



Last updated 2/21/06

POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Admission Policy** **6.7**
Responsible Division: Academic and Student Services
Date Approved: October 2005

1. Admissions procedures developed by the college shall ensure that the open door philosophy of the North Carolina Community College System is implemented. Admission is open to all applicants who are high school or General Educational Development (GED) graduates or who are at least 18 years of age. Applicants are admitted to Southwestern Community College without regard to race, religion, sex, color, creed, national origin or disability. Prior to admission to a curriculum program, an applicant must attain the designated scores on the SAT, ACT or the college placement test. Students failing to attain the designated scores will be required to successfully complete appropriate developmental course work prior to entering the specific curriculum. Verification of high school graduation or equivalency shall be in the form of an official high school transcript or documentation of GED scores. A copy of the high school transcript may, in some cases, be waived for a student who can provide an official transcript from another college which indicates that the basis of admission to that college was graduation from a specifically named high school and the high school graduation date. Admission to Southwestern Community College is determined by the following criteria:
 - a. **High School Diploma** - Admission to degree or diploma programs requires a high school diploma or the equivalent. An

applicant without a high school diploma or the equivalent who demonstrates the ability to benefit and motivation to enter a certificate or diploma program may be admitted to a certificate or diploma program on a conditional basis. The student must attain the required high school diploma or GED credential to graduate in the certificate or diploma program.

- b. **Transfer** - Applicants transferring from other postsecondary institutions must submit official transcripts for placement documentation and transfer credit evaluation. Financial aid standing will be determined by Southwestern Community College probation policies and federal regulations. The college reserves the right to deny admission to applicants on disciplinary suspension from another institution.
- c. **Individual Approval** - A student eighteen (18) years of age or older applying for admission without a high school diploma or GED diploma may be admitted with special credit classification.
- d. **Academic Deficiencies** - Students registering for a course or pursuing a program of study with academic deficiencies or low scores on the college placement test must be required to enroll in developmental programs designated by the college.
- e. **International Students** - Southwestern Community College is authorized under federal law to enroll non-immigrant alien students. The Registrar shall advise such applicants concerning international student admission and all documents and test scores required (Refer to 6.31.1 - International Student Admission).
- f. **Audit** - A person who meets the admission requirements of the college may enroll as an audit student. The fee in a curriculum course is the same for an audit student as for a credit student. Audits are reported on grade reports and transcripts as "AU" and do not affect earned credit or influence the grade point average.
- g. **Concurrent Enrollment** - Concurrent enrollment of a student at more than one postsecondary educational institution may be

appropriate and should not be discouraged, but due consideration will be given to the resulting total academic load of the student.

- h. **Dual Enrollment** - High school junior or senior class students sixteen (16) years of age or older may enroll in some courses at the college under conditions outlined in the North Carolina Administrative Code.
- i. **Special Enrollment** - Non-high school graduates sixteen (16) years of age or older, under special conditions, may be admitted to a high school equivalency or Human Resources Development program at the college.
- j. **Readmission** - A student who withdrew from the college for one or more semesters must meet the following readmission requirements prior to registration:

1. Submit a new application for Admission.
2. Declare current residency status.
3. Secure approval of the Dean of Student Services.

The college reserves the right to refuse readmission to a former student who has unsettled financial obligations at the college or who has not complied with previous disciplinary requirements.

A student 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 Instructional Services.

- k. Health Science Admission requirements:

Requirements		EMS	Hsc/Sab	Hum	MLT	Med Son	Med Trans	Nur Assoc	PBT	PTA	Prac Nur	Rad	Resp	Sur Tech	Mass Ther
1.	Must apply by announced deadline.	x			x	x		x	x	x	x	x	x	x	x
2.	Must submit appropriate official documentation of High School Graduation,	x	x	x	x	x	x	x	x	x	x	x	x	x	x

7.	Have a cumulative GPA of 2.0 or higher on a 4.0 scale of the most recent academic work. (Minimum of 10 credit hours attempted)	x	x		x	x 2.5 or higher		x	x	x 2.5 or higher	x	x	x	x	x
8.	Must submit completed medical forms and technical/academic standards declaration to the program director.	x	x		x	x		x	x	x	x	x	x	x	
9.	Applicants must submit evidence of prerequisite courses as outlined in the SCC Catalog.				x			x							
10.	Be 18 years of age by the mid-term of the first semester of the year admitted to the program	x										x			
11.	Applicants must submit a copy of a current/valid North Carolina driver's license	x													
12.	Applicants must have Allied Health AAS or BS Degree					x									

- i. **Intellectually Gifted Under 16 Years Old** - A student under the age of 16 may enroll if the president or his designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. The college follows the eligibility requirements and procedures outlines in NCCC numbered memo CC05-182, "Admissions Criteria for Intellectually Gifted and Mature Students Under 16 Years Old." Please contact the Dean of Student Services for more information and required documentation.
- m. **Admission of Undocumented Aliens**
Undocumented aliens are eligible for admission based on the qualifications and limitations listed below:

- a. An undocumented alien may be considered for admission only if he or she has received a high school diploma from a school within North Carolina or has obtained a general education diploma (GED) issued in North Carolina.
 - b. An undocumented alien may not be considered a North Carolina resident for tuition purposes; all undocumented aliens must be charged out-of-state tuition.
 - c. Undocumented aliens may not receive state or federal financial aid in the form of a grant or a loan. When considering admission into specific programs of study, the college must consider that federal laws prohibit states from granting professional licenses to undocumented aliens.
2. Basic Law Enforcement Training – The North Carolina Basic Law Enforcement Training is a State accredited program designed to prepare entry level individuals with the cognitive and physical skills to become certified police officers and deputy sheriff's.

To be accepted into the Southwestern Community College Basic Law Enforcement Training program students must meet the following criteria:

- a. Complete a Basic Law Enforcement Training application and submit it to the Public Safety Training Complex indicating the session for which the applicant is applying.
- b. Applicant must be at least 20 years of age or older.
- c. Applicant must be a citizen of the United States of America.
- d. Applicant must be a high school graduate or have earned a high school equivalency diploma (GED).
- e. Submit two reference forms completed by local law enforcement officers.

- f. A letter of sponsorship from a North Carolina law enforcement agency signed by the Chief or Sheriff which states that your character is appropriate for the law enforcement profession, and that a background check has been performed (preferably with histories attached), and that no reason was found to deny sponsorship, must be submitted. This letter must be on agency letterhead. NOTE: The sponsor has the right to withdraw sponsorship based on actions of the trainee.
- g. A medical form provided to the applicant, must be completed by a physician, and submitted to the College. The physical should not have been performed more that six (6) months prior to the beginning date of the session applied to attend.
- h. Attend the Orientation scheduled two weeks prior to the beginning of the session. At that time, a reading comprehension test will be administered. All applicants must score a minimum of a 10th grade reading level to be admitted to the program.

3. **Continuing Education Course/Program Enrollment -**

The college maintains an open-door admissions policy. Any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further education will be served by the institution.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age may be considered for admission with the approval of the local high school principal and the college president. High school students shall not displace adults but may be admitted any term on a space-available basis, except adult

basic skills and certain courses with increased personal risk involved (see course descriptions for details). Once admitted, they shall be treated the same as all other students.

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