography programs, applicants must also meet the following requirements:

- Achieve a minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English. (This must be completed prior to enrolling)
- An applicant who does not achieve the required score may be given a second attempt after a minimum 24 hour waiting period. If the applicant is unsuccessful at the second attempt, the waiting period between attempts increases to 14 days. Failure to pass on the third attempt will result in the inability to enroll at the College.
- Any applicant is permitted only three attempts to meet the minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English before being no longer eligible to apply.
- In addition to these requirements, students applying for the Diagnostic Medical Sonography program must meet with an admissions advisor, after passing the pre-assessment test, for a pre-admissions meeting to discuss additional requirements, including health screening, immunization records, drug testing and background check, with the associated fees.

Due to limited seating for this program, the Diagnostic Medical Sonography program will require applicants to be evaluated for acceptance into the program by way of an enrollment selection rubric. The purpose of this rubric is to objectively assess applicants to the Sonography program who meet all of the fundamental enrollment requirements and in order to determine the accepted cohort and the alternates to the cohort.

Applicants that do not achieve a minimum numerical Accuplacer score of 472/236/236 Overall/ Math/ English will not be considered for enrollment into the Diagnostic Medical Sonography program and thus the enrollment selection rubric will not apply.

SONOGRAPHY PROGRAM ENROLLMENT SELECTION RUBRIC

Graduates entering from all Rockford Career College Allied Health Degree and Diploma Programs will have a direct pathway and will be accepted using the following criteria:

1. EDUCATION

GPA of 4.0	10 pts.
GPA of 3.7-3.9	8 pts.
GPA of 3.5-3.6	7 pts.
GPA of 3.3-3.49	6 pts.
GPA of 3.1-3.29	5 pts.
GPA of 3.0-3.09	4 pts.

All applicants will be assessed using the following:

1a. EDUCATION (as evidenced by an official transcript in English)

Less than 38 semester credits/54 quarter credits	1 pt.
Greater than 38 semester credits/54 quarter credits	3 pts.
Completed BA/BS or higher level	5 pts.

2. Accuplacer Overall Score

Overall score of 472 – 499	1 pt.
Overall score of 500 – 525	3 pts.
Overall score of 526 or higher	5 pts.

Total Score (1 + 1a. + 2) = _____

Graded Enrollment Selection Rubrics will be tallied one week prior to the start of classes and students will be notified at that time regarding their entrance into the Sonography Program.

Acceptance will be based on these rankings and an additional 15% of the applicants will be placed on an alternate list. Accuplacer scores are valid for one year after taking the exam.

Background Checks and Drug Screenings

Due to the fact that states, employers, and registering bodies have certain criteria in place regarding criminal backgrounds, all students who plan on enrolling in the Diagnostic Medical Sonography program must pass a criminal background check. In addition, externship sites will require a background check for any student that they accept for their externship and may require further inquiry into the students' background in order to be placed at their site. An externship site may reject a student based on criteria different than those used by Rockford Career College. Convictions, guilty pleas or no contest pleas for certain drug related, fraud based, or other serious crimes will automatically disqualify a prospective student from eligibility for the sonography program. Additionally, Rockford Career College requires candidates to submit to a drug screening test prior to starting their clinical rotation. This also is a requirement of many of the externship sites. The prospective student is responsible for all costs associated with the background check/urinalysis process. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for clinical assignments, externship or employment following completion of the program. Employment and externship decisions are outside the control of the institution.

Admissions Requirements for the Associate of Applied Science in Healthcare Administration

This program is designed for health care professionals with a certificate or coursework in an allied healthcare program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. A confirmed certificate/diploma in the field:
 - a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Paralegal

This program is designed for business professionals with a certificate or coursework in a paralegal-related program. In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

1. A confirmed certificate/diploma in the field:

- a. Certificate/diploma or coursework must be completed at an accredited institution recognized by the U.S. Department of Education and confirmed with official transcripts in English.
2. Students must have a cumulative grade point average of 2.0 or higher from the previous educational institution.

Admissions Requirements for the Associate of Applied Science in Surgical Technology

Students applying for the Surgical Technology program must successfully pass the Wonderlic entrance examination with a minimum score of 22. An applicant who does not achieve the required score may be given a second attempt after a minimum 24-hour waiting period. If the applicant is unsuccessful at the second attempt, the waiting period between attempts increases to 14 days. Failure to pass on the third attempt will result in the inability to enroll at the College. Applicants may not opt to use a failing score to enroll into a different program with lower entrance score requirements.

Admissions Requirements for the Associate of Applied Science in Veterinary Technician

In addition to the *Admissions Requirements*, all students must comply with the following minimum requirements for admission to the program:

- All potential program students must submit an essay explaining their aptitude for, interest in, and understanding of the field of veterinary technology.
- All Veterinary Technician students must be fully vaccinated for rabies in order to work with animals in this program. This is a requirement for enrollment into the program and there are no exceptions or waivers available.
- Students applying for the Veterinary Technician program must successfully pass the Wonderlic entrance examination with a minimum score of 20. An applicant who does not achieve the required score may be given a second attempt after a minimum 24-hour waiting period. If the applicant is unsuccessful at the second attempt, the waiting period between attempts increases to fourteen (14) days. Failure to pass on the third attempt will result in the inability to enroll at the College. Applicants may not opt to use a failing score to enroll into a different program with lower entrance score requirements.

The College added the below information which replaces verbiage starting on page 62:

Diploma in Accounting / Payroll Clerk

Delivery Method: **Online**

Length: **9 Months**

This program is not accepting new students and/or re-entering students into the program at this time

The College added the below information which replaces verbiage starting on page 76:

Diploma in Veterinary Assistant and Grooming

Delivery Method: **Online**

Length: **12 Months**

This program is no longer accepting new students and/or re-entering students into the program