6.4 General Admission

Last Revised: February 2012

Policy: Piedmont Community College (PCC) subscribes to the open door policy established by the North Carolina State Board of Community Colleges.

Purpose/Definitions
The College is open to all high school graduates or those who are 18 years of age or older, and wish to continue their education.

High school graduation or the equivalent is required of all applicants for Associate in Art, Associate in Science, Associate in Fine Arts, and Associate in Applied Science Degree programs. The Adult High School Diploma or High School Equivalency Diploma is acceptable in lieu of a high school diploma.

Prospective students who have previously attended an accredited college or university and have completed college level courses in English, Math, and/or Computer Science may be exempted from the admissions placement tests.

Applicants for admission to all diploma and certificate programs must be either:
- a high school graduate or equivalent;
- 18 years old; or
- a high school leaver 16 years or older who has been granted release from a public school.

A variety of programs are available to meet the needs of students.

Admission to certain degree and diploma programs may be affected by special program requirements. Applicants are encouraged to complete admission procedures at least 30 days prior to registration. Early application is important since enrollment in some programs may be limited.

All applicants have the option to receive career counseling and guidance as well as counseling for financial aid assistance.

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 College Transfer Pathway leading to a college transfer certificate;
2. A Career and Technical Education Pathway leading to a certificate, diploma or degree.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.
Procedures:

Associate 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. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete admissions placement tests.
- Additional requirements are necessary for applicants who wish to enter the Associate Degree Nursing and the Medical Assisting Programs. Students should contact the Office of Admissions for more information about these programs.

Diploma and Certificate Programs

- Applicants must complete an Application for Admission to the Office of Admissions.
- Applicants must complete a required admission placement test(s).
- High school graduation or equivalent is not required for students 18 years of age or older.

Special Students

- Submit a completed Application for Admission to the Office of Admissions. Students who do not plan to earn a certificate, diploma, or degree may be admitted as a Special Student. Students classified as “Special Students” may be exempted from admission placement testing but are ineligible to receive financial assistance from the College. In addition, these students will not be permitted to accumulate more than 16 credit degree/diploma hours without declaring a program of study.
- When a program of study is declared, the student must complete all regular admissions procedures for the declared program. If the student wishes to enroll in a course for which there is a prerequisite, evidence of having met that requirement is necessary. Completion of the admissions placement tests is required for registration in English, mathematics, reading, or computer science classes.

International 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.
- 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 the score from the Test of English as a Foreign Language Examination (TOEFL).
- Submit official transcripts(s) of academic record(s) to the Office of Admissions. If the records are not in English, an official translation must be included.
- Complete the admissions placement tests.
- Have an admissions interview.
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. High School Equivalency Diploma or the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Request post-secondary transcript evaluation by the Student Development Office.
- 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 Associate Degree Nursing or Medical Assisting Program. Students should contact the Office Admissions for more information about these programs.

Career and College Promise
Specific requirements for programs in Career and College Promise are outlined in the Career and College Operating Procedures (Exhibit 6.4).

Legal Citation: G.S. 115A-5; 115D-5; NCAC 2E.0102-.0104; 0201; Session Law 2011-145.

History: Effective October 1988; October 2001, February 2012.