

ADMISSIONS/ENROLLMENT

Policy

Southwestern Community College operates under the Open-Door Policy of the North Carolina Community College System. Students are accepted without regard to race, religion, sex, color, creed, national origin, age or disability. Any person who is at least 18 years of age or a high school graduate or its equivalent may be accepted by the College. High school students and home-schooled applicants 16 years of age or older may be admitted into credit and continuing education courses in accordance with the concurrent enrollment policies adopted by the State of North Carolina. Admission to degree, diploma and certificate programs requires a high school diploma or the equivalent. Admission to the College does not imply immediate admission to the curriculum desired by the applicant, and admission to certain programs may have additional specific entrance requirements.

Requirements

Admission to a degree, diploma and certificate program requires a high school diploma or the equivalent from an accredited school. Admission to the college does not imply immediate admission to the curriculum desired by the applicant, and admission to certain Health Science programs may have additional specific entrance requirements. Students who interrupt their course of study must reapply. The Dean of Student Services coordinates and administers all admission requirements, policies and procedures.

If you have a ...	You may enroll in...
<ul style="list-style-type: none"> • High School Diploma 	<ul style="list-style-type: none"> • All programs **
<ul style="list-style-type: none"> • GED 	<ul style="list-style-type: none"> • All programs **
<ul style="list-style-type: none"> • No high school diploma or GED 	<ul style="list-style-type: none"> • Specific courses

** The following Health programs have additional admissions requirements that must be met: Medical Sonography, Nursing Associate Degree, Practical Nursing, Physical Therapist Assistant, Radiography and Respiratory Therapy. See specific program descriptions in this catalog for details.

False Information

Applicants are expected to demonstrate honesty in the completion of all necessary forms. False information will be grounds for rejection or dismissal.

APPLICATIONS

Application for Admission – ALL Students

Applicants to SCC are required to:

1. Submit a completed Application for Admission, written or on-line, to the Admissions Office. The on-line Application for Admission is located at www.southwesterncc.edu
2. Have an official high school transcript or a copy of GED scores sent to the Registrar's Office. (High school MUST be accredited by at least 1 of the "Regional Accrediting Agencies" and MUST include the type of diploma awarded and the date awarded.) Official transcripts MUST have the official seal of the school and arrive at SCC, unopened, from the issuing schools or agencies.
3. Have official transcripts of ALL postsecondary institutions attended sent to the Registrar's Office. (Institutions MUST be accredited by at least 1 of the "Regional Accrediting Agencies".) Official transcripts MUST have the official seal of the institution and arrive at SCC, unopened, from the issuing institutions.

4. Complete the SCC placement test requirement. This requirement may be completed in one of the following ways:
 - a. Take the College Board's **ACCUPLACER** (CPT) administered by SCC.
OR
 - b. Submit scores of 500 or higher on each section (verbal and math) of the SAT.
(A minimum score of 400 on each section will be accepted if the test was taken prior to April 1, 1995.) An official copy of the scores must be sent to the Registrar's Office IF the scores are not on the official transcripts.
OR
 - c. Submit a composite score of 21 or higher on the ACT. (A minimum score of 18 will be accepted if the test was taken prior to April 1, 1995.) An official copy of the scores must be sent to the Registrar's Office IF the scores are not on the transcripts.
OR
 - d. Submit official transcripts demonstrating successful completion of college-level algebra and English courses.

Application for Admission – To Selective Health Science Programs

Applicants to selective SCC Health Science are required to:

1. Submit all documents described above in the section “Application for Admission – ALL Students”.
2. Applicants **MUST** meet all of the additional requirements outlined by the deadline indicated in the particular Health Science program description – see the appropriate program listing in this catalog.
3. Additional transcripts are not necessary **UNLESS** the applicant has taken coursework since the last submission of transcripts. GED students must submit official transcript of high school work.
4. Applicants for more than one (1) selective admission program must notify the Admission Office using the “Change of Curriculum” form.

Deadlines for Selective Admission Applications:

Health Program	Application Deadline
Medical Sonography	May 15
Nursing Associate Degree	January 31
Practical Nursing	April 15
Physical Therapist Assistant	May 15
Radiography	February 15
Respiratory Therapy	March 1
(see program descriptions for details)	

How to Contact the Admissions Office

Location: Jackson Campus, Balsam Center
Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.
Telephone: (828) 586.4091, ext. 352 or 217
Toll-free: (800) 447.4091
Address: 447 College Drive, Sylva, North Carolina 28779
Web page: www.southwesterncc.edu

Home Schooled Students

Students home schooled will be considered for admission on the same basis as NC public school students provided that:

1. Evidence that the Home School is registered with the appropriate state agency is provided.
2. A transcript is provided that includes:
 - Name of the Home School and address
 - Name of the principal
 - Name of the student
 - Student's social security number and birth date
 - Curriculum and courses taken each year with grades and a grade point average
 - Cumulative grade point average for total program
 - Standardized performance test scores
 - Diploma awarded with graduation date.

Under-Prepared Students

Any student who takes the College Board's *ACCUPLACER* (CPT) and scores below the tenth (10) percentile level on one (1) or more of the basic reading, writing or elementary math sections will be limited to enrolling in specific programs recommended by their assigned advisor. Any program recommended by the advisor is designed to assist in the student's progress toward a career objective.

International Students

Southwestern Community College is authorized under federal law to enroll nonimmigrant alien students. Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Nonimmigrant students are subject to the same considerations as United States citizens in the determination of residency status for tuition purposes except that holders of B, C, D, F, H, J and M visas may not be considered residents for tuition purposes, and their dependent relatives may not be eligible for a tuition rate less than the out-of-state rate. Alien Registration Card holders are admitted in the same manner as citizens of the U.S.

The College cannot provide federal financial aid to most international students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees for the duration of the student's course of study. A notarized financial resource statement is required of all international applicants. Student housing is not available on campus, and international students are expected to make their own housing arrangements. International students must be enrolled full time for each semester.

An official Test of English as a Foreign Language (TOEFL) score report is required of all international applicants, at the student's expense, except those from countries where English is the native language or unless the applicant is a transfer student from another accredited United States institution with English transfer credit. The minimum acceptable TOEFL score is 500 for the paper-based test and 173 for the computer-based test.

A certified copy of the international student's original educational record, to include all previous academic experiences, is required of all degree, diploma or certificate-seeking students. If the original record is written in a language other than English, then a certified copy of an English translation and evaluation is required at the student's expense. A record of certain immunizations may also be required.

Application packets for international student enrollment are available from the Registrar or the Dean of Student Services.

Undocumented Alien Students

Undocumented alien students who possess diplomas from North Carolina public high schools may be admitted in the same manner as U.S. Citizens, except that they will be required to pay tuition at the “out-of-state tuition rate”. These individuals will not be eligible for Federal or state based financial aid.

Transfer Students

Students transferring to SCC from other institutions must follow the application process outlined above in the section “**Application for Admission – ALL Students**” and the section “**Application for Admission – Students Applying to Selective Health Science Programs**” – if applicable.

Residency

Application for residency must be submitted prior to registration and payment of fees of the semester in which the student wishes to have residency status changed to in-state. If the application is received after the registration day for the semester, the application, if approved, will be effective for the next semester.

To qualify for in-state tuition, students must have maintained domicile in North Carolina for at least 12 months immediately prior to enrollment. Individuals must establish that their presence in the state during the designated 12-month period was for the purpose of maintaining a bona-fide domicile and not to simply establish temporary residence. Special situations involving marriage to a North Carolina resident or out-of-state military assignment should be brought to the attention of the Registrar.

Regulations concerning classification for tuition purposes are set forth in “A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.” A copy of the manual is available for review in Student Services, Office of the Registrar.

If a student’s residency classification changes, it is her or his obligation to apply for reclassification with the Registrar. A student who provides false residency information or knowingly withholds residency information shall be deemed to have submitted a fraudulent application. A student making a fraudulent application is subject to reclassification and, if appropriate, payment of the difference between non-resident and resident tuition for the enrolled semester(s) intervening between the fraudulent application and its discovery.

If a student is not satisfied with his initial residency classification or reclassification, he or she may appeal to the Dean of Student Services. After review by the dean, if the student remains dissatisfied, the student may file notice of appeal to the State Residence Committee.

Transcript Evaluations

High School transcripts will be evaluated by the Registrar’s Office and information noted in the student’s SCC record.

Transcripts from postsecondary institutions will be evaluated by the Registrar’s Office. See the section below on the “**Transfer of Earned Credit.**”

Readmission

A student who has **NOT** been enrolled at the College during the previous semester must complete a new application for admission and update residency classification prior to registration.

Students applying for readmission will be required to meet the curriculum requirements in effect at the time of readmission, unless waived by the Vice President for Instruction and Student Services. The College reserves the right to refuse readmission to a former student who has unpaid financial obligations at the College or who has not complied with previous disciplinary requirements.

TESTING**Placement Testing**

Applicants to a program of study are required to demonstrate competence in reading, grammar and mathematics. Competence can be demonstrated in three ways:

1. Students can have successfully completed algebra and English courses at the college level

OR

2. Students can have SAT scores of at least 500 Verbal and 500 Math or an ACT composite score of at least 21. (A minimum score of 400 on each section of the SAT or 18 composite on the ACT will be accepted if the test was taken prior to April 1, 1995.)

OR

3. Students can take the College Board's **ACCUPLACER** (CPT) offered free by SCC to all applicants. Sentence skills, reading, algebra and arithmetic are the subject areas included on the test. The average test completion time is 1 1/2 hours. For students whose test scores fall below established minimums, the College requires developmental education courses to improve basic skills. Applicants will receive information from the Admissions Office on how to schedule a test session.

- For more information on preparing for the **ACCUPLACER** (CPT), you may obtain a testing study guide and a sample test through the Admissions Office or on-line at www.southwesterncc.edu, click on "Becoming A Student", under "Information", select "Testing".

Placement Testing: Retest Policy

If a student places into a Developmental Education course, and he/she feels that the placement test did not adequately reflect her/his skill level, the student may request a retest. If after the retest, he/she continues to feel that the test did not adequately reflect her/his skill level and he/she places in the borderline range of 47-50 percentile in Sentence Skills, the student may be permitted to demonstrate proficiency by writing a one-page essay under the direction of the Dean of Arts & Sciences.

College Student Inventory

The College Student Inventory (CSI) is a questionnaire given to all new students during placement testing or orientation. It is designed to assess students' needs and to give SCC students the best possible instruction and support. The CSI results are sent to the faculty advisors and a confidential follow-up interview is conducted.

Health Occupations Aptitude Examination (HOAE)

Applicants seeking admission into the following Health Science programs must take the Health Occupations Aptitude Examination: Medical Sonography, Nursing Associate Degree, Practical Nursing, Physical Therapist Assistant, Radiography and Respiratory Therapy.

The Health Occupations Aptitude Examination measures abilities, skills, knowledge, and attitudes important for successful performance in Health Science programs. The resulting scores are one component in the highly competitive health science selection process. A specialized internal scoring system is utilized to accumulate points applied to the selection process. The examination consists of five parts: academic aptitude, spelling, reading comprehension, natural science and vocational adjustment.

A \$10 fee is charged for test administration and scoring. Applicants must have signed permission from their advisor prior to scheduling and paying for the test. Information about the test and a test specimen are available from the Student Services Testing Office or on-line at www.southwesterncc.edu, click on "Becoming A Student", under "Information", select "Testing".

REGISTRATION

Early Registration

Early registration dates and procedures are prepared and distributed each semester by the Registrar. All currently enrolled students are **strongly** encouraged to register during early registration in order to get the courses they need to progress in their programs. Suspended students cannot participate in early registration.

Final Registration Day

Registration is held each semester on the day published in the academic calendar. Registration terminals are located at various locations on the Jackson Campus. Students must complete an Application for Admission or update their application before meeting with their assigned academic advisors to initiate the registration process.

Late Registration

A \$5 late registration fee will be charged to returning students enrolled in full-time curriculum programs who register after registration day, except those students who are enrolled in open laboratory programs. Registrations after the drop/add period must be approved by the appropriate dean.

Transfer of Earned Credit

Applicants to degree, diploma or certificate programs who want credit for coursework completed at other post-secondary institutions are responsible for having an official transcript from each institution submitted directly to the Registrar's Office. Courses with a grade of "C" or higher may be accepted if the courses are applicable to the program selected at this college and were earned at an accredited college, university, community college or technical institute.

Credits transferred to Southwestern Community College from another institution will be recognized as hours toward the appropriate degree, diploma or certificate but will not be calculated toward the cumulative grade point average (GPA) for that program.

All official transcripts submitted to the Registrar's Office prior to a student's enrollment will be evaluated for transfer credit before registration, if possible, and no later than the end of the first semester of enrollment.

Transfer of "Credit by Exam" will not exceed more than one-half of degree requirements and must be approved by the dean or coordinator of the appropriate program.

Previously Earned Credit

Course work completed in technical areas more than six (6) years prior to beginning of a degree, diploma, or certificate may be credited only with the approval of the respective dean. General education credit ten (10) years old or older may be subject to dean and/or departmental review. In some cases, credit may be awarded if the student passes a competency test. The age of course work is reviewed for both previously earned credit at SCC and course work being transferred into the College.

How to Contact the Registrar's Office

Location: Jackson Campus, Balsam Center

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Telephone: (828) 586.4091, ext. 219

Toll-free: (800) 447.4091

Address: 447 College Drive, Sylva, North Carolina 28779

Web page: www.southwesterncc.edu/services/index.htm and click on the "Registrar's Office"

OTHER**Change of Curriculum**

Students who wish to change to a different academic program should discuss the proposed change with their academic advisors and submit a Change of Curriculum form. The form is available in the Registrar's Office and divisional offices.

Academic Advisors will be responsible for evaluating previous course work to determine which credits apply to the new major.

Change of Name/Address

If a student's name or address changes while he/she is enrolled, the student should complete a "Change of Name/Address Form", available in Student Services, and return it to the Registrar's Office.

Transfer Agreements

Parallel coursework completed at Southwestern Community College will transfer into other institutions in the NC Community College System and to most senior institutions in the region. The college has formal transfer agreements and specific curriculum articulation agreements with many senior institutions in and beyond western North Carolina. Coursework in the College Transfer Associate of Arts curriculum will satisfy general education and liberal arts requirements at most four-year colleges and universities.

Veterans

Recipients of veterans' benefits must submit official transcripts of all postsecondary coursework attempted before they can receive V.A. benefits. They are also urged to submit official transcripts of any educational work completed through the armed services. Veterans will not be eligible to receive V.A. benefits until all postsecondary transcripts are submitted. For more details, contact the Director of Financial Aid located in Student Services, Balsam Center.