

**TALLAHASSEE COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURES**

<p>TITLE: Admissions</p>	<p>NUMBER: 10-00AP</p>
<p>AUTHORITY: Florida Statute: 1004.65 1007.263 Florida Administrative Code: 6A-14.0247</p>	<p>SEE ALSO:</p> <ul style="list-style-type: none"> • Board Policy 10-00: Admissions Policy • Board Policy 10-15 and Administrative Procedure 1015AP: Prior Violations Review for Admission to TCC • 2013-2014 Home Education Dual Enrollment Articulation Agreement • Florida Residency for Tuition Purposes Affidavit • International Student Admissions Packet • Non-Degree Student Registration Request • Permission to Register – Dual Enrollment Program (High School) • Permission to Register – Dual Enrollment Program (Home School) • Readmissions Application
<p>UPDATED: 02/21/14; 05/26/16</p>	

A. Procedure

Tallahassee Community College (TCC) welcomes applications for admission for the fall, spring, and summer terms. To assist students with their transition to college studies at TCC, the Department of Admissions and Records provides important services that include, but are not limited to, processing applications for admission, evaluating high school transcripts and college transcripts for transfer credit, granting permission for international students to study at the College, coordinating new student orientation, and certifying graduation.

B. Admission Requirements for First Time in College Students

A student who has never attended college before will be considered a first-year student. Florida and non-Florida students applying for associate degree programs or college credit certificate programs may be admitted if they have satisfied one of the following:

Standard High School Diploma

High school graduates must have earned a standard high school diploma from a regionally accredited high school. An official high school transcript with high school graduation date is required for admission. (Note: Should the quality of the educational program of the institution attended appear unsatisfactory, the director of admissions and enrollment services and the college registrar both have the authority to not accept the document.)

General Educational Development (GED) Diploma

Students who have earned a state-issued General Educational Development diploma are entitled to admission. An official transcript of the GED test scores is required for admission.

Home-educated Students

Home-educated students must complete the Affidavit for Home Educated Students form verifying high school graduation. Students must certify that their program has satisfied the requirements of section 1002.41, Florida Statutes (F.S.). This form may be obtained from the Department of Admissions and Enrollment Services and must be notarized.

Undocumented Immigrants

Undocumented immigrants who graduate from a regionally accredited high school or earn a state-issued GED diploma are eligible to be admitted, but will be considered nonresidents for tuition purposes. (Some students may be eligible for the Out of State Fee Waiver for Select Florida High School Graduates and should consult with the staff in the Office of Admissions and Records.

Certain Associate in Science degrees or certificates may have additional admission requirements.

Admission to the College does not guarantee admission to limited access programs.

C. Transfer Students

Students who have attended another college or university are considered transfer students. Transfer students must submit official transcripts from all colleges and universities previously attended before registering for classes at TCC. Official transcripts should be received and evaluated before the student attends orientation. This will assist the advisers who will be working with the student at orientation.

The Department of Admissions and Records has the institutional authority to administer the College's transfer policy. Actions taken by the Department of Admissions and Records are subject to review by the provost and vice president for academic affairs.

Transfer students who are not eligible for readmission to an institution they previously attended may apply for admission to TCC. The academic records of transfer students will be evaluated, and students will be required to follow TCC's Standards of Academic Progress.

D. Early Admission and Dual Enrolled High School Students

Early Admission

An early admission student is an eligible high school student who enrolls on a full-time basis in courses at TCC that are creditable toward an associate degree or certificate. Early admission students must satisfy all high school requirements and all requirements for the associate degree or certificate. They must be recommended by their high school principal and must have on file a signed letter from said principal giving permission for the student to enroll at TCC. Students are limited to no more than 15 hours per semester. Upon presentation of evidence of high school graduation, completed college credit will be applied to the student's degree. Students enrolled in this program are exempt from paying registration, matriculation and laboratory fees. TCC does not handle book vouchers or book purchase for early admission students. Students must work with their school district in regard to the purchase of books. Effective July 1, 2010, State Board of Education Rule 6A-14.064 added additional requirements. Contact the Dual Enrollment Adviser for information.

Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript reflecting an unweighted high school grade point average of 3.0 or better.
3. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old and are required before registration for any college course.
4. Submit a recommendation letter from the high school principal/designee stating that the student has permission to early admit at TCC.

Dual Enrollment for High School Students

Dual-enrolled/dual-credit students are students who are taking classes at both the high school and TCC. These students may enroll in only those courses that are creditable toward both the high school diploma and the associate degree or career certificate, in accordance with s. 1007.271, F.S., and State Board of Education Rule 6A-14.064. Only college-credit-level classes will be considered part of the dual enrollment program. This excludes any non-credit or developmental (remedial) courses and physical education courses. The college class load will be determined by the high school principal or designee and may not exceed 11 hours of college credit per semester. Students in the dual enrollment program are exempt from paying tuition, matriculation and laboratory fees. TCC does not handle book vouchers or book purchase for dual-enrolled students. Students must work with their high school in regard to the purchase of books. College-credit courses may be conducted at district public high schools or on the TCC campus, in accordance with terms specified in the dual enrollment articulation agreements. Contact the Department of Admissions and Enrollment Services at (850) 201-8555 for additional eligibility information.

Requirements and documentation:

1. Submit a completed TCC admission application.
2. Submit an official high school transcript indicating the student has an unweighted high school grade point average of 3.0 or better.
3. Submit satisfactory scores on an approved placement test (SAT, ACT or state-approved placement test). Scores must be less than two years old and are required before enrollment in any dual enrollment course.
4. Submit a completed High School Dual Enrollment Permission to Register form, indicating the number and type(s) of courses to be completed at TCC.

Dual Enrollment for Home-educated Students

Students who do not attend a high school but receive instruction at home are considered home educated students. The TCC Home School Dual Enrollment program offers home educated students the opportunity to earn college credit before high school graduation. Students participating in dual enrollment take classes that will satisfy high school graduation requirements and are creditable toward the associate degree or career certificate, in accordance with s. 1007.271, F.S., and State Board of Education Rule 6A-14.064. Home-educated dual enrollment students are limited to 11 credit hours of enrollment. Only college-credit classes will be considered part of the dual enrollment program. This excludes any noncredit or developmental (remedial) courses and physical education courses. TCC waives tuition, matriculation and laboratory fees for all courses through the high school/home education dual enrollment program. Students are responsible for books, materials and transportation to the TCC campus.

Home-educated students are eligible to dual enroll for a maximum of three (3) semesters per grade level (including summers) from the time they enter the program. Students will matriculate through the dual enrollment program based on an equivalent public school cohort.

Requirements and documentation:

1. Students must provide documentation that they have attained a status equivalent to that of a public high school junior or senior and be at least 15 years of age before their first semester of enrollment at TCC.
2. Students must submit a completed TCC admission application.
3. Students must submit qualifying scores on the SAT, ACT or state-approved placement test. Scores must be less than two years old and are required before registration for any dual enrollment course.
4. Students must submit a Permission to Register form signed by both the home-education administrator (parent) and the appropriate county official.
5. Students must provide a completed Home Education Dual Enrollment Agreement, outlining the requirements and parameters of the home education dual enrollment program.

Collegiate High School

According to F.S. 1007.273, each Florida College System institution shall work with each district school board in its designated service area to establish one or more collegiate high school programs. At a minimum, the collegiate high school program must include an option for public high school students in grades 11 or 12 participating in the program, for at least 1 full school year, and to successfully complete 30 credit hours through the dual enrollment program under s. 1007.271 toward the first year of college for an associate degree or baccalaureate degree while enrolled in the program.

E. International Students

The College is authorized under federal law to enroll nonimmigrant alien students. A student who is not a citizen or permanent resident of the United States will be considered an international student. For assistance, international students may call (850) 201-8258 or visit www.tcc.fl.edu/internationalstudent. International students must complete the following steps:

1. Complete the International Student Admission application. The application must contain a local mailing address and an international mailing address. (Note: Neither address can be a post office box.) Due to the time required to process the application and the student's need to make visa and financial arrangements, deadlines have been established after which applications are not normally accepted. The application for admission and all supporting documents and credentials must be received no later than the dates indicated below:

Application due date if student is outside the United States:

Fall	June 1
Spring	October 1
Summer	March 1

Application due date if student is currently located in the United States and has no plans to leave the country:

Fall July 1
Spring November 1
Summer April 1

2. Provide official or certified copies of all secondary (high school) and postsecondary (college and/or university) transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation.
 - Beginning first-year students must provide the Department of Admissions and Enrollment Services proof of U.S. high school equivalency. Official high school transcripts must be evaluated document-by-document by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silney & Associates (www.jsilney.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.
 - Transfer students interested in receiving transfer credit for coursework completed at non-U.S. schools must provide a course-by-course evaluation done by a certified evaluation agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org). Examples of such agencies include World Education Services (www.wes.org) and Josef Silney & Associates (www.jsilney.com). Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.
3. Official English language proficiency results are required of all international applicants whose native language is not English. An official Test of English as a Foreign Language (TOEFL) score report or an official International English Language Testing System (IELTS) score report is required.
 - The minimum TOEFL scores required for admission to TCC are 450 on the paper version/133 on the computer-based version/45 on the Internet-based version. For information, visit www.toeflgoanywhere.org.
 - The minimum IELTS score required for admission to TCC is 4.5. For information, visit www.ielts.org.
 - Exemptions from the requirement to demonstrate English language proficiency are allowed as follows:
 - Completed the equivalent of English composition ENC1101 or higher from an accredited U.S. college or university
 - Graduated from an accredited U.S. college or university
 - Graduated from an accredited U.S. high school

- o Successfully completed level 5 or higher in reading, writing and grammar and have at least level 5 in speaking and listening at the Center for Intensive English Studies at Florida State University.

Note: Florida Postsecondary Education Readiness Test scores of 70 or higher are required for full admission to TCC.

4. Submit a completed Certificate of Financial Responsibility (CFR) Form and supporting documents, such as a certification letter from a bank (on official bank letterhead) with financial data recorded in U.S. dollars and sponsor(s) letter(s). The 2012 annual estimated cost of attendance for international students is \$23,850, which includes tuition, fees, books and supplies, personal and living expenses, and health insurance.
5. Submit proof of health insurance, which is required before registering for classes at TCC. Information about purchase of health insurance is available in the International Student Services office or at www.tcc.fl.edu/internationalstudent.

Upon completion of all admission requirements, a Certificate of Eligibility (form I-20) will be issued to the student. The U.S. Citizenship and Immigration Services will be notified of the student's admission to TCC.

International students must register for a minimum of 12 semester hours during the Fall and Spring semesters and remain a full-time student in order to maintain status.

Since on-campus housing is not available at TCC, international students are responsible for making their own housing arrangements.

TCC does not have financial aid available for international students. Since delays of up to 45 days may occur before foreign bank drafts or money orders can be negotiated, students are urged to have sufficient funds in U.S. dollars.

F. Readmitted Students

Former TCC students who have not been enrolled at TCC within the last 12 months must submit an application for admission to the Department of Admissions and Enrollment Services before the term's deadline, along with official transcripts from all colleges and universities attended since the last term of enrollment at TCC. The student will complete requirements for graduation under the catalog in use at the time of re-entry. The application for readmission is available on the College's web site.

G. Non-degree Students

A student taking classes but not seeking a degree or certificate from the College is considered a nondegree student. A non-degree student who wishes to take credit classes must complete the following steps:

1. Submit a TCC application for admission.

2. Submit a complete Residency Affidavit as part of the College application for admission.
3. Provide proof of graduation from high school or an unofficial transcript from the last college or university attended. (Students seeking enrollment in courses that require prerequisite work must submit proof that course prerequisites have been met.)
4. Complete the Non-Degree Student form and submit it to the Department of Admissions and Enrollment Services each term the student wants to enroll.

I. Transient Students

Transient students are students who are not seeking a degree from TCC but who take courses at TCC in order to transfer the credits back to their home institution. Transient students must submit a transient application through the Florida Shines. Interested students should go to www.floridashines.org, select *Succeed in College* and complete the option to *Take A Course At Another School*.

J. Bachelor of Science in Nursing (BSN) Students

BSN General Admissions

Admissions for the new BSN program comply with TCC non-discrimination admission policies for all students. The College has general admissions criteria and procedures for several classifications of BSN applications. These classifications include articulated AS graduates, readmitted students, and transfer students as described below.

- **Articulated AS Graduates:** Students applying to the BSN program who completed their Associate Degree in Nursing at TCC, have not attended any other college or university since graduating from TCC, and have been enrolled within the past 12 months, will complete a change of program objective form identifying them as an Articulated AS graduate.
- **Readmissions:** Students applying to the BSN program who completed their Associate Degree in Nursing at TCC and have not been enrolled within the past 12 months will apply to the institution as a readmit student. They must submit an application for readmission and submit official college transcripts for all colleges attended since their last term of enrollment.
- **Transfer Admissions:** Students applying to the BSN who completed their Associate Degree in Nursing at another college or university or have attended another college or university since graduating from TCC will be considered transfer students.

- In accordance with the College's admission's policies and procedures, transfer students seeking admission must meet established requirements and provide the following documentation:
 1. TCC application for admission;
 2. an official high school and/or college transcript(s); and
 3. a residency affidavit (as part of the TCC application for admission).

Separate Admission Requirements for the BSN Program

Separate admission requirements for the program, which are available on the College's website, are listed below:

- TCC baccalaureate degree application
- Graduation from an accredited Associate in Science degree in Nursing program
- Valid, unrestricted, unencumbered RN license in the state(s) the student will reside while completing any portion of the course work

The BSN program is a limited access program with a limited number of seats per cohort. Applicants are accepted based on the admission requirements and deadlines.