

General Admissions Procedures

Admission to the College does not guarantee immediate acceptance to the curriculum program desired by the applicant. Admission to certain programs may have additional specific entrance requirements. Students may have to complete basic skills or developmental level courses before being accepted into their desired academic curriculum program.

The Associate Vice President for Student Affairs administers all admissions requirements and enforces all College admission policies and procedures.

I. Curriculum Programs

A. Credential Seeking Applicants

For curriculum applicants, all applicants must submit a completed application for admission. Additionally, applicants may:

1. Provide an official high school transcript or an official high school equivalency score from an accredited institution. These transcripts must include the date the diploma was awarded, the type of diploma, and the institution's official seal. It must be mailed or electronically transferred from the issuing institution or agency. Current applicants who are high school seniors should submit a transcript showing work through the end of the first semester of the senior year. Applicants who have completed any coursework from an institutionally accredited post-secondary institution may submit official college transcripts for transfer credit evaluation. Returning students who are eligible for readmission and who have not been enrolled at the College for five years must submit a new admissions application. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog. Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the Associate Vice President for Student Affairs requesting readmission. The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full before registering for courses.

B. Special Credit Applicants

Special Credit students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from an institutionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement requirement. Students may not register for courses in a program that has restricted admission.

Special Credit students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.

II. Continuing Education Programs

For applicants seeking admission to a continuing education program, all applicants must complete the College's continuing education registration process and pay the applicable tuition and institutional fees.

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