Admissions

Piedmont Community College subscribes to the open door policy established by the North Carolina State Board of Community Colleges. The College provides educational opportunities for high school graduates or equivalents, high school leavers eighteen years old or older, high school leavers sixteen years old who have been granted release from a school system, or high school juniors and seniors who have obtained required approval from the high school/homeschool they attend. The open door policy applies to admission to Piedmont Community College programs which do not have restricted admissions. Procedures for special admissions programs are available upon request. The institution's graduation rate is available upon request from the Dean, Student Development or the Director, Admissions and Records.

Applicants are encouraged to complete admissions procedures at least thirty days prior to registration. Early application is important since some program enrollments may be limited. There is no application fee. Applications may be obtained by visiting or calling the Student Development Office on the Person or Caswell County Campuses or by visiting the College website (www.piedmontcc.edu).

Eligibility Requirements:

Associate Degree Programs
High school graduation or the equivalent is required of all applicants for Associate Degree programs. The Adult High School Diploma or the GED is acceptable in lieu of a high school diploma. PCC will only recognize high school diplomas from accredited schools and private high schools or home schools registered with the appropriate educational agency.

Diploma and Certificate Programs
Applicants for admission to all Diploma and Certificate programs must be: a high school graduate or equivalent; or 18 years old; or a high school leaver sixteen years old who has been granted release from a public school system; or an individual high school juniors and seniors who has obtained required approval from the high school/homeschool they attend.

All applicants receive counseling for financial assistance upon request.

Admission Procedures:

Associate in Applied Science, Associate in General Education, and General Occupational Technology Degree Programs

- Submit a completed Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions.
- GED scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admissions Placement Tests or submit report of scores on SAT or ACT. Scores may determine course selection.
- Additional requirements are necessary for applicants who wish to enter Associate Degree in Nursing (ADN). Students should contact the Office of Admissions for more information about this program.
- Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

University Transfer Program

(Associate in Arts, Associate in Science, Associate in Fine Arts Degree Programs)

- Submit a completed Application for Admission to the Office of Admissions.
- Submit a transcript(s) of high school education and all post-high school course work to the Office of Admissions.
- GED scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admissions Placement Tests or submit report of scores on SAT or ACT. Scores may determine course selection.
- Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

Diploma and Certificate Programs

- Submit a completed Application for Admission to the Office of Admissions.
- Submit a transcript(s) of high school education and all post high school course work to the Office of Admissions.
- GED scores or a transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admissions Placement Tests or submit report of scores on SAT or ACT. Scores may determine course selection.
- Assistance from a counselor concerning career planning and enrollment in classes is available upon request.

Special Students

- Students who do not plan to earn a certificate, diploma or degree may be admitted as a Special Student.
- Special students must submit a completed Application for Admissions to the Office of Admissions.
- Special Students may be exempted from admissions placement testing and are ineligible to receive financial assistance from the College.
- Special students seeking enrollment in an English or mathematics course must take the placement test and enroll in appropriate courses according to the results of the placement tests.
- Special students will not be permitted to accumulate more...
than 16 credit degree/diploma/certificate hours without completing the regular admissions requirements.

Foreign Students
- Submit a completed Application for Admission to the Office of Admissions.
- Provide evidence of sufficient financial resources. Documentation may be in the form of an official bank statement or other certified evidence of financial support.
- Provide evidence of proficiency in the English language.*
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. If the records are not in English, an official translation must be included.
- Complete Admissions Placement Tests.
- Have an admission interview.

*Evidence of English proficiency must come in the form of a statement from the American Embassy in the prospective student’s country of origin or a score of 550 on the Test of English as a Foreign Language Examination (TOEFL). The institution code for Piedmont Community College is 5518.

Transfer Students
- Submit a completed Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions. GED scores or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Request post-secondary transcript evaluation by the Records Office.
- Have an admissions interview with a counselor concerning career planning and enrollment in classes.
- Complete the admissions placement tests. Transfer students who receive transfer credit for college-level English and/or mathematics are exempted from placement testing in the corresponding subject.
- Additional requirements are necessary for applicants who wish to enter the Nursing Program. Students should contact the Office of Admissions for more information about this program.

Readmission
- Students who miss a Fall or Spring semester by not registering shall update their application to the College before being readmitted.
- Students dismissed for disciplinary or academic reasons may be readmitted only upon the recommendation of a counselor and faculty advisor to the Dean of Student Development.

Career and College Promise
Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

1. A Core 44 College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;

Core 44 College Transfer Pathway
1. The Career and College Promise Core 44 College Transfer Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics.
   a. Be a high school junior or senior;
   b. Have a weighted GPA of 3.0 on high school courses; and
   c. Demonstrate college readiness on an assessment or placement test
   d. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a Core 44 College Transfer Pathway.
2. To be eligible for enrollment, a high school student must meet the following criteria:
   a. Continue to make progress toward high school graduation, and
   b. Maintain a 2.0 GPA in college coursework after completing two courses.
3. To maintain eligibility for continued enrollment, a student must
4. A student must enroll in one Core 44 College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
5. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.
6. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student who completes a Core 44 College Transfer Pathway while still enrolled in high school may continue to earn college transfer credits leading to the completion of the 44-hour general education transfer core.
7. With approval of the high school principal or his/her designee and the college’s chief student development administrator, a student may enroll in both a Core 44 College Transfer Pathway program of study and a Career Technical Education program of study.

Career Technical Education Pathway
1. The Career and College Promise Career Technical
Education Pathway leads to a certificate or diploma aligned with a high school Career Cluster.

2. To be eligible for enrollment, a high school student must meet the following criteria:

3. High school counselors should consider students’ PLAN scores in making pathway recommendations.

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

5. To maintain eligibility for continued enrollment, a student must

6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college’s chief student development administrator.

Student Application Procedures

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student’s transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.

2. Students must complete a college application to be admitted into a Career and College Promise pathway.

Student Expenses

The Business Office is responsible for collection of tuition and fees. Office hours are 8 a.m. to 5 p.m. Monday through Thursday; 8 a.m. to 4 p.m. on Friday, with extended hours during registration periods. Tuition and fees for each semester are payable at the time of registration.

Curriculum Programs

In-State Tuition: $66.50 per semester hour but not to exceed $1,064 per Fall, Spring, or Summer semester (subject to change by the NC General Assembly and/or State Board of Community Colleges).

Out-of-State Tuition: $258.50 per semester hour but not to exceed $4,136 per Fall, Spring, or Summer semester (subject to change by the NC General Assembly and/or the State Board of Community Colleges).

Fees: (Subject to change by Board of Trustees)

Student Activity Fees: are charged to support student activities. Non-curriculum students are not required to pay the fee, but have an option to do so if they wish to participate in student activity programs.
- $20 per semester (Fall and Spring)
- $10 per semester (Summer)

Technology Fees are charged to support the procurement, operation of, and repair of instructional technology including supplies and materials that accompany the technology.
- $15 per semester (Fall and Spring)
- $8 per semester (Summer)

Campus Access Fees are charged to use the campus facilities, including parking, and to access College resources through distance learning.
- $10 per semester (Fall and Spring)
- $5 per semester (Summer)

Student Liability Fees are charged to students whose course of study requires malpractice liability insurance.
- $8 per semester (Fall, Spring and Summer)

Student Accident Insurance: $1.25 per semester (Fall, Spring, and Summer)

Books and Supplies (average per semester): $550-$600

A student is not eligible for re-registration if he or she has an outstanding debt due the institution or to any other North Carolina technical or community college.

Any student having an outstanding delinquent account is not allowed to graduate or receive his or her degree, diploma, or certificate. Additionally, a transcript or record, or any information concerning the student’s permanent record, is not forwarded to any other person or institution.

A fee of $20 is charged to students for each check returned
for “insufficient funds”. No other personal checks will be accepted during that semester or the following semester.

Residence Status for Tuition Purposes
North Carolina law (G.S. 116-143.1) requires that to qualify for in-state tuition, a legal resident must have maintained domicile in North Carolina for at least 12 months prior to enrollment. The legal residence of a minor may be that of the parents, surviving parent or legal guardian. No person loses in-state status by serving in the Armed Forces outside of the state of North Carolina.

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials are set forth in detail in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes”. The manual is available in the Student Development Office.

Out-of-state residents working in North Carolina may have their employer pay their tuition at the in-state rate. A limited number of family members and employees transferred to N.C. may qualify for the in-state tuition rate. Check with the Office of Admissions for more information.

Responsibility of Students
Any student or prospective student in doubt concerning residence status must bear the responsibility for securing a ruling by stating the case in writing to the Dean, Student Development. The student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state or the reverse, has the responsibility to inform the Coordinator of Admissions immediately in writing, of the circumstances. Failure to give complete and correct information regarding residence constitutes grounds for disciplinary action.

Waiver of Curriculum Tuition
A. Waiver for Senior Citizens:
Individuals 65 years of age or older, who are North Carolina residents, are exempt from paying tuition for up to 6 credit hours curriculum courses per semester.

Fees (Subject to Change)
Student Activity Fee
A Student Activity Fee of $20 per semester during Fall or Spring or $10 during Summer is charged to each curriculum student. The fees are used for student centered activities and student publications. The Student Government Association, under the supervision of the Dean, Student Development prepares the budget and decides upon disbursement of Student Activity funds. Non-curriculum students desiring to participate in student activity programs are required to pay the activity fee.

Student Insurance Fee
All students enrolled in degree, diploma, or certificate programs at Piedmont Community College must purchase accident insurance. The insurance is $1.25 per semester. The insurance fee is paid as part of the regular registration fees. Students are covered while on campus and while traveling to and from the College. Non-curriculum students desiring to participate in student activity programs are required to pay the insurance fee.

The policy and claim forms are on file in the Business Office. This is a limited policy covering only bodily injuries due to accident. The College provides students in the clinical courses of any program malpractice insurance.

Graduation Fee (Certificate, Diploma and Associate Degree Programs)
A graduation fee of $35 is paid at the beginning of the semester in which the student expects to complete the program of study at the certificate, diploma or degree level. Fees paid are applicable towards graduation the next academic year if a student fails to meet graduation requirements in the current academic year.

Graduation fees are payable at the Business Office after verification of eligibility by the student’s Academic Advisor. Graduation fees are subject to change without notice. There can be no partial payment of fees. Graduation fees are not refundable.

Financial Obligation and Collection of Debts Owed to PCC
Any student having an outstanding debt to PCC, including charges, fees, fines, resources checked out from the Learning Resources Center, defaulted payments or student aid overpayments, is not allowed to register, receive grades, participate in commencement activities, receive a degree, diploma or certificate, receive a transcript or have a transcript forwarded to any institution or other person. The records of such students are withheld until the indebtedness has been removed.

Tuition Refund Policy
I. A refund shall not be made except under the following circumstances:
   a. A 100% refund shall be made, upon the request by the student, if the student officially withdraws prior to the first day of classes of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
   b. A 75% refund shall be made, upon the request by the student, if the student officially withdraws from the class(es) prior to or on the official semester Census Date*.
   c. For the classes beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the class prior or on the Census Date* of the class.
   d. For contact hour classes, apply as Part l.c of this Rule except use 10 calendar days from the first day of the
II. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

III. When a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

IV. For a class(es) which the College collects receipts which are not required to be deposited into the State Treasury account, the College shall adopt appropriate local refund policies.

*For Census Date, contact the Office of Student Development.

Military Tuition Refunds
Curriculum:
Pursuant to 23 NCAC 02D .0202 (f), upon request of the student, each college shall:

• Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and,

• Buy back textbooks through the Colleges’ bookstore operations to the extent possible. The College shall use distance learning technologies and other educational methodologies to help these students complete their course requirements under the guidance of faculty and administrative staff.

Extension:
Pursuant to 23 NCAC 02D .0203 (e), upon request of the student, each college shall:

• Grant a full refund of registration fees to military reserve and National Guard personnel called to active duty or active personnel who have received temporary or permanent reassignments as a result of military operations taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and,

• Buy back textbooks through the colleges’ bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Registration
The College operates on the semester system. The fall and spring semesters are 16 weeks in length (excluding holidays) and summer semester is eight weeks in length (excluding holidays). Each individual must officially register for each class he/she plans to attend. Semester registration is held at designated times as indicated on the academic calendar.

Early registration and payment of fees is encouraged. Tuition and fees must be paid on or before the published payment deadlines. Early payment reserves a seat in class.

The validated registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless she/he is officially registered for the class. There should be at least ten (10) students enrolled in a class for the class to be conducted unless special circumstances exist. Any student registering for classes at Piedmont Community College and at another community college for the same semester must contact the Cashier in the Business Office. The Cashier will insure that tuition charges are not excessive.