GENERAL ADMISSION PROCEDURE

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. GED scores or the Adult High Diploma may be submitted in lieu of the high school transcript.
- Have an admissions interview with a counselor concerning career planning and enrollment in classes.
- Complete the admissions placement tests.
- 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.

Diploma and Certificate Programs

- Submit a completed Application for Admission to the office of Admissions.
- High school graduation or equivalent is not required for students 18 years of age or older. Submit age documentation.
- High school leavers 16-17 years old must submit proof of release from public school system.
- High school students must present a signed Dual Enrollment form or have Huskings Bill approval to register for classes.

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. This category is also reserve for high school students who are participating in a concurrent enrollment program. 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, or reading classes.

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 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. 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 these programs. Transfer students who receive transfer credit for college level English and/or mathematics are exempted from placement testing in the corresponding subject.

*   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).

HISTORY NOTE:  Effective 11-29-73
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