

SRTC Procedure: Admissions

Statement of Equal Opportunity

Southern Regional Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all educational programs and activities including admissions policies, scholarship and loan programs, athletic, and other Department and Technical College administered programs. It also encompasses the employment of personnel and contracting for goods and services.

Southern Regional Technical College promotes the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

Admissions Process

Admission to Southern Regional Technical College (SRTC) is a multi-step process that consists of evaluation of prior academic experience and assessment for postsecondary readiness of eligible applicants. The admissions requirements and procedures established at SRTC are designed to assist the applicant in making a career decision based on such factors as aptitude, ability, interest, background, assessment results, and other appropriate evaluations. Admissions requirements follow the guidelines developed by the State Board of the Technical College System of Georgia and reflect concern for the applicant's health, safety, well-being, and ability to benefit from the educational opportunities available. SRTC assures implementation of this procedure to include consistent interpretation and administration of the following activities:

- recruitment
- orientation to admission procedures, as needed
- assessment of students
- career counseling and job placement assistance
- financial aid counseling
- procedures to assist persons with disabilities
- program placement
- placement into degree, diploma, certificate on a regular or provisional basis
- learning support programs

Eligible Applicants

Individuals 16 years of age or older or dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades, who seek access to quality instruction at the post-secondary level, are eligible for admissions.

Required Academic Criteria for Admissions

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state's board of education or equivalent agency.
 - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
 - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by an approved outside evaluation organization.
 - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.

TCSG approved accreditation agencies are as follows:

- Regional accrediting agencies which include:
 - Middle States Association of Colleges and Schools
 - New England Association of Schools and Colleges
 - North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
 - Northwest Accreditation Commission
 - Western Association of Schools and Colleges
 - Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
 - Georgia Accrediting Commission
 - Georgia Association of Christian Schools
 - Association of Christian Schools International
 - Georgia Private School Accreditation Council
 - Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005)
 - Southern Association of Independent Schools
 - Florida Council of Independent Schools
 - Florida Association of Christian Colleges and Schools
 - Florida Council of Private Schools
 - South Carolina Independent School Association
 - Alabama Independent School Association
 - Texas Private School Accreditation Commission
 - Distance Education Accrediting Commission
 - National Council for Private School Accreditation
 - North American Christian School Accrediting Agency
 - Tennessee Association of Christian Schools
 - Florida Coalition of Christian Private Schools Accreditation
2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).
 3. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.

4. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
 - a. Certificate of Attendance form from the local superintendent's office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
 - b. Annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date).

5. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
 - a. annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years (the final progress report or transcript must include the graduation date); and
 - b. one of the following:
 - SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
 - ACCUPLACER or Compass placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

6. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 indicating high school graduate or equivalent.

Exception: Presidents of technical colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study.

Assessment

The ability of a student to succeed in a program is greatly determined by the math and language skills possessed by that student. SRTC is committed to assisting each student to achieve his/her maximum potential. All students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study. Students will be admitted in accordance with the academic standards applicable to that program.

Effective November 1, 2016, SRTC began utilizing ACCUPLACER or COMPANION, the TCSG approved assessment instruments when evaluating students' readiness for diploma, degree and certificate programs. However, in the place of ACCUPLACER or COMPANION, or General Education Diploma scores of 165+ on English or Math, SRTC may accept a student's official entrance score on a validated assessment instrument (such as SAT or ACT) if the scores meet the college program's required minimums. If a student's SAT or ACT scores do not meet the college's program minimums for regular admission, a student must be assessed using ACCUPLACER or COMPANION. Assessment results are valid for placement purposes for 60 months from the date of test. Scores are transferrable to any TCSG college.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-

level English and/or math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of SRTC's assessment instrument.

Immunization Requirements

While SRTC does not require vaccinations or record of immunization for admissions, proof of certain vaccinations and immunization records are required after admission for some programs, such as professional services or health science programs, where students would be performing clinical or externships. All students are strongly encouraged to seek immunizations for preventable diseases.

Admissions Categories

Minimum admissions requirements shall be established for each program.

Students shall be admitted to SRTC in one of the following categories: Regular; Provisional; Special; Pending; or Transient.

1. Regular Admit Status

Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

2. Provisional Admit Status

Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied.

All associate degree, diploma, and certificate program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

Note: Dually/Jointly/Move On When Ready enrolled students are not eligible for Provisional Admission status.

3. Special Admit Status (Non-credential seeking)

Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- a. May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- b. May enroll in classes only on a space-available basis.
- c. Must adhere to the specific institutional prerequisite requirements when selecting courses.
- d. Will not be eligible for any financial aid.

4. Pending Admit Status (High School Seniors only)

Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:

- a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
 - A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
- b. Will be allowed to register for courses after course placement requirements have been met.
- c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

5. Transient Admit Status

Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

Admission Appeal

Applicants have the right to appeal an admission decision to SRTC. Appeals should be made in writing to the Vice President for Student Affairs within three (3) working days of receiving notification of the admissions status. The written document must include specific details supporting the appeal.

Record Retention

Documents collected pursuant to this procedure are subject to the Georgia Records Retention Schedule. http://www.georgiaarchives.org/records/retention_schedules

Responsibility

The Vice President for Student Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[SBTCSG Policy 6.2.1: Admissions](#)
[TCSG Procedure 6.2.1p: Admissions Requirements](#)
[SRTC Admissions Application](#)

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