

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 4-1-401.8

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PROCEDURE TITLE: CAREER DEVELOPMENT

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF RESPONSIBILITY: Marketing and Enrollment Management



PRESIDENT

October 3, 2012

DATE

PURPOSE

The purpose of this procedure is to establish admissions and assessment criteria for students entering the College as non-degree candidates.

PROCEDURE

1. Applicants who are not pursuing an associate degree, diploma or certificate and who want to enroll in entry level curriculum courses for personal enrichment, college or occupational upgrading are considered career development students. These applicants must comply with applicable admission requirements to include completion of an admissions application, accompanied by a non-refundable application fee. Assessment requirements for registration include either of the following:
 - A. ASSET/COMPASS placement scores (not more than three years old) or completion of applicable college level coursework with a "C" or better for enrollment in general education and courses with prerequisites.
 - B. Active duty military personnel may submit ASVAB scores.
2. Students who have reached 12 credit hours may no longer be classified as career development students. In order to continue enrollment, students who have earned

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12 or more credit hours must declare a major, enter a degree, diploma, or certificate program, and satisfy applicable program admissions requirements.