

APPLICATION FOR ADMISSION

9500 Old Greensboro Road – Box 190
 Tuscaloosa, AL 35405
 Fax: 205.391.3910
 www.sheltonstate.edu



TERM OF ENROLLMENT

- Fall Year _____
 Spring
 Summer

PLEASE PRINT in black or blue ink only

Social Security Number _____ - _____ - _____ List your Program of Study _____
 (Refer to list on inside)

Full Legal Name		Last	First	Middle
Email Address:			Date of Birth	State/Country of Birth
Mailing Address				
City	County	State	Zip	
Permanent Address, if different from above				
City	County	State	Zip	
Sex		Telephone:		
<input type="checkbox"/> Male <input type="checkbox"/> Female		Primary: _____ Secondary: _____		

EMERGENCY CONTACT:
 Name: _____ Phone: _____ Relationship: _____

Race and Ethnicity <input type="checkbox"/> African American <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Other <small><i>This information is for federal/state reporting purposes and will not effect admission to the college.</i></small>	Citizenship <input type="checkbox"/> U. S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student Indicate country of citizenship if other than U.S. _____	Entry Status <input type="checkbox"/> Beginning Freshman (Never attended college) <input type="checkbox"/> Transfer (Have previous college-level work) <input type="checkbox"/> Transient (Currently enrolled at another college/university) <input type="checkbox"/> Accelerated High School (Currently enrolled in H.S. – receive college credit only) <input type="checkbox"/> H.S. Dual Enrollment Credit (Currently enrolled in H.S. - receive high school and college credit) <input type="checkbox"/> College Graduate (Bachelor's degree or higher) <input type="checkbox"/> Readmission to SSCC (Have attended SSCC previously)
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HIGH SCHOOL INFORMATION

Name of High School	City, State	Graduation Date
Type of Certificate or Diploma (Select one of the following)	<input type="checkbox"/> Standard High School Diploma <input type="checkbox"/> Advanced High School Diploma <input type="checkbox"/> Certificate of Attendance/Completion <input type="checkbox"/> Alabama Occupational Diploma <input type="checkbox"/> Other - _____ <input type="checkbox"/> No GED/NO HS Diploma	Are you a GED Recipient? <input type="checkbox"/> Yes Date Received _____ GED Test Center _____ <input type="checkbox"/> No

COLLEGES/UNIVERSITIES ATTENDED

(List most recent first)

Institution(s)	City, State	Dates	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Are you on PROBATION from the last college/university attended? Yes No
- Are you on SUSPENSION from the last college/university attended? Yes No

Please provide any former names you may have used while attending high school or college _____

My educational goal at Shelton State: (Please mark one)

This information is for federal/state reporting purposes and will not effect admission to the college.

- | | |
|---|--|
| <input type="checkbox"/> to complete a degree and transfer to another college or university | <input type="checkbox"/> to take courses only and then transfer to another college or university |
| <input type="checkbox"/> to complete a degree and not transfer | <input type="checkbox"/> to take courses for personal enrichment |
| <input type="checkbox"/> to complete a certificate only | <input type="checkbox"/> to take courses for job enhancement |

All males age 18-26 must certify compliance or intent to comply with the U. S. Military Selective Service Act (50 U. S. C. APP 453) and State of AL Legislative ACT ACT 91-584 by marking one of the following:

This information is for federal/state reporting purposes and will not effect admission to the college.

- | | |
|---|--|
| <input type="checkbox"/> I have registered with Selective Service. | <input type="checkbox"/> I am a Veteran of U. S. Military Service. |
| <input type="checkbox"/> I am not yet 18 years old; I will register when I reach the age of 18. | <input type="checkbox"/> I am not required to register. |

RESIDENCY GUIDELINES

Eligibility for In-State Residency

To be eligible for in-state tuition, an applicant must meet the following requirements:

1. be a United States citizen or be a non-citizen who has been granted permanent residency status by the United States government; **and**
2. the applicant must either:
 - A. be a resident in the State of Alabama for at least 12 months immediately preceding application for admission, **or**
 - B. have a non-estranged spouse who has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission, **or**
 - C. in the case of a minor dependent under 24 years of age seeking admission, have parents, parent, or legal guardian who have/has resided in the State of Alabama for at least 12 months immediately preceding application for admission.
3. reside in Lowndes or Noxoubee County, Mississippi, which is within the 50 mile radius of the campus

Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama. Residency for Transient students is based on their home institution.

Students who cannot satisfy one of the requirements listed above are considered **non-residents** of the State of Alabama. Ultimate determination of residency status shall be made by the institution by evaluating the presence or absence of connection with the State of Alabama.

STUDENTS WHO MEET THE GUIDELINES FOR BEING AN ALABAMA RESIDENT:

Based on these guidelines, I certify that I am a resident of the state of ALABAMA and have been for _____ years. Supporting documentation will be required. (PLEASE CHECK ONE OF THE FOLLOWING)

- I have lived in the state of Alabama for at least 12 months.
- I reside in either Lowndes or Noxoubee county in Mississippi, which is within the 50 mile radius of the campus.
- I certify that I have possession of "more substantial connections" with the state of Alabama and can provide documentation in support of this.

STUDENTS WHO DO NOT MEET THE GUIDELINES FOR BEING AN ALABAMA RESIDENT:

Based on these guidelines, I certify that I am a resident of the state of _____ and have been for _____ years. I do not meet the guidelines to become an Alabama student but am aware that I can reapply once I have met the guidelines. Requests for change of residency status can only be made during the drop/add period.

COLLEGE HONOR CODE

Upon enrolling in the College, I assume an obligation to conduct my academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If I neglect or ignore this obligation, I understand that disciplinary action will be taken. Students are expected to be aware of and abide by the *Standard College Policies, Schedule of Classes, and SSCC College Catalog/Student Handbook* for every class attended at the college.

ADMISSIONS INFORMATION AND DOCUMENTATION REQUIREMENTS

I understand that I will not be able to register for classes for the second semester of attendance until ALL admissions documents are on file. I certify that the statements on this application are true and complete to the best of my knowledge. I understand that falsification of information on this application could result in dismissal or other disciplinary action.

By signing below, I certify that I understand and will comply with the above college policies.

Signature of Applicant _____

Date _____

PROGRAM AWARDS

General Studies AA (Transfer Programs)
General Studies AS (Transfer Programs)

Air Conditioning and Refrigeration AAS
Air Conditioning and Refrigeration Certificate
Air Conditioning and Refrigeration Short Term Certificate

Auto Body Repair* Short Term Certificate

Auto Mechanics Certificate
Auto Mechanics Short Term Cert. – Auto. Electrical
Performance
Auto Mechanics Short Term Cert. – Auto. Chassis and
Powertrain

Carpentry* Short Term Certificate

Child Development Certificate

Commercial Art* Short Term Certificate

Commercial Food Service* Short Term Certificate

Computerized Numerical Control AAS
Computerized Numerical Control Certificate

Cosmetology Certificate
Cosmetology - Aesthetics Certificate
Cosmetology Instructor Training Short Term Certificate
Nail Technician Short Term Certificate

Culinary Arts AAS

Diesel Mechanics Certificate
Diesel Mechanics* Short Term Certificate

Drafting Technology AAS
Drafting Technology Certificate
Drafting Technology Short Term Certificate

Electrical Technology AAS
Electrical Technology Certificate
Electrical Technology Short Term Certificate

Emergency Medical Technician Cert. - EMT 1-P Paramedic
Emergency Medical Technician Short Term Cert. - EMT 1
(Basic)

Fire Science Short Term Certificate

Heavy Equipment Operator* Short Term Certificate

Industrial Electronics AAS
Industrial Electronics Certificate
Industrial Electronics Short Term Certificate
Industrial Maintenance Technology Short Term Certificate

Machine Tool Technology AAS
Machine Tool Technology Certificate
Machine Tool Technology Short Term Certificate

Management and Supervision - Child Care AAS
Management and Supervision - General Business AAS
Management and Supervision - Information Technology
(Business Application Concentration) AAS
Management and Supervision - Paralegal Studies AAS
Management and Supervision - Programming and Network
AAS
Management and Supervision - Wellness and Fitness
Management AAS

Nursing - Pre (PN, ADN)
Nursing - Two Year Track AAS
Nursing - LPN Mobility to RN Track AAS
Nursing Assistant Short Term Certificate
Practical Nursing - PN Certificate

Office Administration – Bookkeeping/Accounting AAS
Office Administration - Information Processing AAS
Office Administration - Information Processing Certificate
Office Administration - Legal Secretary AAS
Office Administration - Legal Secretary Certificate
Office Administration - Medical Records AAS
Office Administration - Medical Records Certificate
Office Administration - Medical Transcription AAS
Office Administration - Medical Transcription Certificate
Office Administration - Paralegal AAS
Office Administration - Short Term Certificate

Paralegal Short Term Certificate

Respiratory Therapist - Pre
Respiratory Therapist AAS

Welding Certificate
Welding* Short Term Certificate

Wellness Exercise Instructor Short Term Certificate

* ATB eligible students may register for these programs.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science Degrees

It is the policy of the Alabama Department of Postsecondary Education, including all Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program, activity or employment.

ADMISSIONS INFORMATION

All entering students must complete an Application for Admission and submit it to the Admissions Office at the Martin Campus. There is no application fee. Certain programs require additional admission requirements. Please consult the college catalog for more information.

Freshman Applicants - Applicants who received a high school diploma and who never attended college must submit an official copy of their high school transcript showing the graduation date. Transcripts must be sent directly from the institution to the Office of Admissions and Records at Shelton State. Applicants who have attended a non-accredited high school must have a minimum ACT composite score of 16. High school transcripts in a language other than English must be official and must be accompanied by an official English translation.

GED Freshman Applicants - Applicants who did not graduate from high school must submit official GED documentation indicating a passing score.

Transfer Applicants - Applicants who have attended another college(s) must have an official transcript(s) showing work attempted at each institution attended. Transcripts must be sent directly from the institution to the Office of Admissions and Records at Shelton State. Applicants who have completed a baccalaureate degree and who do not plan to pursue a degree at Shelton State are required to submit an official transcript from the institution granting the baccalaureate degree. Students pursuing a degree at Shelton State are required to submit an official transcript from each institution attended. Faxed copies are not considered official. College transcripts in a language other than English must be official and must be accompanied by an official English translation.

Transient Students - Applicants who attend another institution and plan to attend Shelton State for one semester must submit a letter of transiency from the institution they attend certifying that the credits listed may be earned at Shelton State and will be accepted as a part of their academic program. Students who do not have a letter of transiency on file at the time of registration and are enrolling for a course requiring a prerequisite must present a transcript, a grade report, or a copy of their letter of transiency to satisfy prerequisite requirements for these courses. A letter of transiency must be submitted for each semester of attendance.

Ability to Benefit - The College admits students who do not have a high school diploma or GED certificate into certain programs and courses not creditable toward an associate degree when the student demonstrates an ability to benefit prior to enrollment. Contact the Admissions Office for further information.

Accelerated High School Students - Shelton State Community College offers opportunities to students to take college-level classes if they have successfully completed the 10th grade and have a cumulative "B" average. Please consult the Shelton State Community College catalog for further information.

Dual Enrollment of High School Students - Shelton State Community College offers opportunities to high school students who are at least fifteen years of age, who are in the 10th, 11th, or 12th grade with a cumulative "B" average to obtain both high school and college credit. A formal agreement must be in place between the student's school and Shelton State. Please contact the registrar for more information.

Assessment Policy - All entering students registering for more than four hours of credit or registering for courses requiring competencies must take an assessment test prior to registration. Exemptions are given for students who have completed college level math or English courses or students who have equivalent ACT/SAT scores (See ACT/SAT guide below).

ACT/SAT Placement Guide – Students who have official ACT or SAT score reports on file with the Assessment Coordinator and who have graduated within the last three years may be exempt from the placement assessment if they have attained the following scores:

The following ACT/SAT scores will place you in the corresponding math or English class:

<u>CLASS</u>	<u>SAT SCORE</u>	<u>ACT SCORE</u>
ENG 101	480	20* not a higher placement
RDG	480	20* no placement test required
RDG 114	480	
MTH 100	480	20
MTH 110/112	580	25
MTH 113/120	620	27
MTH 125	650	29

*If students wish a higher math placement, they must take the appropriate portion of the assessment. To schedule an appointment for the assessment, please call the Counseling Center at (205)391-2232. **It is the student's responsibility to have ACT/SAT scores on file with the Assessment Coordinator and to receive a clearance slip prior to registration.** The Assessment Coordinator is located in the Counseling Center on the first floor of the Martin Campus.*