

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** PROCESSING APPLICATIONS

**BASED ON POLICY:**

**REVISION NUMBER:** 2

**OFFICE OF RESPONSIBILITY:** Marketing and Enrollment Management

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October 3, 2012

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**PRESIDENT**

**DATE**

**PURPOSE**

The purpose of this procedure is to provide guidelines for the processing of student applications.

**PROCEDURE**

1. All incoming applications and appropriate academic documents are date stamped when received in the Enrollment Services Office where they become a part of the student's permanent file.
2. Application data at the Main Campus is entered on a daily basis. Off campus sites without the capability of entering data from applications will forward applications to the main campus on a daily basis. Those off campus sites with capability of entering data will forward the application and any documentation to the Enrollment Services Office on the main campus for the student's permanent file.
3. A notice of acceptance or a reminder notice is forwarded to each applicant within 48 hours of receiving the application.
4. Reminder notices (request for missing items) are forwarded four to six weeks before the new term when an applicant's file remains incomplete.

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5. Reminder notices are forwarded to students who have been admitted and are not registered two weeks prior to the start of the new registration period.