Placement Testing for Miles Community College Distance Students and High School Early Entry Students

Miles Community College utilizes mandatory placement, and requires all students to show proof of pre-requisites at the time of registration. Many college courses have pre-requisites of a basic aptitude in reading and writing before a student may enroll in those courses. Miles Community College uses the COMPASS placement exam to determine if students have met course prerequisites. Students may be exempt from COMPASS testing if they have taken the ACT or SAT exam within the last three years and achieved the following scores:

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Other COMPASS Writing Exemptions</th>
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<tbody>
<tr>
<td>Reading ≥ 19</td>
<td>Reading ≥ 480</td>
<td>MUS Writing Assessment ≥ 3.5</td>
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<tr>
<td>English ≥ 20</td>
<td>English ≥ 440</td>
<td>ACT Combined English/Writing ≥ 18</td>
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<tr>
<td>Math ≥ 22</td>
<td>Math ≥ 530</td>
<td>ACT Writing Subscore ≥ 7</td>
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<td>SAT Writing Essay ≥ 7</td>
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Students submitting ACT or SAT scores to demonstrate proficiency must submit copies of their scores with their course registration form. If a high school prints ACT/SAT scores on their transcripts, a copy of the student’s transcript will suffice.

If a student does not meet the minimum ACT or SAT scores listed above, the COMPASS exam must be taken. The COMPASS is administered at MCC’s Center for Academic Success, or at several other locations throughout the region. The COMPASS is a standardized test, and may only be taken at an approved COMPASS testing center. MCC charges $10 for the exam; fees at other testing centers may vary.

If a student is unable to take the COMPASS exam at MCC and would prefer to test at another site, the preferred method of testing is to set up a remote test with the MCC Center for Academic Success. A remote test allows students to take the COMPASS at an approved testing center more convenient for them, but still utilizes MCC’s score cutoffs and placement domains, ensuring proper course placement. This also ensures that MCC staff have prompt access to scores.

The following locations in Montana have COMPASS Remote Testing sites available:

- Billings – Montana State University-Billings
- Bozeman – Montana State University
- Butte – Highlands College
- Glasgow – Glasgow Job Service
- Glendive – Dawson Community College
- Hamilton – Bitterroot College
- Havre – Montana State University-Northern
- Helena – Helena College
- Kalispell – Flathead Valley Community College
- Lewistown – MSU-N/Adult Learning Center
- Missoula – Missoula College

Procedure for arranging and completing a remote COMPASS test:

- Call the MCC Center for Academic Success at 406.874.6152 or email niedgee@milescc.edu
- The Center for Academic Success staff will collect all necessary information from you and create a remote test registration for the site you choose.
- Pay $10 COMPASS testing fee to Miles Community College (payment can be arranged over the phone at the time the test is scheduled).
- Once the Center for Academic Success completes your registration, you will receive an email from the COMPASS system with your remote test registration number. Your chosen testing site is also notified.
- Call the testing site to arrange a testing time. Please note that operating hours vary from site to site.
- On the day of your scheduled test, bring your COMPASS remote test registration number with you to the testing site. Please note that testing sites may also charge an additional COMPASS test proctoring fee.
- Once the test is completed, your score results will be sent electronically to the MCC Center for Academic Success. You may call the Center for Academic Success to find out your scores.
- The Center for Academic Success will provide the scores to the Registrar, who will then register you for class(es), assuming you’ve met the minimum pre-requisite test scores.

Students who complete the COMPASS at non-remote sites must have their scores forwarded to the MCC Registrar.