



PIEDMONT TECHNICAL COLLEGE

PROCEDURE

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TITLE: Admissions

**RELATED POLICY
AND PROCEDURES:** 3-2-1010 Admissions Policy

**DIVISION OF
RESPONSIBILITY:** Student Development

June 26, 2013

Date Approved by President

Date of Last Revision

Date of Last Revision

Administrative Responsibilities

The Dean of Enrollment Management is responsible for insuring admissions procedures are developed, reviewed and revised as needed on an annual basis, vetting changes through the Student Development Leadership Team and the Deans' Council. The Dean is also responsible for communicating changes college-wide, providing training when necessary, and insuring the procedures are accurately enforced at all campus locations.

Purpose

The purpose of defined Admissions Procedures is to delineate the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to insure equal opportunity for all students in consideration of their potential for success and graduation from the College.

Procedure

A. General Admission Requirements

1. All applicants for admission to the College must be eighteen years of age or possess a high school diploma or General Educational Development (GED).



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Exceptions are made for specific programs and partnerships, such as the Dual Enrollment Program with area high schools.

2. All applicants for admission to associate degree and diploma programs must possess a high school diploma or GED or the equivalent.
3. All applicants to certificate programs must be eighteen years of age and meet acceptable scores on the college placement test as determined by the College. Applicants to certificate programs will be required to possess a high school diploma or GED but exceptions are approved on a case by case basis.
4. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

B. General Admission Procedures for New Applicants

1. Submit an application for admission online.
2. File the Free Application for Federal Student Aid (FAFSA) online and complete the financial aid process to be considered for state or federal financial aid benefits.
3. Submit an official high school transcript or official GED score report. Submit official college transcript(s) if needed for transfer credit.
4. Complete the college placement test, submit recent SAT or ACT scores, or seek a waiver of placement testing due to prior college coursework.
5. Meet with a Career Counselor if undecided about choosing a major.
6. Meet with an Enrollment Advisor to develop an educational plan and enroll in first-term classes.
7. Attend a New Student Orientation program.

C. Additional Admission Procedures for Specific Programs

1. Nursing and Health Science Programs
 - a. Applicants must attend a Nursing and Health Science Information Session.



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- b. Applicants for Health Science Transfer programs with other technical colleges may have additional requirements which are listed in the College catalog.
 - c. Applicants must meet specific Program-Ready or Merit entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the College catalog and on the College website.
 - d. Applicants must complete a physical examination, a criminal background check, and a drug screening prior to the clinical experience for healthcare facilities.
2. Gunsmithing
Applicants must possess a current concealed weapons permit or complete a background check.
 3. Funeral Service Education
Applicants must complete all general education courses and meet with the department head prior to enrollment in Funeral Services courses.
 4. Early Care and Education
Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program.

D. Additional Admission Requirements for Specific Student Types

1. Transient Students
 - a. Applicants must submit a Transient Approval Form from their home institution signed by their advisor.
 - b. Transient Students are not eligible for financial aid.
2. Non-Degree Seeking Students
 - a. Applicants are not required to take the college placement test unless enrolling in a college-level English and/or mathematics courses.
 - b. Financial Aid is not available for non-degree seeking students
3. Early Admission and Dual Enrolled High School Students



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- a. Applicants must be a high school junior or senior to apply for admission.
 - b. Applicants must complete an Early Admission or Dual Enrollment registration form that requires the approval of their high school guidance counselor and a parent or guardian.
 - c. Applicants must complete the college placement prior to registration.
4. International Students
- a. International applicants are those non-citizen or permanent residents of the United States who hold or are applying for F-1 visas.
 - b. The College must maintain certification by the Department of Homeland Security, Immigrations and Customs Enforcement (ICE) to admit non-immigrant students (F categories).
 - c. The College must update the I-17 with any program changes.
 - d. Students may only be enrolled in Associate Degree programs.
 - e. The College must designate a Primary Designated School Official (PDSO) to serve as an international admissions counselor and/or international student advisor. The PDSO and any Designated School Official (DSO) should be provided adequate training.
 - f. The College's "open door" admissions policy does not apply to international students. The College can deny admission to any international applicant whenever such action appears to be in the best interest of the College.
 - g. The College should maintain a current copy of the Association of International Educators' Advisor Manual.
 - h. International applicants must complete all college admission and international student admission requirements prior to acceptance to the college and issuance of an I-20. These requirements can be found on the college website.
5. International Transient Students
- International students must submit an I-20 and a Transient Approval Form from



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their home institution. Transient students are not eligible for financial aid.

6. **International Online Students**

Applicants enrolling in online courses from outside the United States may take up to 12 hours as an International Career Development student in a non-degree seeking status, without completing the placement test. After successful completion of the 12 hours, the student may be admitted into an online associate degree, diploma, or certificate program. This rule applies only to students residing outside of the US.