

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 and submit appropriate, 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 Enrollment Services.

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 an ACCS institution for the express purpose of transferring credit back to the home college or university. 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 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 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 the Alabama Community College System 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 10th, 11th, or 12th graders.
- Students must satisfy the requirements for general admissions, 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 maintain continuous eligibility so 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 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, the many resources we offer, and more. This is non-credit and does not substitute for ORI-101.

International Student Admission

A student who is a citizen of another country. 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 Admission

- 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. 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/admissions/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 college admissions requirements. In addition, these programs have a separate admissions application and additional admissions requirements that must be met by a publicized application deadline. Program advisors 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. 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.