



TITLE: Credit Program Admissions Procedures

PROCEDURE NUMBER: 3-2-1010.4

RELATED POLICY AND PROCEDURES: 3-2-1010 Admissions Criteria
 3-2-1010.1 Admissions Criteria
 3-2-1010.2 International Admissions

DIVISION OF RESPONSIBILITY: Student Affairs

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February 24, 2015
 Approved by President

October 30, 2024
 Date of Last Review

October 30, 2024
 Date of Last Revised

Administrative Responsibilities

The Dean of Enrollment Services is responsible for ensuring admissions procedures are developed, reviewed and revised as needed on an annual basis, vetting changes through Student Affairs Division and the Academic Affairs Leadership Team. The Dean is also responsible for communicating changes college-wide, providing training when necessary, and ensuring the procedures are accurately enforced at all campus locations.

Open Admissions

Piedmont Technical College provides access to post-secondary education to all who are eligible in accordance with statutory requirements and existing policies of the South Carolina Technical College System. Evidence of high school graduation or its equivalent is required for admission to associate degree and diploma programs. Certain certificate programs require a high school diploma or the equivalent.

The purpose of defined Admissions Procedures is to delineate the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to ensure equal opportunity for all students in consideration of their potential for success and graduation from the College.

General Admission Requirements for Associate Degree, Diploma and Certificate Program

1. All applicants for admission to the College must be eighteen years of age or possess a high school diploma or General Educational Development (GED) credential. Exceptions are made for specific programs and partnerships, such as Dual Enrollment Program with area high schools.
2. All applicants must submit a college application for admission.
3. All applicants for admission to associate degree, diploma, and certain certification programs must possess and provide evidence of a high school diploma, GED or equivalent.

There are four exceptions to providing proof of high school diploma or GED, and they are listed below:

- a. Current graduating seniors will be admitted provisionally until June 30 of each year. If the student indicates s/he cannot provide the documentation, the student must meet with the Dean of Enrollment Services to change to student type to non-high school graduate.
- b. Students enrolling in certificate programs that are not eligible for federal financial aid.
- c. Applicants who have earned an associate degree or higher, or the equivalent, from an accredited institution are not required to verify high school graduation or GED provided they submit an official college transcript verifying the highest degree earned or equivalent coursework.
- d. Applicants who have attended an accredited four-year institution and have earned at least 15 college-level credit hours.

It is the responsibility of the Dean of Enrollment Services to determine the validity of a high school credential or diploma based on criteria set out by regional accreditation bodies and State Departments of Education. Requests for exceptions to the Dean of Enrollment Services' determination must be reviewed and approved by the PTC Vice President for Student Affairs.

4. All applicants must provide a high school transcript for course placement or meet one of the following criteria for exemption:
 - a. Successful completion of college level English and Math courses as evidenced by a college transcript.
 - b. Earned associate, bachelor or higher degree from a DoE recognized institution.
 - c. SAT/ACT or GED score report
 - d. For Dual Enrollment only, PSAT/Pre-ACT score report
5. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

Additional Admission Procedures for Specific Academic Program

1. Nursing and Health Science Programs

- a. Applicants must meet specific program entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.
- b. Applicants must complete a physical examination, a criminal background check, and a drug screening prior to the clinical experience for healthcare facilities.

2. Gunsmithing

Students in gunsmithing programs are required to have a criminal background check and must be legally eligible to acquire and possess a firearm. Students are required to have both a state and NCIC check to apply to the program. These checks are conducted by an outside agency at the student's expense. Pending criminal charges or convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.

3. Funeral Service and Mortuary Service

Applicants must complete all general education courses and meet with the department head prior to enrollment in Funeral Services courses.

4. Early Care and Education

Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program. Some districts might require a TB test as well.