

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 in regard to 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. All requested information on the application must be provided.

Applications may be obtained by:

- a. online submission, www.sheltonstate.edu
- b. printable version from Shelton State web site, www.sheltonstate.edu
- c. 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, 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 to Courses Not Creditable Toward an Associate Degree" under the Admissions Requirements section.
- d. Students who have received a Certificate of Attendance should refer to "Admission to Courses Not Creditable toward an Associate Degree" 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 to Courses Not Creditable toward an Associate Degree" under the Admissions Requirements section.

- f. Students who transfer from another college must request that an official transcript 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 Transient Student Admissions below).
 - h. High school students who are enrolling through Dual Enrollment/Dual Credit or Accelerated High School status must meet all eligibility requirements defined in Section D, High School Students, on page XX.
3. Prospective students should contact the Counseling Center for information concerning assessments required by the College.

B. Readmission

Former students of Shelton State who have not been in attendance for the past five years or more will be required to complete and 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 of First-time College Students

Applicants who have not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time college student or "native" student.

1. Admission to Courses Creditable Toward an Associate Degree:

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

- a. The student holds The Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- b. The student holds a high school diploma equivalent to The Alabama High School Diploma (standard or advanced) issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
- c. The student holds a high school diploma equivalent to The Alabama High School Diploma (standard or advanced) issued by a non-public high school and has achieved a minimum ACT score of 16 or a total score of 790 on the College Board's SAT, (this section applies to students who graduated from a non-accredited high school and did not take or pass the Alabama Public High School Graduation Examination); or
- d. The student holds the Alabama Occupation Diploma, 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 achieved a minimum ACT score of 16 or a total score of 790 on the College Board's SAT; or the student holds a GED Certificate issued by the appropriate state education agency.
- e. A student who meets one of these criteria will be classified as "Degree-Eligible." Shelton State Community College may establish additional admission requirements to specific courses or programs when student enrollment must be limited or to assure ability to benefit. Admission to the College does not necessarily assume the applicant is eligible for enrollment in restricted programs.

NOTE: Students are not required to submit an ACT or SAT score for admission. However, to be eligible for an academic scholarship, an ACT or SAT score must be submitted.

2. Admission to Courses Not Creditable Toward an Associate Degree

Shelton State Community College, as mandated by the State Board of Education, has an open door policy. The College admits students without a high school diploma or a GED certificate into certain programs and courses not creditable toward an associate degree when the student demonstrates an ability-to-benefit **prior to enrollment**. Students admitted under these provisions will be classified as "Non-Degree-Eligible" students.

Under the Ability-to-Benefit provisions, applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree must be at least 16 years of age and have not been enrolled in secondary education for at least one calendar year, or upon the recommendation of the local superintendent.

- a. Students without a high school diploma or GED certificate 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.

- b. Students who hold the Alabama Occupation Diploma are not required to take the Ability-to-Benefit test and are able to enter one of the designated Ability-to-Benefit programs.

Ability-to-Benefit programs are as follows:

- Automotive Body Repair
- Automotive Technology
- Carpentry
- Commercial Food Service
- Diesel Mechanics
- Heavy Equipment Operator
- Nursing Assistant
- Welding

- c. Students without a high school diploma or GED who have taken the Ability-to-Benefit test and who have equivalent assessment scores, may enter any developmental course (i.e., ENG 092 or ENG 093; MTH 090 or MTH 098; RDG 084 or RDG 085) as well as institutional credit only classes such as COM 100, MAH 101, etc. For additional information, contact the Office of Admissions, 205-391-2214.

The College may establish additional requirements to specific courses or occupational degree programs.

3. Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file with Shelton State Community College a completed application for admission and at least one of the following:

- a. an official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state 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 issued by a non-public high school 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 issued by a non-public high school and evidence of a minimum ACT score of 16 or total score of 790 on the College Board's SAT; or
- d. an official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, 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 achieved a minimum ACT score of 16 or the equivalent score on the SAT; or an official GED Certificate.
- e. For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on

file documentation of Ability-to-Benefit prior to enrollment.

NOTE: The following information is applicable for admission to courses creditable toward an associate degree; unconditional admission of first-time college students; conditional admission of first-time college students

4. Conditional Admission of First-Time College Students

Eligible applicants who do not have on file an official transcript from the high school attended or an official GED certificate may be granted conditional admission. Students who graduated from a non-accredited school may not be conditionally admitted.

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.

Note: For purposes of admission, The Alabama High School Diploma (with or without Advanced Academic Endorsement) 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, 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:

Courses	Credits
English Language Arts	4
Four credits to include the equivalent of:	
English 9	1
English 10	1
English 11	1
English 12	1
Mathematics	4
Four credits to include the equivalent of:	
Algebra I.	1
Geometry	1
Science.	4
Four credits to include the equivalent of:	
Biology	1
A Physical Science	1
Social Studies	4
Four credits to include the equivalent of:	
Social Studies	1
World History	1
U.S. History	1
Government	2
Economics	2
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.

Male applicants 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. Admission of Transfer Students

Applicants who have previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an Associate Degree will be classified as “Degree-Eligible” students. A transfer student who does not meet these requirements will be classified as a non-degree-eligible student.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal.

1. Unconditional Admission of Transfer Students

- a. A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required for first-time college students.
- b. Applicants who have completed the baccalaureate degree or higher degree will be required to submit only the transcript from the institution granting the baccalaureate degree or higher degree.

NOTE: If the student intends to obtain a degree from Shelton State Community College, transcripts from all institutions may be required for an evaluation prior to graduation. If the student intends to register for courses requiring prerequisites that have been fulfilled at another institution other than the one granting the degree, transcripts from those colleges or universities must be submitted for evaluation.

2. Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission.

Students who do not have transcripts on file at the time of registration and are enrolling for a course which requires a prerequisite must present a transcript or grade report to satisfy prerequisite requirements for these courses.

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.

3. General Principles for Transfer Credit

- a. Transfer credit will be evaluated and recorded by the Registrar in the Office of Admissions and Records for Transfer Credit in the Registrar's Office.
- b. Transfer students with a complete admission file will receive a notice that transfer credits have been evaluated and acceptable credits have been awarded. The admission's 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, an institution 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 at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- e. 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 fifteen semester hours with a cumulative GPA of 2.0 or above.
- f. Only acceptable coursework that applies to the student's declared program of study at the time of admission will be awarded.
- g. A transfer grade of **D** will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the **D** grade will be accepted the same as for native students.
- h. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

4. Initial Academic Status of Transfer Students

- a. Transfer students 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. Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**. The transcript will read **Admitted on Academic Probation**.
- c. Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at this 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**.

C. Transient Students

A transfer student who attends 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 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 Admissions and Records prior to, or within, the semester in which he/she has registered. Any transient student that fails to provide appropriate prerequisite information may be administratively withdrawn and no refund will be provided.

D. 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.

1. Accelerated High School Students

Shelton State Community College offers eligible high school juniors and seniors the chance to enroll in college classes concurrently with high school classes. High School students who enroll through this status will receive college credit only. Credit will be awarded upon the student meeting all requirements for high school graduation. Students are eligible for the Accelerated High School Program if they meet the criteria listed below:

- a. The student must have successfully completed the 10th grade.
- b. The student must be at least 16 years of age.
- c. The student must have completed any required high school prerequisites (for example, a student may not take English Composition until all required high school English courses 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).

- d. The local principal or his or her designee must certify that the student has a minimum cumulative **B** average and recommend that the student be admitted to this program. A letter must be submitted each semester that the student attends the College prior to enrollment. Exceptions may be granted only by mutual consent of the high school and Shelton State Community College.
- e. 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.
- f. Exceptions may be made to requirements a. and c. 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 College System.
- g. Students who attend a non-accredited high school must meet additional criteria as listed below:
 - i. comply with items a, b, c, and d as noted above; and
 - ii. 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.

2. Dual Enrollment/Dual Credit for High School Students Program

The Dual Enrollment/Dual Credit for High School Students Program allows eligible high school students to enroll in college classes concurrently with high school classes, either on the college campus or at the high school, and to receive both high school and college credit. Criteria for student eligibility are developed by each individual school system and Shelton State Community College and may be more restrictive than the minimum criteria that follow:

- a. The student must be in grade 10,11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the student's principal and the superintendent and in accordance with the Alabama Administrative Code 290-8-9.17 regarding gifted and talented students.
- b. The student must have a "B" average, as defined by local board of education policy, in completed high school courses.
- c. The student must have written approval of the appropriate principal, and the local superintendent of education. Student success in Dual Credit/Dual Enrollment is dependent upon both academic readiness and social maturity. Approval from the principal, and superintendent indicates that the student has demonstrated both.
- d. The student must meet the entrance requirements established by the participating postsecondary institution.

- e. Students who are enrolled in grades 10,11, or 12 may be deemed eligible to participate in Dual Credit/Dual Enrollment in occupational/technical courses pending demonstrated ability to benefit as documented by successful completion and placement by ASSET,[®] COMPASS, WorkKeys,[®] (May 2005) CPAT, or other assessments approved by the Department of Postsecondary Education. Students enrolled under the ability to benefit provision must have a "B" (3.0 grade point average) in high school courses directly related to the occupational/technical studies (if applicable) which the students intends to pursue at the postsecondary level and an overall 2.5 grade point average in high school course work. Exceptions may be made on an individual student basis after assessment and with the mutual consent of both the local School Board and the College.
- f. Students who attend a non-accredited high school must meet additional criteria as listed below:
 - i. comply with items a, b, c, and d as noted above; and
 - ii. 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.

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 (801.03). 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.

Determination of the equivalencies of Shelton State Community College course work toward high school graduation requirements is at the discretion of the high school system. Typically, one 3-semester hour course is equated to one-half unit of high school credit.

For additional and more specific information, students may contact the high school counselor or the Office of Admissions and Records at Shelton State Community College.

E. International Students

1. Admission Requirements

Prior to being issued the required I-20 form, international students must present the following:

- a. an official translated (if in a language other than English) copy of the student's high school transcript (and college transcript, if applicable).

International student's must obtain from World Education Services, Bowling Green Station P.O. Box 5087 New York, NY 10274-5087, 212-966-6311 or www.wes.org, an English translation of their transcript and a detailed report outlining recommendation for the awarding of credit in order for their foreign credits to be evaluated by Shelton State Community College. Forms may be obtained from the Office of Admissions and Records at the Martin Campus. Each student is responsible for the cost involved in obtaining the evaluation. The criteria for awarding credit from these institutions will be the same as for other institutions in the United States.

- b. official transcript showing a minimum of 500 on the paper version of the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computer version. Applicants from certain countries are exempt from taking the TOEFL, contact the International Student Advisor, 391-2342 for a copy of the list. TOEFL score of 500 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, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation.
 - c. signed, notarized statement declaring that they will be fully responsible for their financial obligations while attending college.
 - d. college application for admission.
- 2. Other Information for International Students**
- a. 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.
 - b. 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.
 - c. F-1 visa holders are required to be enrolled full-time (12 semester hours or more) and should be progressing satisfactorily toward a degree.
 - d. International students must meet all Immigration and Naturalization Service Requirements and complete forms necessary for attendance at Shelton State.
 - e. International students must sign a waiver of financial responsibility for the College and present a complete financial statement.

- f. International students must purchase a health insurance policy through the College. Students are required to pay for one semester of coverage at the time of registration.
- g. International student tuition is two (2) times that of residents of the State of Alabama.
- h. All international student applicants must secure private housing since Shelton State provides no dormitory facilities.
- i. The final decision for acceptance of international students who have met the preceding conditions will be made by the Office of the Dean of Student Services.
- j. International students must take the designated placement assessment before being admitted to the College. 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.
- k. A complete file consists of:
 - 1) An application for admission
 - 2) A documented TOEFL score of 500 (on paper) or 173 (on computer)
 - 3) Financial support documentation
 - 4) A translated college or high school transcript
 - 5) Copy of passport (ID and expiration data pages) or VISA page
 - a. both sides of current INS form I-94
 - b. previous INS form I-20

F. 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 205-391-2232.

Emergency Medical Certificate

For more information call 205-391-3777.

Respiratory Care Technology (RPT)

For more information call 205-391-2232.

Linkage Programs

For more information call 205-391-2959.

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

Shelton State Community College offers many non-credit 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 website.