



TECHNICAL COLLEGE
OF THE LOWCOUNTRY

PROCEDURE: Admission Process
Number: 4.1.1.2

Responsibility: Student Affairs
Last Updated: November 1, 2023
Related Policy: 4.1.1 Admissions Criteria

President

Purpose:

The purpose of this procedure is to establish guidelines for admitting college students into programs, evaluating transcripts/awarding non-resident credit, and placing students into appropriate course work.

Procedure:

Admission

Candidates for general admission to the college must complete and submit admissions information prior to enrollment. The following information is required:

1. The Technical College of the Lowcountry (TCL) application form
2. The TCL residency verification form
3. English & Mathematics Placement and Assessment
 - a. Self-Assessment in conjunction with an advising appointment with a Navigator
 - b. Multiple Measures using High School Transcript
 - c. SAT/ACT scores (5 years)
 - d. College Transfer Credit
 - e. Accuplacer (optional)

Program Specific Admission Requirements

TCL candidates pursuing degree, diploma, and certain certificate programs must have the following information on file with admissions:

1. Applicants to be admitted to all degree programs must show evidence of successful high school graduation. An official high school transcript or GED must be on file in Admissions.

2. Applicants to be admitted to the Cosmetology diploma program must show evidence of successful completion of the 10th grade. An official high school transcript must be on file in the Enrollment Services Office.
3. Applicants to be admitted to any degree, diploma, or certificate programs offered through the Division of Health Science must show evidence of successful high school graduation. Official high school transcripts or GED must be on file in Admissions. See procedure SA 401 Admission to Limited Programs.
4. Students wishing to change their major from programs not requiring high school transcripts to programs that have the requirement must have those transcripts on file in Admissions.
5. For applicants to be admitted to any program, who have earned Baccalaureate, Masters, or Doctoral degrees, presentation of official college transcripts will assume successful high school completion

Official College Transcripts

Students seeking advanced standing through transfer of credit from other post-secondary institutions must present the following information:

1. Transfer students must request that official transcripts of credit earned from all institutions of higher education previously attended be forwarded directly to the Admissions Office.
2. Transfer credit requested represents collegiate work, relevant to the degree or program requirements with course content and level of instruction resulting in student competencies at least equivalent to those students enrolled in similar courses and programs at the College as in Procedure 4.2.2.1 - Transfer Credit.

Readmission

Students readmitted to the College after being absent for three consecutive semesters from the last term of enrollment must comply with current program requirements.

Residency Requirements

For students pursuing in-state tuition, residency documentation is required as outlined in Procedure 4.1.2.1 - Residency Classification for the Purpose of Tuition and Fees.