ADMISSIONS/RECORDS INFORMATION

GENERAL SUPERVISION

Admission policies at Shelton State Community College are administered by the Student Services Division which operates under the direction of the Office of the Dean of Student Services.

The Office of Admissions and Records is responsible for interpreting and implementing Alabama State Board Policy as well as federal, state, and local laws and policies regarding admission of students to the College and the maintenance of academic records.

ADMISSION APPLICATION PROCEDURES

A. Students Entering Shelton State Community College for the First Time

1. All students must complete the Application for Admission and present either; (1) one primary form of documentation, or (2) two secondary forms of documentation. See Addendum A. Applicants must submit the documentation in person within the Office of Admissions & Records or through a notarized copy by U.S. Mail. All requested information on the application must be provided.

Applications may be:
   a. submitted online at www.sheltonstate.edu, complete with the Application Signature Page;
   b. obtained (a printable version) from Shelton State Web site, www.sheltonstate.edu;
   c. obtained (a paper copy) in the Office of Admissions and Records

2. Students’ Entering Status

   a. High school graduates who have never attended college should request that the high school mail an official transcript with a graduation date posted, official signature, and diploma type directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

   b. Applicants who hold the General Educational Development (GED) must have an official GED transcript sent directly to the Office of Admissions and Records from the test site or the Alabama State Department of Education.

   c. Applicants who have received an Alabama Occupational Diploma should request that the high school mail an official transcript directly to the Office of Admissions and Records, Box 190, Shelton State Community College, 9500 Old Greensboro Road, Tuscaloosa, AL 35405, and refer to “Admission of Ability to Benefit Students” under the Types of Admission section. Students with qualifying ACT or SAT scores should refer to “1.d.” under the “Types of Admission” section.

   d. Students who have received a Certificate of Attendance should refer to “Admission of Ability to Benefit Students” under the “Types of Admission” under the “Admissions Requirements” section.

   e. Applicants who have not completed high school and who have not earned a GED certificate should refer to “Admission of Ability to Benefit Student” under the “Types of Admission” under the “Admission Requirements” section.

   f. Students who transfer from another college must request that official transcripts
from each college previously attended be mailed to Shelton State. Applicants
who have completed a baccalaureate degree or higher and who do not plan to
pursue a degree at Shelton State are only required to submit an official transcript
from the institution granting the highest degree.
g. Students who intend to remain at Shelton State for only a single term may
enroll as transient (rather than transfer) students (see section on “Admission
of Transient Students” under the “Types of Admission” under the Admissions
Requirements section).
h. High school students who are enrolling through Dual Enrollment/Dual Credit
or Accelerated High School status must meet all eligibility requirements. See
“High School Students” under the “Admissions Requirements” section.

3. Prospective students should contact the Counseling Center for information
concerning assessments required by the College.

4. A male applicant between the ages of 18 and 26 must document that he has
registered with the U.S. Selective Service System in accordance with section 36-26-15.1 of The Code of Alabama of 1974 (as amended).

B. Readmission
Former students of Shelton State who have not been in attendance within one calendar
year will be required to complete an application for readmission. If these students have
attended college elsewhere during this period, official transcripts are to be mailed to the
Office of Admissions and Records, Box 190, Shelton State Community College, 9500
Old Greensboro Road, Tuscaloosa, AL 35405.
Note: All student records not related to a student’s permanent academic record will be
destroyed five years from the last date of attendance.

C. Time of Admission
Applications may be submitted at any time during any semester. Students are urged to
apply in advance of the time they wish to enroll.

ADMISSION REQUIREMENTS
A. Admission Requirements
1. For admission to Shelton State Community College an applicant must provide:
   a. One primary form of documentation such as an unexpired Alabama driver’s
      license; an unexpired Alabama identification card; an unexpired U.S. passport;
      an unexpired U.S. permanent resident card; OR
   b. Two secondary forms of documentation, one of which must be a photo
      identification card other than those specified in section “a” above, AND one
      additional form of identification such as a Certificate of Naturalization, a Social
      Security card, or a certified copy of a U.S. birth certificate. Refer to Addendum A
      on page 18.
2. For admission to an Alabama Community College System institution, all
   international applicants must provide a VISA acceptable to the United States and an
   official translated copy of the student’s high school/college transcript; a minimum
   score on an approved English as a Foreign Language exam as specified in the
guidelines; signed, notarized statement verifying adequate financial support; and
documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

An applicant who fails to satisfy the requirements of “1” or “2” above will not be admitted to Shelton State Community College. Students enrolled in an Alabama Community College System institution prior to the implementation of this policy will not be affected by the requirements of this section.

3. Applicants must submit the documentation identified in “1” or “2” above in person or through a notarized copy of U.S. Mail prior to admission.

4. 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 in 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 Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

5. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with § 36-26-15.1 of the Code of Alabama of 1974 (as amended).

B. Types of Admission
1. Unconditional Admission of First-Time College Students
   An applicant who has not previously attended a duly accredited postsecondary institution will be designated a first-time college student/native student. “Duly accredited” shall mean that the institution granting the degree shall have been accredited to award such degree in the individual’s program of study at the time of such award by one or more accrediting agencies recognized by the United States Secretary of Education under Title 34, Part 602 of the United States Code of Federal Regulations, or the degree was awarded by an institution outside of the United States, and the institution’s award of such degree would be generally recognized as eligible for recognition for credit and professional qualification by duly accredited institutions within the United States.

   For unconditional admission and to be classified as “degree eligible,” applicants must have on file at the institution a completed application for admission and meet at least one of the following criteria:
   a. an official transcript showing graduation with the Alabama High School Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally accredited high school; or
   b. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school (See Addendum B), and proof of passage of the Alabama Public High School Graduation Examination; or
   c. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama High School Diploma, as defined by the Alabama State Board of Education, issued by a non-public high school (See Addendum B), and evidence of a minimum ACT® score of 16 or a total score of
790 on the SAT®; or

d. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school (See Addendum B), and evidence of a minimum ACT score of 16 or a total score of 790 on the SAT; or

e. the Student holds an official GED Certificate issued by the appropriate State education agency.

2. Conditional Admission of First-Time Students

a. Conditional Admission may be granted to an applicant if the College has not received proof that he/she has satisfied one of the admission requirements identified in “1.a”-“1.d” above. Students who received a GED certificate and students who did not graduate high school are not eligible to be conditionally admitted.

b. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, and, the student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the second semester.

3. Admission of Ability to Benefit Students

a. In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meet following criteria:

i. be at least 16 years of age; and

ii. not have been enrolled in secondary education for at least one calendar year, or provide a written recommendation from the local superintendent of education, and;

iii. has specifically documented ability-to-benefit based on an assessment approved by the federal government, or holds an Alabama Occupational Diploma, as defined by the Alabama State Board of Education, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has not achieved a minimum ACT score of 16 or a total score of 790 on the SAT.

b. Students who wish to enroll in designated Ability-to-Benefit programs and courses must take an Ability-to-Benefit test. An independent tester administers the Ability-to-Benefit test to determine if the student can enter one of the designated programs. The student must achieve a minimum score to enter one of the designated Ability-to-Benefit programs. Students who hold the Alabama Occupation Diploma are not required to take the Ability-to-Benefit test.

c. Shelton State offers the following Short Term Certificate (STC) Ability-to-Benefit programs:

• Automotive Body Repair
• Carpentry
• Commercial Art
• Commercial Food Service
• Diesel Mechanics
• Welding

d. Students may enroll only in courses listed within the defined STC program of study. The College may establish additional requirements to specific courses or occupational degree programs.
e. Students designated as Ability-to-Benefit may not be conditionally admitted.

4. Unconditional Admission of Transfer Students
An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. Please refer to the section “Unconditional Admission of First-time College Students” under “Types of Admission” for the definition of “duly accredited.”

a. To be classified as degree eligible, a transfer student must have submitted to the institution an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for all applicants.

b. A transfer student who does not meet the requirements in “a.” above shall be classified as a non-degree eligible student/ability to benefit student or conditionally admitted student.

c. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

5. Conditional Admission of Transfer Students

a. A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the institution prior to registration for the second semester.

b. If all required admissions records have not been received by the institution prior to issuance of first semester grades, the grades will be reported on the transcript, and, the student shall not be allowed to enroll for a second semester unless all required admission records have been received by the institution prior to registration for the next semester.

6. Admission of Transient Students
A transfer student who attended another postsecondary institution and who seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the parent institution (transient letter) which certifies that the credit earned at the College will be accepted as a part of the student’s academic program. Such student is not required to file transcripts of previously earned credits at other postsecondary institutions.

Transient letters must be submitted for each semester the student attends Shelton State prior to registering for classes. Any transient student that fails to provide appropriate prerequisite information may be administratively withdrawn and no refund will be provided.

7. General Principles for Transfer of Credit

a. Transfer credit will be evaluated and recorded by the Registrar in the Office of
Admissions and Records.

b. Transfer students with a complete admission file will receive a notice that transfer credits have been evaluated and acceptable credits have been awarded based on their declared program of study. The admission file consists of a completed application form and transcripts from all postsecondary institutions attended by the student.

c. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, the College may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

d. A course completed with a passing grade at other duly accredited postsecondary institutions will be accepted for transfer as potentially creditable toward graduation requirements.

e. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.

f. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

g. Only acceptable coursework that applies to the student’s declared program of study at the time of admission will be awarded. Students who change their program of study in subsequent terms must notify the Office of Admissions & Records of this change and request that any transfer credit that is applicable to the new program of study be evaluated and added to the student’s transcript. Students who transfer prior to being accepted into a program of study which requires special admission must request that all relevant coursework that applies to the student’s new program of study be reevaluated once the student has been accepted.

h. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

8. Initial Academic Status of Transfer Student

a. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.

b. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION

c. An applicant who has been academically suspended from a duly accredited postsecondary institution may be admitted as a transfer student only after
following the appeal process established at the institution for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on Academic Probation. The transcript will read ADMITTED UPON APPEAL-ACADEMIC PROBATION.

9. High School Students
There are two programs in which high school students may be concurrently enrolled at Shelton State Community College to earn academic or career/technical college credit: Accelerated High School Students Program and Dual Enrollment/Dual Credit for High School Students Program.

A. Accelerated High School Students
The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. College credit earned through the Accelerated High School program may not substitute for high school credit. Credit will be awarded upon the student meeting all requirements for high school graduation.

1. Admissions criteria
   a. Complete an application for admission and present a photo I.D. as outlined under the section “Admission Application Procedure.”
   b. The student must have successfully completed the 10th grade.
   c. The student must provide certification from the local principal and/or his or her designee certifying that the student has a minimum cumulative “B” average and recommending that the student be admitted under this policy.
   d. The student may only enroll in courses for which high school prerequisites have been completed. The student must also take the COMPASS® placement assessment or have equivalent ACT or SAT score. Refer to the assessment section under the Academic Information in this catalog. [For example, students must complete English 12 before enrolling in English Composition (ENG 101), all four math credits, etc.]

2. A letter must be submitted each semester that the student attends the College prior to enrollment. Shelton State Community College will not officially award college credit to accelerated high school students until proof of high school graduation (an official transcript with a graduation date) is provided.

3. Exceptions may be made to requirements “1.a.” and “1.d.” above for students documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Permission must be obtained from the Chancellor of the Alabama Community College System.

4. Students who attend a non-accredited high school must meet additional criteria as listed below:
   a. comply with items “1.a.” - “1.d.” as noted above; and
   b. provide ACT scores with a composite of at least 16 or a SAT score of 790.

   Students who are home schooled are not eligible for the Accelerated High School Program unless they are under the auspices of a cover high school and can provide proper documentation of all items noted above.

B. Dual Enrollment/Dual Credit for High School Students Program
Dual enrollment programs allow eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit. An institution
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within the Alabama Community College System is authorized to establish dual enrollment/dual credit programs with local boards of education in the institution’s service area. Courses offered by the postsecondary institution shall be at the postsecondary level. Enrolled students must pay tuition as required by the institution. Tuition may be provided by alternative resources as described in the guidelines associated with this policy. Dependents of employees of system institutions pay tuition as provided in Policy 612.02.

1. Admission Requirements
   A student is eligible for admission if the student meets all of the criteria below.
   a. Complete an application for admission and present a photo I.D. as outlined under the section “Admission Application Procedures.”
   b. The student meets the entrance requirements established by Shelton State Community College;
   c. The student has a minimum cumulative 3.0 (B) average in completed high school courses. Transcripts must be provided as documentation of the student’s cumulative grade average;
   d. The student obtains written approval of the appropriate principal and the local superintendent of education;
   e. The student is in grade 10, 11, or 12.
   f. The student meets all pre-requisites for all approved courses at the College.

2. Exceptions
   Exceptions may be made by the Chancellor of the Alabama Community College System for a student documented as gifted and talented in accordance with Alabama Administrative Code § 290-8-9.12. This exception applies only to the requirement that students be in the 10th, 11th, or 12th grade. The Chancellor may grant other exceptions as requested by the individual college and local school board.

3. Course Eligibility
   Courses offered shall be drawn from the respective College’s existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The College reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

4. Students Not Attending Public School
   Students who attend a non-accredited high school must meet additional criteria as listed below:
   a. comply with items “1.a.” – “1.f.” as noted above, and;
   b. provide ACT scores with a composite of at least 16 or a SAT score of 790.
   Students who are home schooled are not eligible for the Dual Enrollment Program unless they are under the auspices of a cover high school that has entered into an agreement with Shelton State Community College and can provide proper documentation of all items noted above.

5. Dual Credit Agreement
   Participating local boards of education and Shelton State Community College
shall develop a Dual Enrollment Agreement that includes but is not limited to the following:

a. Dual credit contracts must be on file in the Office of Admissions & Records each academic year in order for students to participate.

b. Approval of the particular courses to be offered and the high school equivalency for each course shall be determined through the mutual agreement of the college and the participating local board of education. Courses must be at the postsecondary level.

c. Six semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed.

d. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement at the postsecondary level indicating dual enrollment credit.

e. Students are responsible for knowing policies relative to dual enrollment/dual credit of colleges/universities to which they plan to transfer credit. The College reserves the right to refuse readmission to any student who is found to be in violation of College policies (academic standards of progress, Student Code of Conduct, etc.).

10. Admission of International Students

1. Students entering Shelton State Community College for the first time

For admission to an Alabama Community College System institution, an international applicant must provide the items listed below.

a. An Application for Admission which includes the student’s signature and the presentation of a valid form of identification;

b. A VISA recognized and accepted by the United States Government.

c. Copy of passport/visa to include:
   i. identification page, expiration date page, and visa page of passport.
   ii. copy of front and back of current Form I-94
   iii. previous Form I-20, if applicable

d. Official documentation of secondary school completion and/or college transcripts translated in English and Evaluated. The College recommends World Education Services Inc., www.wes.org, one of the top evaluation agencies used in the United States.

e. A minimum score of 5.5 on the IELTS (International English Language Testing System) and an International TOEFL score of at least 500 on the paper-based test, 173 on computer-based, or 61 on internet-based.

f. A notarized statement from financial institution documenting ability to pay costs of attendance for one entire school year. For additional information, please contact the International Students Office at the College, 205.391.2342.

g. Documentation demonstrating adequate health and life insurance which must be maintained during enrollment.

h. English Language Proficiency Exams may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts
and Nevis, Nigeria, Tanzania, The Gambia, Tobago and Trinidad, Zambia, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.

i. The College requires that the student has adequate health insurance which is inclusive of a repatriation benefit. Proof of life insurance is waived with documentation of the proper insurance policy. The institution should have a recommended coverage available for international students seeking adequate health coverage. International students who do not have the proper insurance must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.

j. International students in this country with an F-1 visa from another institution may be accepted for full-time study at Shelton State Community College. Students must complete and return the Transfer recommendation of Student’s Non-Immigration Status prior to admission.

k. Students with F-1 visas may be accepted for transient status for one semester if they present in advance, before enrollment, a Transient Letter from their home institution recommending and approving specific courses for transfer. It is very important that the student maintain at least one hour from their host institution while in transient status.

l. F-1 visa holders are required to be enrolled fulltime (12 semester hours or more) and should be progressing satisfactorily toward a degree.

m. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State Community College.

n. International student tuition is two (2) times that of residents of the State of Alabama.

o. All international student applicants must secure private housing since Shelton State Community College provides no dormitory facilities.

p. The final decision for acceptance of international students who have met the preceding conditions will be made by the International Admissions Office.

q. International students must take the designated placement assessment before registering for classes. International students MUST then register for the appropriate English and reading courses during the first and each successive semester until all English and reading requirements are met.

2. Other information for International Students

a. General Information

i. Purpose of Visa – The nonimmigrant visa is a stamp that a U.S. embassy or consulate affixes to a page in an alien’s passport to indicate the kind of nonimmigrant status or classification that a person is seeking in the U.S. For example, a person seeking to enter the U.S. for an F-1 student status applies to the embassy or consulate for an F-1 visa stamp in his/her passport. The visa gives the holder the right to “knock at the door” of the U.S. at a port of entry. The visa stamp alone does not give a person the right to enter the U.S. The visa holder generally must show additional documents at the port of entry.

ii. Form I-94 and the authorized period of stay – Most nonimmigrants
coming to the U.S. are admitted for a specific period of time, and the immigration officer at the port of entry puts an expiration date on the I-94. F-1 students and their F-2 dependents are admitted for the duration of status which is abbreviated by the immigration officer as “D/S” on both the form I-94 and the Form I-20. This notation means that their permission to remain in the U.S. continues for the duration of time that they maintain F-1 student or F-2 dependent status.

b. Visa and Admission Process
   i. Student applies to college or university and is accepted.
   ii. School issues I-20 and sends it to the student.
   iii. Student pays a one-time SEVIS fee.
   iv. The fee must be paid at least three business days prior to applying for the visa or applying for admission at a U.S. port of entry for those exempt from the visa requirement.
   v. SEVIS fee can only be processed by the Department of Homeland Security via mail or the internet (note: for more information on the SEVIS fee visit http://www.ice.gov/i901/index.htm).
   vi. If the F-1 visa application is denied, the SEVIS fee will not be refunded. However, if the student reapply for a new F-1 visa within 12 months of the denial, the student will not have to pay the fee again. If paying by mail, please submit Form I-901 and payment to the following:
      Student/Exchange Visitor Processing
      P.O. Box 970020
      St. Louis, MO 63197-0020
   vii. Student goes to the U.S. embassy or consulate to apply for an F-1 visa.
   viii. Consular officer reviews the application, confirms that the SEVIS fee has been paid, runs required security checks, and grants the F-1 visa.
   Consular officer enters a notice in SEVIS that the visa has been issued.
   ix. Student arrives at a U.S. port of entry (POE).
   x. Immigration officer at the POE reviews the passport, F-1 visa, and I-20, processes the student through US-VISIT, and admits the student in F-1 status. Once date and port of entry data is processed by the POE data system, that data should be transmitted to SEVIS, to notify the DSO that the student has entered using the school’s I-20.

c. Basics of Maintaining F-1 Status
The student must:
   i. Report to the DSO for SEVIS Registration upon arriving at the school.
   ii. Attend authorized school.
      • For the first entry for initial school attendance, the school listed on the visa and on the I-20 must be the same, and that is the school the student must attend.
      • Carry a full course of study and make normal academic progress towards completion of program. Twelve (12) semester credit hours is considered full time at Shelton State Community College.
   iii. Transfer or extend program in a timely manner.
   iv. To transfer, the student must not only have a new school to attend, but must be eligible to transfer based on having maintained status at the previous school. The student must also maintain continuity in the
program of study.
In general, an absence from the U.S. or any other academic break of more than five months terminates F-1 status.

v. Refrain from unauthorized work.
F-1 students have a broad range of employment options, but they are not permitted to work at will in any job they choose. All F-1 employment must be approved either by the DSO or by USCIS, depending on the kind of employment. Any work outside those parameters is unauthorized work and is a violation of student status, thus making the student ineligible for the normal benefits attendant to F-1 status. In particular, unauthorized work makes a student ineligible for reinstatement.

vi. When traveling abroad, the student must always return in proper F-1 status.
F-1 students should avoid returning in some other status such as B-2 tourist. Students usually do this because they fail to obtain, or fear to attempt to obtain, an updated F1 visa stamp in the passport and they believe the B-2 would be easier/faster/safer. Under the current regulations, it is not legal for them to enroll in classes if they are in B-2 status.

vii. Report any changes of address to the DSO within 10 days of the change.
The DSO will update SEVIS within 21 days.

viii. File timely request for extension of stay, change of status, transfer, optional practical training, and other benefits.

ix. Remain in the U.S. for no longer than 60 days after completing the full course of study unless you have followed procedures and applied for other benefits which you may be entitled to under regulations.

x. Obey all state and federal laws including laws regulating domestic disputes, child endangerment, sexual assault, driving while under the influence, etc.

d. Transfer Procedures
F-1 regulations permit a student to transfer from one SEVIS-approved school to another. When transferring from another college or university, an F-1 visa holder is required to submit a Transfer Recommendation Form prior to Shelton State Community College issuing an I-20. Transfer students must meet International Admission standards as well as submit a Transfer Recommendation Form to the International Office. Students are urged to apply in advance of the time they wish to enroll.

e. Transient Students.
A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the college will be accepted as a part of the student’s academic program. Such a student is not required to file transcripts of previously earned credits at other postsecondary institutions. Students must submit a transient letter (e.g. Letter of Good Standing, course approval letter, etc.) to the Office of Admission and Records prior to or
within the semester in which he/she has registered. Any transient student who fails to provide appropriate prerequisite documentation may be administratively withdrawn, and no refund will be provided.

f. Permanent Residents
   i. Permanent residents do not have to provide financial documentation demonstrating the ability to pay.
   ii. Proof of medical insurance is not required.
   iii. Students who have permanent resident status must provide a copy of their permanent resident card. These students should refer to the Shelton State Community College Catalog for guidelines concerning establishing residency in the State of Alabama.
   iv. Permanent residents are eligible to apply for financial aid.
   v. For more information on Permanent resident admission policies and procedures please contact the Office of Admission and Records.

g. Health Insurance
   International students are required to purchase and maintain medical insurance. Students who do not have insurance will be enrolled in the school’s designated insurance plan for international students, and the student will be billed at the time of registration. Insurance fees are paid per semester and are calculated by the number of days in a semester term.

h. Housing
   Shelton State Community College does not provide on-campus housing. Off-campus housing is available with apartment leases typically granted for 12 months. Normally, one month’s rent is required for deposit.

3. Financial Information for International Students
   a. Tuition and Fees: Actual tuition and fee charges will vary depending on the number and type of courses a student takes each term. Refer to the non-resident tuition and fee schedule within the Financial Information section in this catalog.
   b. Books and Supplies: Expect to pay at least $500 in expenses for books and supplies for a full course load (12 undergraduate hours). Cost may be higher for some programs.
   c. Medical Insurance: Shelton State Community College requires all international students in F-1 and J-1 status to have continuous medical insurance coverage. The Department of State also requires all visitors in J-1 or J-2 to maintain medical insurance coverage for the duration of their stay in the U.S. Shelton State Community College encourages students with families to obtain medical insurance coverage for all family members in the U.S.
   d. Living Expenses: These expenses include transportation, room and board, personal expenses, and childcare, if needed. Students should add $3600 per dependent to the estimated budget. These expenses vary greatly from student to student.

   NOTE: Students and their financial sponsors should plan to meet the estimated expenses for the duration of the student’s studies. Immigration regulations generally prohibit off-campus employment during a student’s first year of study in the U.S. On campus employment opportunities are few in number and sometimes may be difficult to obtain. Students and
their financial sponsors should not plan to meet any cost through on-campus or off-campus employment.
- All estimates are subject to change without notice. This document reflects estimated cost for academic students the 2010-2011 calendar year which ends in August 2011.
- Three Semesters (Fall, Spring, Summer, estimate based on 30 annual hours or 12 months)

<table>
<thead>
<tr>
<th></th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td>$5820</td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$1600</td>
</tr>
<tr>
<td>Medical Insurance</td>
<td>$990</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$11820</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$20230</strong></td>
</tr>
</tbody>
</table>

**ESTIMATED COST OF ATTENDANCE FOR INTERNATIONAL STUDENTS**

All fees subject to change without notice and may change prior to arrival. Additional fees and expenses may apply based on registration and lifestyle.

NOTE: No student will be allowed to enroll for a second term unless all required admissions records have been received by the College prior to registration for the second term. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but an official transcript will not be released until receipt of all required admissions records.

**PROGRAMS REQUIRING SPECIAL ADMISSION**

The following programs require additional admission requirements. The College reserves the right to add additional programs. For more information, refer to the specific program listing in the PROGRAMS OF STUDY/CURRICULUM GUIDES section of this catalog.

- Nursing Programs
  For more information call 205.391.2443.
- Emergency Medical Certificate
  For more information call 205.391.2629.
- Respiratory Care Technology (RPT)
  For more information call 205.391.2443.
- Linkage Programs
  For more information call 205.391.2273.

Admission Requirements: Center for Workforce Development, Wellness Center, Community Education, Lifelong Learning Units, Adult Education

Shelton State Community College offers many noncredit programs and activities through the Center for Workforce Development, the Wellness Center, the Community Education programs, the Mund Lifelong Learning Center, and the Adult Education Program. Each of these units establishes admission requirements for their programs and activities. These admission requirements, which vary considerably among programs and activities, are designed to ensure that participants are those for whom each specific program or activity is designed and are available in the materials published by the College and on its Web site, www.sheltonstate.edu.
ADDENDUM A
A list of acceptable primary and secondary documentation follows.

1. Primary forms of documentation:
   - Unexpired Alabama Driver’s License or instruction permit
   - Unexpired Alabama identification card
   - Unexpired U.S. Passport
   - Unexpired U.S. Permanent Resident Card
   - Resident Alien Card – Pre-1997
   - Unexpired Driver’s License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
   - U.S. Alien Registration Receipt Card (Form 1-151) prior to 1978
   - BIA or tribal identification card with photo

2. If an applicant cannot present primary documentation, he/she must provide two secondary forms of documentation, one of which must be a photo identification card. In addition to the photo identification card, an applicant must present one of the following:
   - U.S. Certificate of Naturalization
   - Social Security Card
   - Certified copy of a U.S. Birth Certificate or a U.S. State Department Certificate of Birth Abroad
   - U.S. Certificate of Citizenship
   - U.S. Military ID Card (active duty, reserve, retired)
   - U.S. Military ID Card
   - U.S. armed forces driver’s license
   - Legal guardian affidavit
   - Selective service card
   - W-2 form
   - U.S. Department of Veterans Affairs card
   - Concealed weapons permit
   - Medical insurance ID card (including AHCCCS ID card)
   - Professional license
   - Bank card
   - Credit card
   - Employee ID badge (with photo)
   - School ID (with photo)
   - Marriage certificate issued in any U.S. state, territory, or possession
   - Certified letter of identification for a ward of the court, issued by a court or government agency in the U.S.
   - Documents from a court of record (certified copy), Divorce decree, Adoption decree, Name change decree, Bankruptcy decree, Emancipation decree
   - BIA or tribal affidavit of birth or certificate of Indian blood
   - USCIS 194 or 194A form
   - USCIS employment authorization document (I688A, I-688B, 1-766)
   - U.S. military DD-214
   - U.S. travel document (mint green cover) endorsed with Permit to re-enter (Form 1327 or refugee travel document Form 1-571)
   - U.S. application for voluntary departure under the family unity program (Form I-797)
   - U.S. temporary resident card (Form I-688)
   - U.S. notice of approval to apply for permanent residents (Form I-171 or I-463)
   - Other documentation issued by U.S. Citizenship and Immigration Services; or, documentation presenting a status permitted under 8U.S. Code § 1621 and 1641

3. An applicant must submit the documentation required under paragraph 1 above in person or through a notarized copy by U.S. mail.
**ADDENDUM B**

The Alabama High School Diploma (as defined by the Alabama Department of Education) shall be defined as an award officially entitled “The Alabama High School Diploma” made to a student as the result of successfully completing all requirements for graduation from high school in the state of Alabama.

For purposes of admission under Section B, Types of Admission, the equivalent of The Alabama High School Diploma shall be defined as an award to a student as the result of successfully completing all requirements for graduation from high school including, as a minimum, the following number and distribution of courses and credits:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include the equivalent of:</td>
<td></td>
</tr>
<tr>
<td>English 9</td>
<td>1</td>
</tr>
<tr>
<td>English 10</td>
<td>1</td>
</tr>
<tr>
<td>English 11</td>
<td>1</td>
</tr>
<tr>
<td>English 12</td>
<td>1</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include the equivalent of:</td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td>1</td>
</tr>
<tr>
<td>Geometry</td>
<td>1</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include the equivalent of:</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
</tr>
<tr>
<td>A Physical Science</td>
<td>1</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to Include the equivalent of:</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>1</td>
</tr>
<tr>
<td>World History</td>
<td>1</td>
</tr>
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<td>US. History</td>
<td>1</td>
</tr>
<tr>
<td>Government</td>
<td>1/2</td>
</tr>
<tr>
<td>Economics</td>
<td>1/2</td>
</tr>
</tbody>
</table>

Any combination of courses in the disciplines of Physical Education, Health Education, and/or Fine Arts 2

Computer Applications* 1/2

Electives 5 1/2

TOTAL 24

*May be waived if competencies have been mastered as a unit of another course. The designated one-half credit will then be added to the electives, making a total of six electives.
1. COURSE REQUIREMENTS
The Alabama courses of study shall be followed in determining minimum required content in each discipline. Students seeking the Alabama High School Diploma with Advanced Academic Endorsement shall complete advanced level work in the core curriculum. Students seeking the Alternate Adult High School Diploma shall complete the prescribed credits for the Alabama High School Diploma and pass the test of General Education Development (GED). Refer to chart on next page.

* All four required credits in Social Studies shall comply with the current Alabama Course of Study.

** May be waived if competencies outlined in the computer applications course are demonstrated to qualified staff in the local school system, The designated one-half credit shall then be added to the electives credits, making a total of six electives credits.

*** Students earning the diploma with the advanced academic endorsement shall successfully complete two credits in the same foreign language.

2. ASSESSMENT REQUIREMENTS
Pass the required statewide assessment for graduation

3. ALABAMA HIGH SCHOOL DIPLOMA WITH CREDIT-BASED ENDORSEMENT
Effective for students in the twelfth grade during the 2007-2008 school year, local boards of education may offer an Alabama High School Diploma with Credit-Based Endorsement. To earn this endorsement, eligible general education students and students with disabilities, as defined by the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, shall complete the required credits in the core curriculum [general education students-AAC Rule 290-3-1-.02(8) (a); students with disabilities -AAC rule 290-3-1-.02 (8)(a) or AAC Rule 290-3-1-.02 (8) (g)] for an Alabama diploma. Effective for students entering the ninth grade in the 2009-2010 school year, one Career/Technical Education (CTE) credit is required.

Eligible students for the Alabama High School Diploma with Credit-Based Endorsement are those who have taken the Alabama High School Graduation Exam through the 12th grade and have passed three of the five subject-area tests of the exam. Students must pass reading, mathematics, and one of the science, language, or social studies subject-area tests.
<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Alabama High School Diploma Credits</th>
<th>Alabama High School Diploma with Advanced Academic Endorsement Credits</th>
<th>Alternate Adult High School Diploma Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH LANGUAGE ARTS</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the equivalent of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 9</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 10</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 11</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>English 12</td>
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<td>1</td>
<td>1</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Four credits to include</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the equivalent of:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra I</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Geometry</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Algebra II with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
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<td></td>
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</tr>
<tr>
<td>Mathematics Elective</td>
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<td>2</td>
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<tr>
<td>SCIENCE</td>
<td>4</td>
<td>4</td>
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</tr>
<tr>
<td>Four credits to include</td>
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<td></td>
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<td>the equivalent of:</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A Physical Science</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Science Electives</td>
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<tr>
<td>SOCIAL STUDIES</td>
<td>4</td>
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<td>4</td>
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<td>Four credits to include</td>
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<td></td>
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<tr>
<td>the equivalent of:</td>
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<td></td>
</tr>
<tr>
<td>Grade 9 Social Studies</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Grade 10 Social Studies</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<td>Grade 11 Social Studies</td>
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<td>1</td>
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<tr>
<td>Grade 12 Social Studies</td>
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<td>1</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
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<td>1</td>
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<tr>
<td>HEALTH EDUCATION</td>
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<td>0.5</td>
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<tr>
<td>ARTS EDUCATION</td>
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<td>0.5</td>
</tr>
<tr>
<td>COMPUTER APPLICATIONS</td>
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<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>FOREIGN LANGUAGE</td>
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<tr>
<td>ELECTIVES*</td>
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<td>3.5</td>
<td>5.5</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
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<td>24</td>
<td>24</td>
</tr>
</tbody>
</table>

*Local boards shall offer foreign languages, fine arts, physical education, wellness education, career/technical education, and driver education as electives.