

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER; 4-1-401.9

PAGE: 1 OF 4

PROCEDURE TITLE: GENERAL ADMISSIONS

BASED ON POLICY: 3-1-301

REVISION NUMBER: 5

OFFICE OF
RESPONSIBILITY: Marketing and Enrollment Management



PRESIDENT

October 3, 2012

DATE

PURPOSE

The purpose of this procedure is to establish guidelines for admitting college students into programs, evaluating transcripts/awarding non-resident credit, and placing students into appropriate course work.

PROCEDURE

I. Admission

Candidates for **general admission** to the college must complete and submit admissions information prior to enrollment. The following information is required:

- a. The TCL application form
- b. The TCL residency form
- c. ASSET/COMPASS testing (if required)

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER; **4-1-401.9**

PAGE: **2 OF 4**

II. Program Specific Admission Requirements

TCL candidates pursuing degree, diploma, and certain certificate programs must have the following information on file with admissions:

- a. Applicants to be admitted to all degree programs must show evidence of successful high school graduation. An official high school transcript or GED must be on file in the Enrollment Services Office.
- b. Applicants to be admitted to the Cosmetology diploma program must show evidence of successful completion of the 10th grade. An official high school transcript must be on file in the Enrollment Services Office.
- c. Applicants to be admitted to any degree, diploma, or certificate programs offered through the Division of Health Science must show evidence of successful high school graduation. Official high school transcripts or GED must be on file in the Enrollment Services Office.
- d. Students wishing to change their major from programs not requiring high school transcripts to programs that have the requirement must have those transcripts on file in the Enrollment Services Office.
- e. For applicants to be admitted to any program, who have earned Baccalaureate, Masters, or Doctorial degrees, presentation of official college transcripts will assume successful high school completion.

III. Official College Transcripts

Students seeking advanced standing through transfer of credit from other post-secondary institutions must present the following information:

- a. Transfer students must request that official transcripts of credit earned **from all** institutions of higher education previously attended be forwarded directly to the Enrollment Services Office. Admissions will log the date of receipt and enable access of copies for the appropriate academic advisor.
- b. Academic divisions will complete the transfer of credit application form indicating applicable collegiate course work. Course work that is transferred

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER; **4-1-401.9**

PAGE: **3 OF 4**

- must be relevant to the degree or program requirement and for which a grade of "C" or higher has been earned.
- c. Academic divisions will complete the transfer of credit application form no later than the end of the first academic term in which the student is enrolled. Collegiate work earned at other institutions concurrent with TCL enrollment will be evaluated immediately upon receipt of official documentation of credit received.
 - d. Transfer credit requested represents collegiate work, relevant to the degree or program requirements with course content and level of instruction resulting in student competencies at least equivalent to those students enrolled in similar courses and programs at TCL as in Procedure 4-1-401.6.
 - e. Generally, transfer work must have been earned within the past seven years from the admissions date. (Time limits may vary with divisions.)
 - f. Credit-by-Examination may be awarded for significant post-secondary educational achievement through an examination process as defined in Procedure 3-1-301.13.
 - g. Experiential credit may be awarded as described in Procedure 4-1-401.5 for the demonstration of significant post-secondary achievement that does not duplicate credit already awarded or remaining courses planned for the student's academic program.
 - h. Requests for credit through Transfer of Credit, Credit-By-Examination, and Experiential Credit must receive final approval from the Vice President for Academic Affairs prior to submission to the Registrar.

IV. Readmissions

Students readmitted to the College after being absent for at least one year from the last term of enrollment, must comply with current program requirements. Division chairs may evaluate older coursework for applicability to current program requirements.

V. Residency Requirements

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER; **4-1-401.9**

PAGE: **4 OF 4**

For students pursuing in-state tuition, residency documentation is required as outlined in Procedure 4-1-401.2.

VI. Assessment

Candidates for admission are required to participate in the ASSET/COMPASS placement program when enrolling in degree, diploma, and certain certificate programs. Credentials in lieu of the ASSET/COMPASS testing must be presented before the applicant's admission file can be completed. The assessment may be waived if the candidate:

- a. Has taken the ASSET/COMPASS within three years of the application and has documented placement scores.
- b. Has earned a grade of "C" or better in applicable college level English and mathematics courses. (Official transcripts required.) Portions of the placement exam may be exempted if the applicant is seeking advanced standing from applicable work experience. The American Council on Education (ACE) guide provides recommendations for students wishing to gain credit. Final acceptance of credit will be determined by the Vice President for Academic Affairs or his/her designee.