

## GENERAL ADMISSION POLICY

Approved By	Date
Board of Trustees	04-08-2020
Executive Leadership Team	03-10-2020
ICORE	02-25-2020

As a member institution within the North Carolina Community College System, Stanly Community College practices an open-door admissions policy. Admission to the college does not guarantee acceptance to the program of choice or guarantee continued enrolment in the college. The program appropriate for an applicant is dependent upon the applicant's specific interest and level of education. Undocumented immigrants may enroll in SCC under the conditions outlined under 1D SBCCC 400.2.

Stanly Community College may deny admission to a student who is under current suspension or expulsion from another educational entity. If the suspension or expulsion is for non-academic disciplinary reason(s), the student may request a review of the circumstances surrounding the suspension or expulsion. Students requesting a review must provide Stanly Community College with an official statement from the educational entity where the suspension or expulsion occurred explaining the term and circumstances of the sanction. Transfer students must be eligible to return to the last institution attended. Stanly Community College has the authority to evaluate whether an applicant has exhibited behavior or made statements that would constitute an articulable, imminent, and significant threat to the applicant or others. If an applicant has demonstrated behavior that is threatening consistent with 1D SBCCC 400.2, then Stanly Community College has the authority to deny admission to that applicant because of the articulable, imminent, and significant threat and not because of any disability that individual may have. Applicants denied admission pursuant to 1D SBCCC 400.2 that request a review must submit an appeal in writing to the Stanly Community College President.

Stanly Community College does not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance. Stanly Community College does not engage in high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments. All Service members seeking information about academic counseling, financial aid counseling, job search support, or other student support services are directed to contact the office of financial aid for information on the Tuition Assistance program, Title IV funding, or VA education benefits.

### General Admission Procedures

Approved By	Date
Executive Leadership Team	12-01-2024
ICORE	11-12-2024

Procedures applicable for admission to certain types of offerings are as follows:

#### College and Career Readiness

College and Career Readiness classes allow individuals, ages sixteen and older, to earn a secondary degree or to enhance basic life skills. All applicants wanting to enroll in Adult High School courses must provide an official high school transcript. Those who are sixteen or seventeen and have not earned their high school diploma or high school equivalency, must provide proper authorization to enroll in College and Career Readiness classes.

#### Continuing Education

Individuals who are at least eighteen years old and meet the college's general admission requirements may enroll in continuing education courses. However, some continuing education courses or programs have entry requirements that exceed the general entry requirements. Additionally, individuals who are sixteen or seventeen years old may enroll in continuing education courses on a semester-by-semester basis.

#### Curriculum Programs

Individuals applying to a curriculum program of study must be a high school graduate or be at least 18 years old. A high school equivalency exam certificate indicating a passing score or an Adult High School diploma is acceptable in lieu of a high school diploma.

Applicants who do not wish to pursue a degree, diploma or certificate may apply as a Special Credit student (see Special Credit Admissions).

Admission to the college does not guarantee acceptance to the program of choice or guarantee continued enrollment in the college. Selected programs operate under limited enrollment restrictions, including but not limited to the Basic Law Enforcement Training Program as well as Health Sciences Programs. Applicants to such programs will be admitted initially as a pre-major student until they have met the specific requirements and have been selected for the program's next available start term. Limited enrollment programs have specific deadlines that must be met in order to be considered for the next available start term. Contact the Admissions Office for detailed admissions requirements for these programs.

#### Admission to Associate Degree, Diploma, and Certificate Programs

1. Complete the North Carolina Residency Determination application.
2. Submit an application for admission to Stanly Community College (SCC).
3. Submit, to the college, official evidence of an earned high school diploma (i.e., secondary, academy, GED, high school equivalency, etc.) in the form of an official high school transcript or official college transcript indicating the applicant has earned at minimum a bachelor's degree from a regionally accredited institution. Official transcripts must be received within one semester of admission to the college. Refer to the Transfer of Credit from Other Institutions for Curriculum Policy for more information regarding regionally accredited institutions.

4. Applicants who plan to receive Veterans' Administration (VA) Educational Benefits must list all post-secondary schools (colleges) attended and submit official transcripts from each. These transcripts should be submitted to the Student Records Office for review prior to enrollment and will be shared with the Financial Aid Office. If a student has received or is receiving VA benefits for a class at Stanly Community College, but his/her transcript shows an equivalent course that is eligible for transfer credit, the SCC class will be removed from the VA certification and result in a balance owed by the student.
5. Once the application has been processed and the student has been admitted, the newly admitted student must complete the remainder of the enrollment and registration process found on the college's website and in the catalog.

### **Special Credit Admission**

The special credit classification is designed for those students who wish to enroll in a curriculum course (or courses) but not pursue a degree, diploma, or certificate. Special credit students must complete and submit an Application for Admission indicating "Special Credit" as their desired program of study. Official high school or college transcripts are not required; however, special credit students must prove they meet the pre-requisites for the course(s) they wish to register for, prior to registration. Official college transcripts are required for course transfer to satisfy the pre-requisite of a course.

Please note that special credit students are not considered degree-seeking, therefore are not eligible for Title IV financial aid or veterans' educational benefits. Special credit students wishing to obtain a Certificate, Diploma or Associate Degree can do so by completing a Change of Curriculum form. At that time, they must meet all admissions requirements to continue as a degree-seeking student.

A special credit student must maintain satisfactory academic progress and will fall under the guidelines of the Academic Probation Policy. (See the Academic Probation Policy on the college's website.)

Special credit students may not displace degree-, diploma-, or certificate-seeking students in classes with limited enrollment. Special credit students may be subject to administrative withdrawal and a full refund of tuition and fees if class space is needed for degree-seeking students. Special credit students are not permitted to enroll in courses with prefixes beginning with WBL, COS, MED, NUR, RAD, or RCP. An exception is made for the following MED courses: 121, 122, and 134.

### **Readmission**

Stanly Community College encourages all former students who left the College in good standing to enroll for additional study. However, readmission after withdrawal is not automatic. Students who have been out two terms or longer must reapply to the college by resubmitting an admissions application. Students who re-enter the College after two continuous semester absences must do so under the current operating catalog. Students requesting readmission to allied health programs should request specific information regarding readmission from the Admissions Office. Former students desiring to re-enter who were withdrawn for academic or disciplinary reasons must request readmission through the Vice President of Administrative & Financial Services (Chief Financial Officer).

Service members and reservists can be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements.

### **Admission Appeals**

The Dean of Students administers the admission and readmission policies. Individuals who wish to appeal an admission or a readmission decision may request the Vice President of Administrative & Financial Services (Chief Financial Officer) to review such determination.

### **Career and College Promise**

See Career and College Promise Admission Policy

### **Stanly Early College/Stanly STEM Early College**

Stanly Early College and Stanly STEM Early College admission is based on a selection criteria and process developed by Stanly County Schools. Once students are accepted into Stanly Early College or Stanly STEM Early College, students should submit a Stanly Community College admission application. For more details contact the Stanly Early College, Stanly STEM Early College principal or the Stanly County School System website.

### **Admission for Non-U.S. Residents**

Lawful Permanent/Temporary Resident

Students who are not U.S. Citizens but have secured a lawful resident status from the U.S. Citizenship and Immigration Services may apply to SCC. The student must also meet all eligibility requirements for his/her requested program of study.

Undocumented Immigrants

Students who do not have the necessary documentation proving U. S. Citizenship may apply to SCC. The student must provide proof of earning a high school diploma, high school equivalency, or an official copy of a transcript from a U.S. public high school, Adult High School, private high school, or home school that operates in compliance with state or local law. Students without documentation proving U.S. citizenship are not N.C. residents for tuition purposes and will be charged out-of-state tuition.

### **References**

N.C. Gen. Stat. § 115D-1, Statement of Purpose

N.C. Gen. Stat. § 115D-5, Administration of institutions by State Board of Community Colleges

N.C. Gen. Stat. § 115D-20, Powers and Duties of Trustees

1D SBCCC 200.95 Education Services for Minors

1D SBCCC 400.2, Admission to Colleges

1D SBCCC 400.8. Courses for Curriculum Programs

