

# Admissions and Enrollment Management

The Office of Admissions and Enrollment Management at Trenholm State Community College maintains an admissions policy that provides access to individuals who meet the minimum requirements set forth by the Alabama Community College System (ACCS). The Office of Admissions and Enrollment Management is responsible for interpreting and implementing ACCS policy and federal, state, and local laws and policies regarding the recruitment and admission of students to the College. Admission to the College does not guarantee entrance to a particular course or program. Some programs have specific admission requirements. Requirements for admission into certain programs, such as Health programs, are in the catalog's "Degrees" section.

## Required Admissions Documentation

### ***Degree-seeking Students***

- Admission application
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended
- ACT scores (for placement purposes only)

### ***Non-degree seeking students (who are high school graduates or GED® recipients)***

- Admission application
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)

Students who have achieved a minimum of an Associate or Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning a degree or fulfilling prerequisites. Students receiving VA Educational benefits may be required to submit military and all prior college transcripts.

### ***Non-degree seeking students (who are non-high school graduate or does not have a GED)***

- Admission application
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (Ability-to-Benefit Test)

### ***Ability-to-Benefit***

Applicants can enter certain programs without a high school diploma or GED certificate. Applicants applying to H. Council Trenholm State Community College under this provision must pass the Ability-to-Benefit Test. The College will notify all applicants prior to enrollment each semester of the time, date, and place for the scheduled Ability-to-Benefit examination. For additional information, please contact the Office of Admissions at (334) 420-4310.

The Consolidated Appropriations Act of 2012 (Public Law 112-74) eliminated eligibility to receive Title IV student financial aid assistance to ability-to-benefit students without a high school diploma or GED, or who have not completed secondary education in a home school setting that is treated as a home school or private school

under State law and have not obtained a home school completion credential effective July 1, 2012. Therefore, new students seeking enrollment without a high school diploma or recognized equivalent (GED) or who fail to meet the home or private school requirement will no longer be eligible to receive federal financial aid as of July 1, 2012.

If testing or retesting for the Ability-to-Benefit, all three test sections must be taken in one testing session. A fee for retaking the Assessment must be paid in the Cashier's Office. Please discuss taking a retest with testing personnel before paying the fee. Retest scores will replace previous scores.

## Residency Policy

For the purpose of assessing tuition, applicants for admission will be classified into one of three categories.

### ***Resident Student***

**Tuition Rate** – A resident student will be charged the in-state tuition rate established by the Alabama Community College System.

- **Eligibility** –A resident student is an applicant for admission who meets all legal requirements or is a duly registered resident in the State of Alabama for at least twelve (12) months immediately preceding application for admission or whose non-estranged spouse has resided and had a habitation, home, and permanent residence in the State of Alabama for at least twelve (12) months immediately preceding application for admission. Consequently, an out-of-state student cannot attain resident student status only by attending school for twelve (12) months in the State of Alabama.
- **Dependents** –In the case of minor dependents seeking admission, the parents, parent, or legal guardian of such minor dependent must have resided in the State of Alabama for at least twelve (12) months preceding application for admission. If the parents are divorced, the residence will be determined by the parent's residency to whom the court has granted custody.
- **Minor** –An individual who, because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under nineteen (19) years of age and a married individual under eighteen (18) years of age but excludes an individual whose disabilities of non-age has been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If the current law changes, this definition shall change accordingly.
- **Supporting Person** –Either or both student's parents, parents who live together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, the supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

### Determination and Certification

In determining resident student status for the purpose of assessing tuition, the burden of proof lies with the applicant for admission.

- Students who graduated from an Alabama high school or obtained a GED in the State of Alabama within three (3) years of the date of application for admission shall be considered resident students for tuition purposes.
- An individual claiming to be a resident will certify by a signed statement each of the following:
  - A specific address or location within the State of Alabama as their residence.

- An intent to remain at this address indefinitely.
- Possession of more substantial connections to the State of Alabama than any other state.

The certification of the applicant's address and the intent to remain in the State indefinitely will determine residency status factors. The institution will determine residency status by evaluating the applicant's documentation as proof of connection with the State of Alabama. This evaluation will include the consideration of the following connections:

- Consideration of the location of high school graduation.
- Payment of Alabama state income taxes as a resident.
- Ownership of a residence or other real property in the State and payment of state ad valorem taxes on the residence or property.
- Full-time employment in the State.
- Residence in the State of spouse, parents, or children.
- Previous periods of residency in the State continuing for one (1) year or more.
- Voter registration and voting in the State; more significantly, continuing voter registration in the State that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education.
- Possession of state or local licenses to do business or practice a profession in the State.
- Ownership of personal property in the State, payment of state taxes on the property, and possession of state license plates.
- Continuous physical presence in the State for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
- Membership in religious, professional, business, civic, or social organizations in the State.
- Auxiliary services in the State of checking and savings accounts, safe deposit boxes, or investment accounts; and in-state address shown on selective service registration, drivers' license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.

Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one (1) full academic year of their most recent previous enrollment unless there is evidence the student subsequently has abandoned resident status, for example: registering to vote in another state.

Students failing to re-enroll within one (1) full academic year must establish eligibility upon re-enrollment.

### ***Non-Resident Student***

- A non-resident student is one who does not meet the standard of having resided in the State of Alabama for at least twelve (12) months immediately preceding application for admission.
- A non-resident student will be charged the in-state tuition rate established by the Alabama Community College System under the following circumstances, provided the student is a citizen of the United States.

### **Dependent student**

- Whose supporting person is a full-time permanent employee of the institution at which the student is registering; or
- Whose supporting person can verify full-time permanent employment in Alabama and will commence said employment within ninety (90) days of registration; or
- Whose supporting person is a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
- Whose supporting person is an accredited member of a consular state assigned to duties in Alabama.

### Non-Dependent student (as defined by Internal Revenue Codes)

- Full-time permanent employee of the institution at which the student is registering or is the spouse of such an employee; or
- can verify full-time permanent employment within the State of Alabama or is the spouse of such an employee and will commence said employment within ninety (90) days of registration with the institution; or
- is a member of or the spouse of a member of the United States military on full-time active duty stationed in Alabama under orders for duties other than attending school; or
- is an accredited member of, or the spouse of, an accredited member of a consular staff assigned to duties in Alabama.

In determining non-resident student status for the purpose of assessing tuition costs, the burden of proof lies with the applicant for admission. The College may request proof that the applicant meets the stipulations noted above prior to admission.

### ***Out-of-State Student***

- Any out-of-state applicant for admission who does not fall into the Non-Resident Student category above shall be charged a minimum tuition of two (2) times the resident tuition rate charged by the institution.
- Students initially classified as ineligible for resident tuition will retain that classification for tuition purposes until documentation is provided verifying eligibility for resident tuition.

### ***Residency Policy for Veterans, Dependents, and Spouses***

For the purpose of assessing tuition costs, students who are veterans, dependents, and spouses will receive in-state tuition rates if classified as one of the following:

- The student is a member or spouse of a United States military member on full-time active duty stationed in Alabama under orders other than attending school.
- Effective May 22, 2012, if the student has been a member of the Alabama National Guard for a period of at least two years immediately preceding qualification for resident tuition and continues to be a member of the Alabama National Guard while enrolled at the public institution of higher education.

### **VA Certificate of Compliance**

It is hereby resolved that Trenholm State Community College in the State of Alabama is compliant with Public Law 114-315, which modified title 38 of the United States Code (USC) 3679(c). As amended, 38 USC 3679© requires that the following individuals be charged the resident rate:

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in the State in which the institution is located (regardless of their formal State of residence) and enrolls in the institution within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 USC § 3319) who lives in the State in which the institution is located (regardless of his/her formal State of residence) and enrolls in the institution within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while remaining continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33 of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C.
- § 3311(b)(9)) who lives in the State in which the institution is located (regardless of their formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 USC § 3319) who lives in the State in which the institution is located (regardless of their formal State of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E).
- Anyone using educational assistance under chapter 35, Survivors' and Dependents' Educational Assistance (DEA) program.

*\*GI Bill® is a registered trademark of the US Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official US government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## Name Change

Students who desire to change their name must complete the Change of Information Form found on the Student Information webpage and submit legal documentation reflecting the requested name change.

- Acceptable Legal Documentation:
- Driver's License
- Social Security Card
- Marriage License
- Divorce Documents
- Naturalization Papers
- Passport
- Court Order
- Birth Certificate

## Admissions Status Type

### ***Unconditional***

Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

### ***Conditional***

Students not submitting all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and release of an official transcript.

# Admissions Classifications and Requirements

## ***First Time***

Applicants who have not previously attended any regionally or nationally accredited College will be considered first-time college applicants or "native" applicants. A student who has no prior postsecondary experience and attends any institution for the first time must apply for admission, submit an appropriate identification, and submit an official high school transcript or an official GED transcript.

## ***Transfer***

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must apply for admission and submit official transcripts from all duly accredited postsecondary institutions attended.

An applicant who has completed an associate or baccalaureate degree will be required to submit only the transcript from the granting institution. Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions should be submitted if requesting an evaluation for transfer of credit.

A duly accredited institution is accredited by one of the six regional accrediting bodies recognized by the US Department of Education. The student may transfer with or without credit. Acceptance of transfer credits is based upon Trenholm State Community College policy.

## ***Readmit/Returning Students***

Applicants previously admitted for a specific term, who did not attend, will be required to complete a new application form for admissions. Former students who have not attended for three or more consecutive terms will be required to complete a new application. If these students have attended other duly accredited postsecondary institutions during this period, official transcripts must be sent to the Office of Admissions and Enrollment Management.

Readmitted students are strongly encouraged to schedule appointments with an advisor prior to registration. Readmitted and returning students are required to complete the degree plan for the catalog year in which they are readmitted to the College.

## ***Transient***

A student enrolled at another college or university while also enrolled to take classes at Trenholm State for the express purpose of transferring credit back to the home college or university is considered a transient student. Students must apply for admission and submit a transient letter from the parent institution to certify that the credits earned at the College will be accepted as part of their academic program. The official letter or Transient Authorization Form must be appropriately signed by the Dean of Students, College Registrar, or advisor at the parent college and must identify the specific college course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/ universities. Transient students are not eligible for federal financial aid.

## ***Accelerated High School Program***

The Accelerated High School program allows high school students the opportunity to earn college credits while enrolled in high school. College students may enroll in academic, career and technical, or health profession

courses/programs in accordance with guidelines issued by the Alabama Community College System. Accelerated High School Students are not eligible for financial aid. College credits earned with the Accelerated Program cannot be substituted for high school credits.

### **Accelerated High School Program Eligibility**

A student is eligible for admission as an accelerated student if they meet all of the following criteria:

- The student has completed the 10th grade.
- Students must have the written approval of a secondary school official. Accelerated students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- The student has completed the high school prerequisites for the courses in which they want to enroll.

The Chancellor may grant exceptions for a student documented as gifted and talented in accordance with Alabama Administrative Code §290-8-9-12. Exceptions apply only to requirements 1 and 3 above.

### ***Dual Enrollment and Dual Credit for High School Students***

The Dual Enrollment program allows eligible high school students to simultaneously enroll in college courses with high school classes to earn both College and high school credit. Alabama Community College System institutions are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by Trenholm State shall be of postsecondary level or as stipulated in a contract for services between the two levels. Dual enrollment credit may be applied toward a high school diploma or a technical or health certificate.

### **Dual Enrollment Eligibility**

- Students must be rising 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> graders.
- Students must satisfy the requirements for general admission, with the exception of proof of high school graduation or GED completion.
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale.
- Students must have the written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, homeschool/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate secondary official.

### **Continuous Eligibility for Dual Enrollment**

Students who meet the criteria for initial admission to the Dual Enrollment Program as specified in the Alabama Community College System Procedure for Dual Enrollment High School Students will remain eligible as long as a grade of "C" or better in all attempted college courses is earned. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The summer semester term may not be used as the one-term suspension; only a fall and spring semester may be used as the one-term suspension. The student may not re-enroll until the suspension has been served. For re-entry, the student must re-apply to the program and meet the minimum (unweighted) grade point average of 2.5 on a 4.0 scale.

### **College Orientation for Dual-Enrolled Students**

Dual-enrolled students are required to attend an orientation session prior to their first semester of enrollment. Through attendance and participation, dual enrolled students are informed of the College's policies and procedures and the resources offered by the College. This is a non-credit orientation and does not substitute for ORI-101.

### ***International***

A student who is a citizen of another country is considered an international student. International applicants are individuals who hold or will need to obtain a non-immigrant visa, including students who hold or who intend to hold F-1 visa/status. All F-1 students who study at Trenholm State need a Form I-20 Certificate of Eligibility for Non-immigrant Student Status. International students will be considered out-of-State for tuition residency purposes. An international applicant must provide the documentation listed below prior to the issuance of Form I-20.

### **Required documentation for International Admissions**

- Completed Trenholm State Community College International Student Application for admission.
- Copy of student's US Visa and Passport with a current photo. Current and valid passport or other official documentation verifies lawful presence.
- An official translated copy of the student's high school transcript and college transcript(s), if applicable; all foreign transcripts and credentials must be evaluated by World Education Services (WES). The website is [www.wes.org](http://www.wes.org). International students must request that their previous high school and college(s), if applicable, mail all official transcripts to WES. Once credentials are evaluated, WES will send the students' official transcripts to Trenholm State Community College.
- A minimum score ranging from 5.5 on the IELTS International English Language Testing System) as determined by the College, or a total score of 61 on the Internet-based TOEFL, a 2A on the Step EIKEN Test in Practical English Proficiency, or a total score of 500 on the paper-based TOEFL. Institutions may admit students to an established ESL program in preparation for the English Language Exam. However, students may not enroll in regular college courses until the English Language requirement is met. The English as a Second Language exam may be waived for students from all English-speaking countries, including but not limited to Anguilla, Antigua, and Barbuda, Australia (Australian English), the Bahamas, Barbados, Bermuda, Belize (Belizean Kriol), British Indian Ocean Territory, the STUDENT SERVICES 161 British Virgin Islands, Canada (Canadian English), the Cayman Islands, Dominica, the Falkland Islands, Gibraltar, Grenada, Guam, Guernsey (Channel Island English), Guyana, Ireland (Hiberno-English), Isle of Man (Manx English), Jamaica (Jamaican English), Jersey, Montserrat, Nauru, New Zealand (New Zealand English), Nigeria, Pitcairn Islands, Saint Helena, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Tanzania, Singapore, South Georgia and the South Sandwich Islands, Trinidad and Tobago, the Turks and Caicos Islands, The Gambia, the United Kingdom, the US Virgin Islands, and the United States. Other waivers, with substantial documentation, must be submitted to the Chancellor for approval.
- A signed, notarized Affidavit of Financial Support that verifies financial support of the student from the sponsor indicating their full responsibility for the international student's financial obligations while attending Trenholm State. The affidavit must include an original official bank letter or statement from the sponsor's financial institution showing sufficient funds to support the student's educational expenses. Please note that Trenholm State Community College offers no financial assistance or scholarships for international students.
- Receipt of payment of I-901, Student Exchange Visitor Information System (SEVIS) Fee.
- Completed Medical History and Immunization form that demonstrates adequate health.
- Proof of health and life insurance that includes evacuation repatriation. International students must maintain insurance during all periods of enrollment.



- Transient or transfer international students must submit a Transient or Transfer Clearance Form signed by the international student advisor at the institution from which the prospective student comes. Transient or transfer international students must submit a copy of Form I-20 from the institution from which the student transfers
- All required forms and documents for international students are published on the College's website [https:// www.trenholmstate.edu/future-students/office-of- records-and-registrar/international-students/](https://www.trenholmstate.edu/future-students/office-of-records-and-registrar/international-students/)
- An international student applicant who fails to provide the required documentation will not be admitted to any Alabama Community College System institution. Other non-immigrant students must meet all ACCS admission requirements and provide documentation of immigration status determined by the College.
- For the protection of the public and to assist in maintaining State and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training or any segment or portion of a flight training program, until appropriate certification and approval have been received from the office of the Attorney General of the United States, pursuant to the section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives. Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

### ***Senior Citizen Admission***

Alabama residents 60 years or older may attend classes tuition-free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. The tuition waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to an associate degree, certificate, or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools, or repeated courses. Persons who qualify must register for courses on the first day of class each semester.

### ***Admission Requirements for Allied Health Programs***

Individuals seeking admission to selective Allied Health programs (Diagnostic Medical Sonography, Medical Radiologic Technology, Practical Nursing, Registered Nursing, Respiratory Therapy) must meet all admissions requirements of the College. In addition, these programs have a separate admissions application and several admissions requirements that must be met by a publicized application deadline. Advisors in those programs are available to answer questions and help students understand these requirements; however, meeting all program admissions requirements is the student's sole responsibility.

Selective admissions programs are highly competitive. Meeting minimum admissions requirements ensures that students' applications will be considered but does not guarantee program acceptance. Students are selected based on an objective scoring system for each program; students selected for admission to selected programs generally exceed minimum admissions requirements. Prospective students should contact program faculty or staff or visit the College website's program section for up-to-date information.

### ***Audit Students***

Applicants may apply for admission to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. The individual instructor will define standards of performance for each class. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only during each semester's official drop/add period.

### ***Non-Credit Students***

An applicant enrolling exclusively in non-credit courses may be granted admission to the College via the Continuing Education Department or the Workforce Development Division.