

**Williamsburg Technical College  
PROCEDURE**

**SECTION D – EDUCATIONAL AFFAIRS**

Title <b>ADMISSIONS</b>	Number <b>D-18.1</b>
Division of Responsibility <b>Student Affairs</b>	Approval Date Page <b>1/21/2021 1 of 4</b>
Approval Vice President  _____  President  _____	Supersedes Procedure No. <b>D-18.1</b> Date <b>8/13/01</b>

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**I. ADMISSIONS**

The first step toward enrolling in any instructional program (degree, diploma, certificate) or class(es) is to apply to the College.

**A. Applications**

1. All candidates for admission, seeking acceptance to a degree, diploma, certificate program or class(es), must submit a completed application to the Admissions Office.
2. Students returning after an absence of more than two semesters must submit a new Application for Admission.

**B. Transcripts**

1. New Students - Applicants who have never attended a college/university must request that their high school forward an official transcript.
2. Applicants who have a General Education Equivalency Diploma (GED) must present a copy of satisfactory completion to Student Affairs
3. Applicants for acceptance to the Cosmetology diploma program must establish proof of no less than 10th grade completion to the Admissions Office.
4. Transient Students - Applicants who intend to transfer credits to another college/university from Williamsburg Technical College should have the written advance approval of their academic advisor before registering. Students are responsible for contacting Student Affairs to have their grades sent to another institution. Applicants must meet all admissions criteria of the College.

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5. Applicants who are transferring credits from another regionally-accredited college/university to Williamsburg Technical College must request that all colleges/universities attended send official transcripts. A transcript evaluation form will be completed, and transcripts will be evaluated to determine if placement testing is required and if credit will be awarded. The following criteria are used to determine advanced standing based on the approval of the AVP of Academic Affairs:
  - a. Must meet all admission criteria of the College.
  - b. Credit for courses with a grade of "C" or better.
  - c. Course(s) must not be remedial/developmental in nature.
  - d. Course(s) must closely parallel the course(s) in the program in which the student plans to enroll.
  - e. Actual grades earned at another college are not calculated in the grade point average (GPA).
  - f. Must successfully complete 25% of required hours at Williamsburg Technical College.
6. Williamsburg Technical College students who request to change their instructional program must meet the criteria established for transferring credit.
7. The student will be notified of credits accepted. He/she may appeal the decision in writing to the academic dean in accordance with the Family Education Rights Privacy Act (FERPA).
8. All documents submitted to the College become the permanent property of the College.

**C. Assessment (Placement Testing)**

1. The College uses ACCUPLACER by ACT, SAT (Scholastic Assessment Test), and ACT (American College Testing Program) as its placement tests. The main emphasis of the placement test focuses on appropriately placing students in entry-level classes in order to promote student success and retention.
2. Students whose placement scores do not meet program entry requirements will be:
  - a. Scheduled for Developmental Studies;
  - b. Scheduled concurrently in Developmental Studies and a program of study; or

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- c. Referred to an outside agency for upgrading.
- 3. Exemptions are granted if one of the following criteria is met:
  - a. The applicant has an earned degree from a regionally-accredited institution.
  - b. The applicant has taken the College's placement tests within the past two years and has appropriate program/course(s) entry scores.
  - c. The applicant has participated in the developmental studies program within the past two years and has appropriate test scores for curriculum.

**D. Special Admission**

- 1. Students who do not plan to immediately enter a degree, diploma or certificate instructional program and who want to take courses of special interest must meet the course prerequisites before registering. Students may be admitted to some courses by the permission of their advisor. Certain mathematics and English courses will require placement testing before registration. It is required that career development students earning 15 or more credits declare a program. It is recommended that they take no more than six credit hours in any given semester. During the semester that a student accrues 15 or more credit hours, he/she will be provided with additional assistance in instructional program entry preparation through experiences gained by participating in the admissions counseling/advisement process.
- 2. The College recognizes the need, and will permit a maximum of one course per semester regardless of educational preparation with the specific permission of an advisor. Career Development students will be counseled in instructional program entry preparation when they earn 15 or more semester hours.
- 3. Career Development students are encouraged to participate in the assessment process, but it is not mandatory.

**E. Senior Citizens**

Legal residents of South Carolina who are at least 60 years of age may enroll on a space-available basis without paying tuition. Those persons enrolling for credit must meet all admissions criteria.

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**F. Audit Students**

An audit student is expected to attend classes regularly but may choose not to take examination and will not receive college credit. Each student must declare status upon registering for an audit course. Change of status is permitted within the add/drop period. A grade of "AU" will be awarded for all classes audited. To earn credit for an audited credit course, a student must repeat the course or take an exemption exam.

**II. Readmission**

If a student is dismissed from the College for academic, conduct or health reasons, readmission is subject to review by the AVP of Student Affairs.

**III. Registration**

- A. The college regularly publishes registration dates in the academic calendar and in class schedules. Williamsburg Technical College operates on a semester system (fall, spring and summer terms).
- B. Each student is required to contact his/her advisor for appropriate course selection each semester prior to registration.
- C. Students who are experiencing academic difficulties and/or inability to complete courses will be counseled/advised as recommended during the semester.
- D. Students are required to clear all outstanding financial obligations prior to registration.