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GENERAL POLICY
The admissions policy and procedures of the State Board of the Technical College System of Georgia and Southeastern Technical College assure the citizens of Georgia equal access to the opportunity to develop the knowledge, skills, and attitudes necessary for them to secure personally satisfying and socially productive employment. By design and implementation, the policy and procedures governing admission to Southeastern Tech are nondiscriminatory to any eligible applicant regardless of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Southeastern Tech is committed to an "open door" admissions policy. The "open door' policy means that any qualified applicant able to benefit from our curriculum will be served by the college on a first-applied, first-qualified basis.

Entrance requirements are flexible enough to allow a student opportunity for admission into a specific program. This can be accomplished when the student demonstrates aptitude and ability for these programs as determined by satisfactory academic performance, placement tests, and other appropriate evaluations, when deemed necessary, to determine general fitness for admission.

VERIFICATION OF LAWFUL PRESENCE
Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver’s License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver’s License or ID from:
  - Alabama: Issued after August 1, 2000
  - Florida: Issued after January 1, 2010
  - South Carolina: Issued after November 1, 2008
  - Tennessee: Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240)
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state, and successfully
petition to have their residency changed to in-state also have to meet the verification requirement.

ADMISSION PROCEDURES
1. Submit a completed application and the $25.00 application fee.
   Note: Southeastern Technical College will waive the $25 application fee for any active duty military personnel and military veterans. Proof of military service will be required for application fee to be waived.
2. Submit an official high school transcript (that includes graduation date) or high school equivalent scores to the Admissions Office. (Transcript request forms are available in the Admissions Office.)
   *Southeastern Technical College only accepts high school diplomas from secondary schools accredited by one of the following accreditation agencies. Acceptable accreditation must be in place when the diploma was granted. The following agencies are approved:
Regional accrediting agencies which include:
   - Middle States Association of Colleges and Schools,
   - New England Association of Schools and Colleges
   - North Central Association of Colleges and Schools/Council on Accreditation and School Improvement
   - Northwest Accreditation Commission
   - Western Association of Schools and Colleges
   - Southern Association of Colleges and Schools/Council on Accreditation and School Improvement
   - Georgia Accrediting Commission
   - Georgia Association of Christian Schools
   - Alabama Independent School Association
   - Association of Christian Schools International
   - Georgia Private School Accreditation Council
   - Accrediting Commission for Independent Study (note: ACIS merged with the Georgia Accrediting Commission in 2005)
   - Southern Association of Independent Schools
   - Florida Association of Christian Colleges and Schools
   - Florida Coalition of Christian Private Schools Accreditation
   - Florida Council of Independent Schools
   - Florida Council of Private Schools
   - National Council for Private School Accreditation (NCPSA)
   - North American Christian School Accrediting Agency (NACSSA)
   - South Carolina Independent School Association
   - Tennessee Accreditation of Christian Schools
   - Texas Private School Accreditation Commission
   - Distance Education Training Council, or from a public school regulated by a school system and state department of education.
3. Submit an official copy of all postsecondary transcripts to the Admissions Office. (Transcript request forms are available in the Admissions Office.). A transcript is
considered official only when it bears the seal of the granting institution and is either mailed directly to Southeastern Technical College, hand delivered in a sealed official envelope, or sent E-Script by participating colleges.;

4. Take the Next Generation Accuplacer (online or paper and pencil) placement test. Official transcripts from a regionally accredited postsecondary institution documenting successful completion (a grade of "C" or better) in equivalent, program-level English and Math courses may be submitted in lieu of taking the placement test. Reasonable accommodations are made during testing for those who need them. (Please notify the Special Needs Specialist to schedule a test date.);

5. Applicants are processed and the names of applicants are placed on a list of programs on a first-come, first-served priority, except in competitive admission programs. Because of the increasing demand for technical training, the chances of being accepted in the desired program are better if a student applies early. Students are notified by text messaging and mail of their acceptance into a program.

NOTE: Commercial Truck Driving is the only program that does not require a high school diploma or high school equivalent. Placement tests are not required for special admit (non-diploma/non-credit) students unless recommended by the Admissions Office. This recommendation will be based on educational data listed on the Application for Admission. Contact the Admission Office for details.

ENTRANCE REQUIREMENTS
Students applying for admission to the college must be 16 years of age or older or be dually/jointly enrolled high school students in the 9th, 10th, 11th, or 12th grades; the age requirement may be higher for some programs. See admission criteria within each program.

To be admitted by all Technical Colleges, applicants must satisfy one of the seven academic readiness paths below:

1. High school graduates must submit an official high school transcript (including graduation date) that reflects the student has met the attendance, academic, and/or assessment requirements for the state’s board of education or equivalent agency.
   - Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
   - Applicants with diplomas from secondary schools located outside the United States must have their transcripts evaluated for equivalency by Silny & Associates or World Educational Services.
   - High school Certificates of Attendance or other certificates, credentials or documents where the student did not complete all required coursework or testing required for a high school diploma in that state are not recognized for admission purposes.

2. Submission of an official transcript reflecting the student has passed an examination the state recognizes as the equivalent of a high school diploma (e.g. GED).

3. The only exception to requirements 1 or 2 is for those students seeking enrollment into an approved basic workforce certificate that does not require a high school diploma or GED for admission.

4. Submission of an official transcript from each of one or more previously attended postsecondary institutions (accredited by an accepted accrediting agency) reflecting
the successful completion (C or better) of a minimum of 30 semester or 45 quarter credit hours of coursework at the degree level.

5. Applicants who were home schooled in the state of Georgia and did not attend a recognized accredited program must submit:
   a. Certificate of Attendance form from the local superintendent’s office or a Declaration of Intent to utilize a Home Study Program from the Georgia Department of Education verifying that the parent or legal guardian complied with the requirements of home study programs as referenced in O.C.G.A. § 20-2-690.
   b. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date).

6. Applicants who were home schooled outside the state of Georgia and did not attend a recognized accredited program must submit:
   a. Annual progress reports or a final transcript for the equivalent of the home-schooled student’s junior and senior years (the final progress report or transcript must include the graduation date); and
   b. One of the following:
      • PSAT, SAT or ACT scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.
      • Next Generation ACCUPLACER placement scores that meet or exceed the TCSG system and college minimum score requirements for program readiness.

7. Service members of the U.S. Air Force, Army, Coast Guard, Marines, or Navy may submit an official copy of their DD Form 214 or other official documentation of military service indicating high school graduate or equivalent.

Exception: Presidents of Technical Colleges may waive the high school diploma/high school equivalency requirement for those pursuing a high school equivalency who are otherwise eligible to enroll in a specific program of study. Prior to graduation, however, students enrolled in diploma, degree, and specified programs must receive a high school diploma/high school equivalent.

A high school diploma or high school equivalent is required as a prerequisite for admission to all degree, diploma and certificate programs at STC with the exception of Commercial Truck Driving.

**ASSESSMENT PROCEDURES**
Degree, diploma, and certificate program students shall be assessed prior to being accepted as an award-seeking student into any occupational program. Students will receive an interpretation of their assessment scores prior to beginning their educational experience. Provisions will be made for the assessment of students with disabilities who need special assistance and consideration. In order to receive accommodations, an individual must request services prior to testing. Accommodations are not retroactive.
ASSESSMENT OF PROGRAM READINESS

• The ability of a student to succeed in an occupational program at Southeastern Technical College is greatly determined by the math and language skills possessed by the student. Southeastern Technical College is committed to assisting each student to achieve at their maximum potential. It is the philosophy of this institution that students are not helped by admitting them to a program in which they do not possess the basic education skills needed to succeed. Therefore, all students applying for degree, diploma, and certificate programs must be assessed prior to acceptance to a program of study at Southeastern Technical College. Students will then be admitted in accordance with the academic standards applicable to that program.

• It is also the philosophy of Southeastern Technical College that assessment is far more comprehensive than the basic skills testing process. Assessment is the opportunity for and the responsibility of Southeastern Technical College to collect information about prospective students that is relevant to their educational experience. This information should be used to assist each student to experience success in his/her educational endeavor.

• Southeastern Technical College evaluates students’ readiness for degree, diploma, and certificate programs. STC may accept a student’s official entrance score on the following validated assessment instruments if the scores meet the required minimums listed on the chart below.
  • SAT
  • ACT
  • PSAT
  • TABE 9-10 scores of 461 or higher in reading and 442 or higher in math for placement into entry level workforce certificate programs
  • General Education Development [GED®] score of 145 or higher on each section for placement into any certificate, diploma, or degree program 2014 and after
  • Georgia Milestones Literature & Composition or Georgia Milestones American Literature & Composition (English admission requirement only)
  • HOPE GPA after completion of 10th grade of 2.6 or higher
  • High school GPA of 2.0 for approved Entry Level Workforce Certificates
  • Completed TCSG form documenting two years of work/career related experience for approved Entry Level Workforce Certificates
  • Next Generation Accuplacer/Companion
  • Compass/Asset

* A student possessing an Associate’s degree or higher from a regionally accredited institution shall be exempted from placement requirements.

• Assessment results are transferable to any TCSG college. Each technical college will develop its own retesting policy and charges may apply.

• Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent
program-level English and math coursework successfully completed (C or better) may be used in lieu of placement exams.

- Subjective criteria such as, but not limited to, written or oral interviews, personality assessments, and letters of reference shall not be utilized as part of the evaluation for program readiness or admission to a college or a program. All criteria should be published and applied consistently to all applicants for a program.

Applicants will be admitted with regular status to an associate degree program with the following scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT GENERATION ACCUPLACER</td>
<td>236</td>
<td>249</td>
<td>245</td>
<td></td>
</tr>
<tr>
<td>CLASSIC ACCUPLACER</td>
<td>64</td>
<td>70</td>
<td>57</td>
<td></td>
</tr>
<tr>
<td>ASSET</td>
<td>41</td>
<td>40</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>COMPASS</td>
<td>79</td>
<td>62</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>SAT*</td>
<td>17</td>
<td>17</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>PSAT (after March 2016)</td>
<td>17</td>
<td>17</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>16</td>
<td>14</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>GA Milestones ELA</td>
<td>525</td>
<td>525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GED (2014 and after)</td>
<td>145</td>
<td>145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOPE GPA (after 10th grade)</td>
<td>2.6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an applicant has earned an AAS/AA/AS or higher, they are eligible for degree level courses.
Applicants will be admitted with regular status to a diploma or certificate program with the following scores:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT GENERATION ACCUPLACER</td>
<td>224</td>
<td>236</td>
<td>229</td>
<td></td>
</tr>
<tr>
<td>CLASSIC ACCUPLACER</td>
<td>55</td>
<td>60</td>
<td>34</td>
<td></td>
</tr>
<tr>
<td>ASSET</td>
<td>38</td>
<td>37</td>
<td>32</td>
<td></td>
</tr>
<tr>
<td>COMPASS</td>
<td>70</td>
<td>32</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>SAT*</td>
<td>16</td>
<td>15</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>14</td>
<td>13</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>PSAT (after March 2016)</td>
<td>16</td>
<td>15</td>
<td>18</td>
<td></td>
</tr>
<tr>
<td>GAHSGT</td>
<td>235</td>
<td>235</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GA Milestones ELA</td>
<td>525</td>
<td>525</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GED (2014 and after)</td>
<td>145</td>
<td></td>
<td>145</td>
<td></td>
</tr>
<tr>
<td>HOPE GPA (after 10th grade)</td>
<td></td>
<td>2.6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If an applicant has earned an AAS/AA/AS or higher, they are eligible for diploma level courses.
The following programs are Entry Level Workforce Certificates.


Applicants will be admitted to these programs if they have met regular diploma or certificate level score requirements or have met the requirements listed below:

<table>
<thead>
<tr>
<th>Test</th>
<th>Reading</th>
<th>Writing</th>
<th>Numerical</th>
<th>Algebra</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEXT GENERATION ACCUPLACER</td>
<td>218</td>
<td>222</td>
<td>223</td>
<td></td>
</tr>
<tr>
<td>CLASSIC ACCUPLACER</td>
<td>36</td>
<td>30</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>ASSET</td>
<td>29</td>
<td>32</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>COMPASS</td>
<td>46</td>
<td>15</td>
<td>17</td>
<td></td>
</tr>
<tr>
<td>High School GPA</td>
<td>2.0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TABE (9-10)</td>
<td>461</td>
<td>442</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Experienced Worker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Must show 2 years of successful work experience in same field

**General Reminders**

Bring a picture ID for entry into the testing lab
Do NOT bring cell phones or children with you to the test
Allow two to three hours to take the test

Placement Testing information can be found at:
http://www.southeasterntech.edu/admissions/placement-testing.php

*The SAT was redesigned on March 1, 2016. The scores in the table above reflect scores from SATs taken after that date. For SAT scores before that date, a SAT Math score of 380 or higher for degree programs and 310 or higher for diploma programs exempts placement testing. For SAT Critical Reading scores before March 1, 2016, a score of 290 for degree programs and 270 for diploma programs exempts placement testing.

Official transcripts from a regionally or nationally accredited postsecondary institution recognized by the United States Department of Education documenting equivalent program-level English and math coursework successfully completed (C or better) may be used in lieu of completing the corresponding portion of the TCSG-approved assessment instrument.
The Test of Essential Academic Skills (TEAS) Exam is required for admittance into the Practical Nursing, Associate of Science in Nursing Bridge Pathway Option, and the Associate of Science in Nursing Traditional Option programs. See program admission requirements for more information on the required scores. The TEAS Exam can predict an individual's readiness and capability for successful completion of the educational program designed to prepare qualified health care personnel. The examination addresses required pre-requisite and acquired educational achievements commensurate with the objectives of the preparation program. It is comprised of four separate tests that measure abilities, skills, knowledge and attitudes in the areas of Reading, Mathematics, Science and English.

TEAS Guidelines:

1. It is recommended that students wait a minimum of 30 days between each attempt.
2. The attempts and scores will apply to the admission criteria of both the practical and associate degree nursing programs. Therefore, students are allowed three (3) total exam attempts regardless of program choice.
3. TEAS scores will be valid for three (3) calendar years.

Assessment results are transferable to any TCSG college.

REASSESSMENT POLICY
A student with initial assessment scores less than the established minimum scores on the Next Generation Accuplacer test may request reassessment. A reassessment fee of $15 will be charged for all Next Generation Accuplacer reassessments. A student cannot take a placement test more than two times within a 60-month time period. However, when a student tests twice on Next Generation Accuplacer and does not meet the college level minimums, they will be referred to one of Southeastern Tech’s Adult Education Centers. There, they will be provided with remediation and must present documentation of that remediation to the Admissions Office at STC to be eligible for a retest on Next Generation Accuplacer. Students who tested in high school are allowed to retest once they apply for regular admission following high school graduation.

ABILITY TO BENEFIT PROCEDURE
Ability to Benefit (ATB), allows GED® seeking students who are enrolled in an approved career pathway program, to receive Federal Title IV financial aid (Pell Grant, Direct Loans, & Campus-Based Funds). To be eligible, students must meet the following requirements.

1. Be concurrently enrolled in adult education and passed at least 2 parts of the GED® exam and a college approved career pathway.
2. Make the following required scores in the 3 sections of the Accuplacer exam in one sitting:
   - Reading 55
   - Sentence Skills 60
   - Arithmetic 34

Note: Students must meet the required score in all above mentioned areas of the Accuplacer in one sitting to be eligible for ATB. Students are allowed one (1) retest within a three (3) month period from initial test. Students must wait 2 weeks before attempting a retest.
Southeastern Technical College has designated the following two programs to be eligible career pathways for ATB:
• Cosmetology
• Electrical Construction Technology

Students can only use their federal Title IV financial aid funds for courses that are part of their designated program of study. No federal Title IV financial aid funds may be used for payment of any GED® coursework.

ATB students are enrolled as provisionally admitted students until they pass their GED® exam, then become a “regular” admit student.

**ADMISSION CATEGORIES**

**Regular Status**
Students who meet all requirements for admission into a selected program and are eligible to take all courses in the program curriculum are granted regular admission status.

**Provisional Status**
Students who do not meet all requirements for regular admission into a selected program are granted provisional admission status. Provisionally admitted students may take learning support classes, and certain specified occupational courses as long as class pre- and co-requisites are satisfied. All certificate, diploma, and associate degree program students initially admitted on a provisional basis must have satisfactorily completed the necessary prerequisite and learning support course work in order to progress through the State Standard Curriculum.

**NOTE:** Cosmetology students must complete all learning support coursework in order to enroll in any class with a COSM prefix.

**NOTE:** Dual Enrolled or Jointly enrolled students are not eligible for Provisional Admission status.

**Special Admit Status (Non-credential seeking)**
Applicants who wish to take credit coursework, but are not seeking a certificate, diploma, or associate degree are granted Special Admit status. The following specifics define the parameters of this status:

- May apply up to a maximum of 25 quarter or 17 semester credit hours into a specific program for credential seeking purposes after achieving regular admit status. The number of hours taken as a special admit student in no way waives the requirements of the regular admission process.
- May enroll in classes only on a space-available basis.
- Must adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.
Pending Admit Status (High School Seniors only)
Applicants who are in their final year of high school and are applying for a college term immediately after they graduate are granted Pending Admit Status. The following specifics define the parameters of this status:
   a. Applicants must submit a transcript showing the applicant is on track for completing all required high school courses before the semester they wish to enroll.
      • A letter from the high school confirming the pending completion is encouraged to be sent with the transcript.
   b. Will be allowed to register for courses after course placement requirements have been met.
   c. These applicants are not eligible for federal financial aid until a final high school transcript has been received.

Transient Status
Students who submit a Transient Agreement Letter from their home institution are granted Transient admission status. The Transient Agreement Letter must verify that the student is in good standing and must list the courses the student is eligible to take. A current Transient Agreement Letter is required for each term of enrollment.

ADMISSION OF TRANSFER STUDENTS
Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution will be considered for admission under the following policies:

- Applicants who are in good standing at their previous institution may be accepted in good standing; and
- Applicants who are on academic probation at their previous institution will be accepted on academic probation.

Applicants who wish to transfer to Southeastern Tech must meet the entrance requirements and follow the guidelines listed in the "Admission Procedures/Entrance Requirements" section. Other regulations concerning transfer credit are found in "Advanced Placement" in this Admissions section of this Catalog and Handbook.

Criminal Background Checks and Drug Screenings are not transferable. A student transferring into a program at STC which requires these items must obtain new ones following STC guidelines.

Associate of Science in Nursing Transfer Students
Requirements for transfer into the ASN program can be found by clicking on the following link:
ASN Transfer Requirements

Cosmetology Transfer Students
Requirements for transfer into the Cosmetology program can be found by clicking on the following link:
Cosmetology Program Transfer Requirements
**Practical Nursing Transfer Students**
Requirements for transfer into the Practical Nursing program can be found by clicking on the following link:
Practical Nursing Transfer Requirements

**Radiologic Technology Transfer Students**
Requirements for transfer into the Radiologic Technology program can be found by clicking on the following link:
Radiologic Technology Transfer Requirements

**TRANSIENT STUDENTS**
If a Southeastern Technical College student wishes to attend another technical college as a transient student, the student should contact his/her advisor. The advisor will complete the appropriate paperwork and make sure the student has met all prerequisites for the course(s) requested and forward the information to the Admissions Office. The Admissions/Registrar Office will verify that the student is in good academic standing and that there are no holds on the student's file prohibiting registration. The paperwork will then be forwarded to the Financial Aid Office for verification of any financial aid to the student. After this process is complete, the Admissions/Registrar Office will make the Transient Agreement form available to the college the student wishes to attend. It is the responsibility of the student to apply through GVTC [https://gvtc.tcsg.edu](https://gvtc.tcsg.edu) and pay any fees to the host college.

Note: A first semester student will not be allowed to be a transient student. Also, Learning Support classes (classes below the 100 level) cannot be taken as Transient classes.

This procedure applies for currently enrolled Southeastern Tech students seeking to take an online transient course(s) at another technical college.

**ADMISSION OF GVTC STUDENTS**
The Georgia Virtual Technical Connection (GVTC) is a consortium of independent technical colleges providing occupational courses and programs, using a standardized curriculum delivered over the Internet and through local centers. Its mission is to provide students with a central point of reference for programs offered electronically through its state system of technical colleges. GVTC provides the central point of contact for the student applying online by providing an online course catalog, an online orientation, answers to questions concerning the online process and facilitation of the online application to the requested college. GVTC acts as a facilitator rather than a full functioning admissions department; application files, assessment testing, advisement and registration, financial aid, textbook orders, and awarding credentials are managed at the local colleges. GVTC's function is to assist the student in locating the course(s) needed and direct the application to the requested college. The same policies and procedures that apply to the traditional student services apply to the Georgia Virtual Technical Connection (GVTC) process. Each application is processed in a nondiscriminatory way for admission to any technical college with the Technical College System of Georgia. GVTC acts as a facilitator in assisting the colleges' Student Affairs divisions in processing the online student.
Students Applying to STC through GVTC

- Complete and submit the online application form to GVTC—https://gvtc.tcsg.edu;
- Print the application, sign it, and mail to STC with a non-refundable $25.00 application fee;
- Submit high school transcript or high school equivalent scores;
- Submit technical school and/or college transcript;
- Submit assessment test scores.
- For students taking only a transient class, present the appropriate transient correspondence to the host school;
- Be at least 16 years of age or older.

Students Requesting to Take a Transient Class at Another College

- If an STC student is requesting to be a transient at another college, it is the student's responsibility to contact his/her advisor for permission to be a transient student before applying to GVTC;
- It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware/software requirements to participate in an online course. Those Technology Requirements are listed on the GVTC web site under the Student Affairs area;
- Complete and submit the online application form to Georgia Virtual Technical Connection;
- It is the student's responsibility to purchase his/her textbooks or needed supplies. The course instructor can assist the student.

ADMISSION OF INTERNATIONAL STUDENTS

International applicants must meet the same requirements for admission as other students. In addition, they must meet eligibility requirements for a student visa. Once official acceptance is granted, a U.S. Department of Justice form I-20, Certificate of Eligibility for Nonimmigrant Student Status—For Vocational Students, is presented to the student.

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by Silny & Associates or World Educational Services, which are independent evaluation services. Information regarding this process is available from the Designated School Official (DSO) in the Admissions Office.

International students are required to attend full-time and make satisfactory progress each semester toward their program objective. International students may not work, in accordance with immigration regulations. This provision permits full-time attention to study and successful completion of the student's educational objective. The institution is required to notify the Immigration and Naturalization Service (INS) when international students do not attend full-time, maintain good classroom attendance, make satisfactory progress, or terminate their enrollment.

Southeastern Tech does not provide, supervise, or recommend housing facilities for domestic or international students. Students must find housing on their own in the community. All students admitted to Southeastern Tech are required to abide by the rules and regulations of the college, to make satisfactory progress toward their educational
objectives, and to remain in good standing. Guidance and advisement services are available to assist students in academic and related matters.

M-I/F-I visa students must start school in the semester for which the visa is granted and remain in school during the duration of the visa's awarded time frame. Otherwise, the college must notify INS immediately that the student is not in school and therefore "out of status". Before withdrawing from any courses, the M-I/F-I student must have the approval of the DSO, since time parameters for program completion are part of the visa approval process. The DSO will notify INS officials if the student does not show semestery academic progress or is placed on academic probation, exclusion, or suspension. According to INS policies, the M-I/F-I student's visa and passport must remain updated while attending Southeastern Tech. It is the responsibility of the M-I/F-I student to keep track of the expiration dates of his/her documents. If the visa or passport is to expire before the completion of the student's program, he/she must see the DSO in order to complete the appropriate forms for an extension. The student must meet with the DSO no less than 45 days prior to the expiration date of the document(s) in order to have adequate time to have the document(s) renewed. Failure to do so could result in the INS denying the request for the student extension, which would then result in the student having to leave the country prior to completion of his/her program.

Foreign students pay four times the tuition required for Georgia residents; this applies to non-immigrant aliens, students with M-I/F-I foreign student visa and foreign residents to include diplomatic, consular, missions, and other non-immigrant personnel. Foreign immigrants who are permanent residents shall pay the same tuition as citizens of Georgia.

Applicants with high school diplomas from secondary schools located outside the United States must have their transcripts evaluated by one of the following independent evaluation services: Silny & Associates or World Educational Services. Information regarding this process is available from the Designated School Official (DSO) in the Admissions Office.

COMPETITIVE ADMISSION PROGRAMS
Admission into any of STC's competitive admission programs is a competitive process with specific admission requirements for each program. Please see the program sections of each of these programs for specific details regarding enrollment.

HIGH SCHOOL INITIATIVES
STC's High School Initiatives program provides seamless educational opportunities for Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs and Treutlen counties. These opportunities allow high school students to simultaneously earn credit at both the high school and college level.

DUAL ENROLLMENT
The Dual Enrollment program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. The program is offered during all terms of the school year; fall, spring and summer semesters.
Eligibility
To be eligible for the Dual Enrollment program, a student must:

1. Be enrolled in the ninth, tenth, eleventh or twelfth grade of a private or public high school in Georgia or a home study program within the State of Georgia operated in accordance with O.C.G.A. §20-2-690(c);
2. Be admitted to an eligible, participating USG, TCSG or Private postsecondary institution as a dual credit enrollment student;
3. Be enrolled in courses listed in the approved Dual Enrollment Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.

Students interested in the Dual Enrollment program should consult their high school counselors to determine eligibility.

JOINT ENROLLMENT
Students who have met all requirements for high school status and for entry into Southeastern Tech may, with the appropriate permissions, pursue a program as full-time students. Students enrolling in this program will receive college credit only. This credit does not transfer back to the high school. With satisfactory progress, these students graduate with their regular high school senior class. Following graduation from high school, students are expected to continue their program at Southeastern Tech until completion.

Students may participate in sports, clubs, and other high school activities not conflicting with their programs of study at Southeastern Tech. Students must observe applicable regulations of their high school and all rules and regulations of Southeastern Tech.

ADVANCED PLACEMENT
Students may be eligible for advanced placement through two methods—transfer credit and exemption credit.

The Transfer Credit Section contains the established policy for obtaining transfer credit for courses taken at other institutions.

Transfer Credit

Traditional:
Course credit may be awarded for courses completed with a "C" or better from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Full credit will be awarded for courses, subject to Southeastern Technical College assuring that accreditation requirements are met.

Non-Traditional:
Course credit may be awarded for military training or corporate courses where appropriate.

International Credit:
Course credit may be awarded for courses completed with a "C" or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit will be awarded for courses, subject to Southeastern Technical College assuring that state standards and applicable accreditation criteria are met.
International Credit Evaluation:
STC chooses to receive accurate evaluations of international credentials for comparability to US credits from 2 private credential evaluation services – Silny & Associates or World Educational Services.

Southeastern Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions that are applicable to the student's program of study. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and TCSG and whose entrance requirements and curriculum are equivalent to or greater than Southeastern Tech will be considered for award of transfer of credit. Credit may be granted for formal military schools, training and correspondence courses in accordance with procedures established by the American Council on Education. Credit will not be reflected on the transcript until the applicant is admitted into the program of study.

Southeastern Tech recognizes that it is necessary to establish reasonable and definitive guidelines for accepting transfer credit. The college developed these guidelines in accordance with the standards set by the American Association of Collegiate Registrars and Admissions Officers.

Southeastern Tech distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The Registrar determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of the learning experiences to the courses offered at Southeastern Tech (the course is essentially the same content as the course to be taken at Southeastern Technical College); and the appropriateness and applicability of the learning experiences to the programs offered at Southeastern Tech and how recently they occurred. The college established the following procedures to guide the registrar in awarding transfer of credit:

- In order for the registrar to evaluate credit, students must submit official transcripts from all colleges. All official transcripts must include final grades.
- The course has the same number of credit hours (or greater) as the course at Southeastern Tech.
- Students may receive transfer credit for courses for which they earned a C or better. The Registrar will not award transfer credit for courses with grades below a C, including D, F, I, IP, S, U, W, WF and WP.
- Due to the rapid changes in technology and technical information, program specific technical courses will be considered only for transfer of credit if the coursework has been completed within the last 120 months. Health related courses, biology courses, chemistry courses and computer related courses must have been completed within the last 60 months. A student desiring consideration of credit for technical courses or
experiences that are more than ten years old can request transfer credit by exemption testing.

- Transfer credit will be considered without restriction of completion dates for courses in academic disciplines - English, mathematics, Social Sciences - psychology and sociology.
- The Registrar will not award transfer credit for learning support coursework or other institutional courses such as College orientation courses taken at other colleges. The Registrar does not automatically award transfer of credit for courses specific to the Health Science programs. The Registrar consults with faculty from those programs to determine transfer credit on an individual basis based on course competencies and date of completion.
- The transfer credit is recorded as TRA, TRB, or TRC on the STC transcript and is not included in the calculation of the semester, cumulative, or graduation grade point averages. The third letter indicates the grade earned in the course. For competitive admissions programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.
- Students may access their records online through the college website (Bannerweb) to verify the transfer credit awarded by the registrar.
- If coursework is earned at a nationally accredited college, STC reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take the placement exam. However, if the student for any reason takes the exam and scores a learning support class, the student forfeits evaluation of their transcript and the scores on the exam will determine placement.

Students wishing to transfer from Southeastern Tech to another college must contact that college directly to determine transfer of credit.

**Military Training Credit**
Southeastern Technical College may award credit for training received in the Armed Forces. The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education or by the official catalog of the Community College of the Air Force or some similar document. Credit will be given when training experience meets required competencies of courses offered at the college. The time limit specified in the transfer credit section also applies to military training credit.

**Prior Learning Assessment (PLA)**
STC may award credit for on the job learning, corporate training, independent study, military service, or volunteer service that is consistent with STC mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the college’s academic programs. Credit is validated through exemption exams or portfolios.

**Professional Certification**
Credit may be awarded for educational/training courses in the areas of Early Childhood Care and Education and Criminal Justice when the professional certification is equivalent to the course competencies. The certification must be up to date and require the demonstration of knowledge or skills comparable to those attained by students who have
completed the college course. The student must present evidence of course completion in
the form of a transcript, official certificate of completion or other official documentation. A
student wishing to receive such credit must complete a Request for Transfer Credit form.

Certifications accepted:

**Criminal Justice** – To receive credit for CRJU 1040, a student must have a POST
certification for Law Enforcement.

**Early Childhood Care and Education** – To receive credit for ECCE 1101, ECCE 1103 and
ECCE 1105, a student would need current Child Development Associate (CDA) credential
awarded by the National Council for Professional Recognition in Washington, DC, a current
CPR certification, a current first aid certification, and verification of employment in the
childcare industry.

**Secondary School Articulation**
Southeastern Technical College participates in statewide articulation agreements to ensure
that students receive course credit when established competencies have been achieved.
The College will bank credit after a secondary student successfully passes the exemption
exam required to articulate subject credit. The student must score 80 or above to receive
credit. (No fee is charged to take the exemption exam to validate credit from a secondary
school.) This credit will be applied to the student’s record once he/she matriculates to the
College. The secondary student must matriculate within two years after high school
graduation, unless dictated by program standards. [TCSG](#) has a list of approved courses
that can be taken in high school that may be available for exemption at Southeastern Tech
under the Articulated credit program.

**Institutional Exemption Exam**
Southeastern Technical College provides students an opportunity to receive credit for
courses by successfully exempting courses. The student must demonstrate thorough
mastery of written and/or performance tests that have been developed locally or by
statewide faculty groups to adequately demonstrate achievement of the necessary
competency level. Students wishing to pursue credit by exemption examination must meet
the following eligibility criteria.

- The student must be enrolled in a program of study at Southeastern Tech.
- The student must be able to present evidence which would indicate he/she has the
  education, training, or work experience similar to the course.
- The student cannot take an exemption exam for a course if he/she is currently
  registered for the course.
- A student cannot withdraw from a course and register to take an exemption
  examination in the same semester or in subsequent semesters.
- A student cannot take an exemption exam for a failed course or for a course in which
  a grade of a D was received.

Students meeting eligibility for the exemption exam must complete a Course Exemption
form that is available in the Registrar's Office. The fee for taking the exam will be 25% of the
tuition for the course and must be paid prior to taking the exam. The tuition rate is based on
the student's currently enrolled program.
Exemption exams may NOT be taken more than once. If a student takes an exemption exam and does not make the required score, the student is required to take the course. No fee shall be charged to students taking an exam to validate articulated credit from high school.

A grade of "EXE" will be entered on the student's permanent record if the exemption exam is successfully completed with a grade of 80 or above. The hours for the exempted grades will not be computed in the grade point average. The loss of hours may affect financial aid status and/or eligibility for the President's List. The exemption test grade will be calculated in the grade point average for entrance into competitive admissions programs.

**NOTE: The Academic Affairs Division has determined that exemption exams may be given for the following courses:**

- ENGL 1010
- MATH 1012
- COMP 1000
- BUSN 1440

**STANDARDIZED EXAM CREDIT**

Southeastern Technical College will award credit based on nationally normed exams including, but not limited to, the following:

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit will be awarded to students who score in the 50th percentile in the following subject areas.

<table>
<thead>
<tr>
<th>CLEP Exam</th>
<th>Required Score</th>
<th>Credit</th>
<th>STC Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POLS 1101</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 2130</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 1102</td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>3</td>
<td>MATH 1111</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>4</td>
<td>CHEM 1151 and 1151L</td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td>MATH 1111</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>3</td>
<td>ENGL 1101</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
<td>ENGL 2130</td>
</tr>
<tr>
<td>History of U.S. I</td>
<td>50</td>
<td>3</td>
<td>HIST 2111</td>
</tr>
<tr>
<td>History of U.S.II</td>
<td>50</td>
<td>3</td>
<td>HIST 2112</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>PSYC 1101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td>SOCI 1101</td>
</tr>
</tbody>
</table>

International Baccalaureate Credit- Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.
Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>STC Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ARTS 1101</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>MATH 1111 or MATH 1113</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>MATH 1111 or MATH 1113</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 1151 and CHEM 1151L</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>CIST 1305</td>
</tr>
<tr>
<td>English Language and Composition</td>
<td>ENGL 1101</td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>ENGL 1102</td>
</tr>
<tr>
<td>Government and Politics: US</td>
<td>POLS 1101</td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>ECON 1101</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>ECON 1101</td>
</tr>
<tr>
<td>Music Theory</td>
<td>MUSC 1101</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 1101</td>
</tr>
<tr>
<td>U.S. History</td>
<td>HIST 2111 or HIST 2112</td>
</tr>
<tr>
<td>World History</td>
<td>HIST 1111 or HIST 1112</td>
</tr>
</tbody>
</table>

**RESIDENCY REQUIREMENTS**
Should a student receive advance standing through transfer credit or exemption examination, the student must still complete at least 25% of the credit hours of the required curriculum for graduation "in residence" at Southeastern Tech.

**DOUBLE MAJORS**
Students are afforded the opportunity to earn more than one major. However, one program of study will need to be completed before a student will be admitted into a second major. A student must apply with the Admissions Office for each major. Any courses that are common to both majors will not have to be repeated.

**CHANGE OF ADDRESS/NAME**
Students are responsible for notifying the Admissions Office of any change of address or name change. Southeastern Technical College will mail all notices and official correspondence to the last address on the student's record which then constitutes official notification.

**CHANGE OF PROGRAM**
Students desiring to change programs must complete the appropriate forms and meet all the admissions standards for their new program of study. If the program to which the student is attempting to transfer has a waiting list, the student will be placed on the list in accordance with the date of application for transfer. The student will be notified by the Director of Admissions of his/her admission status into the new program.

**READMISSION**
A student who leaves the College in good standing may apply for readmission as early as the next academic semester. This should be done through the Admissions Office.
who have been dismissed because of unsatisfactory academic progress may be readmitted after one semester of absence from the College.

A student suspended for disciplinary reasons may be considered for readmission at the end of the suspension by making an appointment with the Vice President of Student Affairs.

A student must seek readmission to the college, and fulfill all admission and current program of study requirements, in any instance where the student has withdrawn or been withdrawn from the college, or if the student fails to register for classes for a period of two consecutive academic semesters from the date of the last application.

Readmission to a program will be granted on a space-available basis within the appropriate course sequence. A student will be required to complete the curriculum requirements in place at the time of re-enrollment.

Due to the rapid change in technology, certain courses previously taken at STC may fall under a 60 month limitation.

**Readmission to the Associate of Science in Nursing Program**
Requirements for readmission to the ASN program can be found by clicking on the following link:
[ASN Readmission Requirements](#)

**Readmission to the Dental Hygiene Program**
Requirements for readmission to the Dental Hygiene program can be found by clicking on the following link:
[Dental Hygiene Readmission Requirements](#)

**Readmission to the Clinical Laboratory Technology Program**
Requirements for readmission to the Clinical Laboratory Technology program can be found by clicking on the following link:
[Clinical Laboratory Technology Readmission Requirements](#)

**Readmission to the Practical Nursing Program**
Requirements for readmission to the Practical Nursing program can be found by clicking on the following link:
[Practical Nursing Readmission Requirements](#)

**Readmission to the Radiologic Technology Program**
Requirements for readmission to the Practical Nursing program can be found by clicking on the following link:
[Radiologic Technology Readmission Requirements](#)

**RULES GOVERNING LEGAL RESIDENCY OF STUDENTS FOR TUITION PURPOSES**
Legal residency in the State of Georgia requires not only recent physical presence in Georgia, but also the element of intent to remain indefinitely. To be classified as an in-state student for tuition purposes, an individual who is 18 years of age or older must show that he/she has been a legal resident of Georgia for a period of at least 12 consecutive months preceding the first day of classes of the school term for which the student is seeking in-state
tuition. In the absence of documentation that the individual has established legal residence in Georgia, no emancipated minor or other person 18 years of age or older shall gain in-state status while attending any educational institution in this state.

If a person is less than 18 years of age, he/she may register as an in-state student only upon showing that his/her supporting parent or United States court-appointed legal guardian has been a legal resident of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition. If a parent or legal guardian of a minor changes his/her legal residence in Georgia, a minor student may continue to take courses for a period of 12 consecutive months as an in-state student. After the 12-month period, the student may continue his/her registration only upon the payment of fees at the out-of-state rate. In the event that a legal resident of Georgia is appointed as guardian of a non-resident minor, such minor will not be permitted to register as an in-state student until the expiration of one year from the date of court appointment, and then only upon proper showing that such appointment was not made to avoid payment of out-of-state fees.

Aliens shall be classified as non-resident students; however, an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.

**Out of State Tuition Exemptions:**
Students in the following classifications are eligible for Out of State Tuition Exemption. These exemptions do not affect the student’s eligibility for the HOPE Scholarship or Grant, except for exemptions for military personnel and their dependents as provided for in the GSFC regulations:

- Employees, their spouses, and their children who move to Georgia for employment with a new or expanding industry as defined in OCGA 20-4-40;
- Full-time employees of the Technical College System of Georgia, their spouses, and dependent children;
- Full-time teachers in a public school, a military base, or a public postsecondary college, their spouses, and dependent children;
- United States military personnel stationed in Georgia and on active duty and their dependents living in Georgia;
- United States military personnel, spouses and dependent children reassigned outside Georgia, who remain continuously enrolled and on active military status;
- United States military personnel and their dependents that are Domiciled in Georgia, but are stationed outside the State;
- Students who are Domiciled in out-of-state counties bordering on Georgia counties and who are enrolled in a Technical College with a local reciprocity agreement;
- International students selected by the president or authorized representative, provided, however, that the number of the international students exempted does not exceed 1% of the total enrollment of full-time students;
- Career consular officers and their dependents who are citizens of the foreign nation that their consular office represents, and who are living in Georgia under orders of their respective governments. This exemption shall apply only to those consular officers whose nations operate on the principle of educational reciprocity with the United States.
• Members of a uniformed military service of the United States who, within thirty-six (36) months of separation from such service, enroll in an academic program and demonstrate an intent to become domiciled in Georgia. This exemption may also be granted to their spouses and dependent children. This exemption also applies to recipients of transferred GI Bill benefits who within thirty-six (36) months of the transferor’s separation from the uniformed military service of the United States enroll in an academic program and demonstrate an intent to become domiciled in Georgia. An individual or former service member so described retains the exemption if enrolled at the expiration of the thirty-six month window and remains continuously enrolled (other than during regularly scheduled breaks) and uses educational benefits, even if the student enrolls in multiple programs.

• Students using transferred GI Bill while the transferor is on active duty who demonstrate an intent to become domiciled in Georgia and students using the Marine Gunnery John David Fry Scholarship who demonstrate an intent to become domiciled in Georgia.

• Students who are described as covered individuals in 38 U.S.C 3679(c).

• Students who are dually enrolled and participating in Dual Enrollment.

Notwithstanding any provision in this procedure, no person who is unlawfully present in the United States shall be eligible for any exemption of the tuition differential.

**VACCINATIONS**
Southeastern Technical College does not require vaccinations as an admissions requirement to the college.