Admissions

In this section ...

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 copy of your high school *transcript 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 (NACSAA)
   - South Carolina Independent School Association
   - Tennessee Association 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.);

4. Take the 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 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 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 a Technical College, applicants must satisfy one of the four academic readiness paths below:

1. A high school diploma (verified by an official transcript, including graduation date) which has met the attendance, academic, and/or assessment requirements for the state's board of education, or equivalent agency, or a state-authorized examination the state recognizes as the equivalent of a high school diploma will be required for admission to the Technical College unless otherwise specified by the program's standards.

   • Secondary schools must be accredited by an agency included on the TCSG approved accreditation agency list.
   • Students 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 diplomas from unaccredited institutions, Certificates of Attendance or other certificates, credentials or other 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. Applicants who have successfully completed (C or better) a minimum of 30 semester or 45 quarter hours at the degree level may submit official transcripts from all previously attended colleges accredited by an accepted accrediting agency in lieu of a high school diploma or a state-authorized examination the state recognizes as the equivalent of a high school diploma as described above.

3. Applicants of home schools located in Georgia who did not attend a recognized accredited program:
   • 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.
   • Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.

4. Applicants of home schools located outside the state of Georgia who did not attend a recognized accredited program:
   • Submit annual progress reports or a final transcript for the equivalent of the home-schooled student's junior and senior years. The final progress report should include the graduation date.
   • Submit SAT or ACT scores that meet the TCSG system minimum requirements.

Presidents of Technical Colleges may waive the high school diploma/high school equivalency requirement for those secondary students or those pursuing a high school equivalency, as described above, 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 the following degree, diploma, and certificate programs.

--Degrees--
- Accounting
- Associate of Science in Nursing (Vidalia)
- Business Technology
- Business Healthcare Technology
- Business Management
- C.I.S. Computer Support Specialist
- C.I.S. Networking Specialist
- C.I.S. Web Site Design (Vidalia Campus)
- Clinical Laboratory Technology (Vidalia Campus)
- Criminal Justice Technology
- Dental Hygiene (Vidalia Campus)
- Early Childhood Care and Education
- Electronics Technology (Vidalia Campus)
- Radiologic Technology (Vidalia Campus)

--Diplomas--
- Accounting
- Air Conditioning Technology (Vidalia Campus)
- Automotive Technology (Vidalia Campus)
- Business Technology
- Business Healthcare Technology
- Business Management
- C.I.S. Computer Support Specialist
- C.I.S. Networking Specialist
- C.I.S. Web Site Design (Vidalia Campus)
- Cosmetology
- Criminal Justice Technology
- Diesel Equipment Technology
- Early Childhood Care and Education
- Electrical Construction Technology
- Electronics Fundamentals (Vidalia Campus)
- Electronics Technology (Vidalia Campus)
- EMS Professions (Vidalia Campus)
- Fish and Wildlife Management (Swainsboro Campus)
- Industrial Electrical Technology
- Medical Assisting
- Paramedicine (Vidalia Campus)
- Pharmacy Technology (Vidalia Campus)
- Practical Nursing
- Welding and Joining Technology

--Technical Certificates of Credit--
- Administrative Support Assistant
- Advanced Emergency Medical Technician (AEMT) (Vidalia Campus)
- Advanced Shielded Metal Arc Welder
- Air Conditioning Technician Assistant (Vidalia Campus)
- Automotive Chassis Technician Specialist (Vidalia Campus)
- Automotive Climate Control Technician (Vidalia Campus)
- Automotive Electrical/Electronic Systems Technician (Vidalia Campus)
- Automotive Engine Performance Technician (Vidalia Campus)
- Automotive Engine Repair Technician (Vidalia Campus)
- Automotive Transmission/Transaxle Tech Specialist (Vidalia Campus)
- Basic Shielded Metal Arc Welder
- Child Development Associate Preparation
- Cisco Network Specialist
- Commercial Wiring
- CompTIA A+ Certified Preparation
- Computerized Accounting Specialist
- Diesel Engine Service Technician
- Diesel Truck Maintenance Technician
- Early Childhood Care and Education Basics
- Early Childhood Program Administration (Swainsboro Campus)
- Electrical Contracting Technician
- Electrical Systems Assistant (Swainsboro Campus)
- Emergency Medical Technician (EMT) (Vidalia Campus)
- Flux Cored Arc Welder
- Gas Metal Arc Welder
- Gas Tungsten Arc Welder

- Hair Designer
- Healthcare Office Assistant
- Healthcare Billing and Reimbursement Assistant
- Health Care Assistant (HCA):
  - HCA—Health Care Technician
  - HCA—Medical Coding
  - HCA—Phlebotomy
- Health Care Science (HCS):
  - Associate of Science in Nursing
  - Clinical Laboratory Technology
  - Dental Hygiene
  - Phlebotomy
  - Radiologic Technology
- Help Desk Specialist
- Human Resource Management Specialist
- Introduction to Criminal Justice
- Mammography
- Management/Leadership Specialist
- Medical Administrative Technician
- Microsoft Excel Application Professional
- Microsoft Network Administrator
- Microsoft Office Applications Professional
- Microsoft Word Application Professional
- Nurse Aide
- Office Accounting Specialist
- Payroll Accounting Specialist
- Residential Wiring Technician
- Shampoo Technician (Swainsboro Campus)
- Supervisor/Management Specialist
- Technical Management Specialist
- Web Site Developer (Vidalia Campus)
- Wildlife Management Assistant (Swainsboro Campus)

--Technical Certificates of Credit--
A high school diploma or high school equivalent is not required for the following certificate programs:
- Commercial Truck Driving

Please note, that for programs without a campus indicated, the program is offered on both the Swainsboro and Vidalia campus.

ASSESSMENT POLICY

1. 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 his or her 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.

2. 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.

3. The Test of Essential Academic Skills (TEAS) Exam is required for admittance into the Practical Nursing and Associate of Science in Nursing 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-V 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-V scores will be valid for three (3) calendar years.
4. Southeastern Technical College utilizes the state-approved assessment instruments (Accuplacer) when assessing for program readiness. However, in lieu of Accuplacer, students may submit official entrance scores on a validated assessment instrument such as SAT or ACT, GED Scores, or Georgia High School Graduation Test in English/Language Arts provided the scores meet the college program's required minimums and they are not more than 60 months old. If a student's SAT, ACT, GED or Georgia High School Graduation Test in English/Language Arts scores do not meet the college's program minimums for regular admission, a student must be assessed using one of the TCSG-approved instruments. Acceptable scores are as follows:

Assessment	Degree Programs	Diploma Programs
SAT - Critical Reading*	26	24
SAT – Writing and Language	26	25
SAT – Math*	24	22
ACT - Reading	17	13
ACT - Verbal	16	12
ACT - Math	19	17
GED English Score	165	165
GED Math Score	165	165
English/Language Arts section of GA High School Graduation Test		235

*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 440 or higher for degree programs and 400 or higher for diploma programs exempts placement testing. For SAT Critical Reading scores before March 1, 2016, a score of 480 for degree programs and 430 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.

Accuplacer scores are considered valid for placement purposes for a maximum of 60 months and are transferable to any TCSG college.

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.

REASSESSMENT POLICY
A student with assessment scores less than the established minimum scores on the Accuplacer test may request reassessment provided they have written documentation of remediation in Southeastern Technical College's Assessment Center or with one of Southeastern Technical College's Adult Education centers. A reassessment fee of $15 will be charged for all reassessments. A student cannot take a placement test more than two times within a 60-month time period. 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 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

The ASN Program defines a transfer student as a student who has been enrolled in a nursing program at the ASN or BSN level for at least one semester at another college or university. Students must meet the admission requirements for STC and the ASN Program in order to be considered for admission as a transfer nursing student.

Any student requesting transfer must apply to the Office of Admissions at least three months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria.
Students must:
1. Meet admission standards for the nursing program.
2. Be a student in good standing and eligible to return to the previous nursing program.

Students must submit required documents for proof of current AHA Healthcare Provider CPR certification, immunizations, and will be required to undergo a criminal background check and drug screen.

Students applying for transfer beyond the first semester must take:
- Course challenge exam(s) on all course content prior to the course of transfer
- Drug calculation exam, and
- Clinical competency evaluation.

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Any student who has had two unsuccessful attempts in any nursing course will not be considered for transfer.

Students must complete 25% of the ASN Program hours required for graduation at STC.

Readmission to the ASN Program will not be allowed if a transfer student withdraws or fails a nursing course at STC.

Meeting minimal standards does not guarantee acceptance due to limited space availability.

Cosmetology Transfer Students

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution and desire entrance into the Cosmetology program must meet all admissions requirements of transfer students. In addition, these applicants must submit a letter of reference from their instructor at the previous institution. Applicants will then be admitted on a space available basis within the appropriate course sequence.

Practical Nursing Transfer Students

The transfer procedure applies only to students desiring to transfer between Technical College System of Georgia including college campus programs.

Any student requesting transfer must apply to the Admissions office at least two months prior to the appropriate start date.

Based on space availability, transfer may be considered for students meeting the following criteria.
Students must:

- meet minimum admission standards for the nursing program.
- possess a minimum of a 2.5 cumulative GPA at time of transfer.
- be a student in good standing and eligible to return to the previous nursing program.
- provide a letter of recommendation from the Dean/Director/Instructor of the previous program.

Students must submit:

- The college required documents for proof of current American Heart Association BLS CPR certification, immunizations, criminal background check and drug screen.

Students applying for transfer beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Students can only be readmitted for transfer ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for transfer.

Students will be accepted for transfer between college programs one time only.

Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

In the event more than one student meets the requirements for transfer, the following criteria will be utilized to determine the best candidate for transfer:

- TEAS – Adjusted Individual Score: 60%
- GPA: 40%

Radiologic Technology Transfer Students

Applicants to Southeastern Tech who have been previously enrolled at a postsecondary institution and desire entrance into Radiologic Technology program must meet all admissions requirements of transfer students. In addition, these applicants must submit a letter of reference from the Radiologic Technology program director at the previous institution. Applicants will be admitted based on the competitive admissions criteria noted under the program requirements.

ADMISSION OF 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 (www.gvtc.org) 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 transient status at another post-secondary institution.

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—www.gvtc.org;
- 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 within the last 60 months. These may be Accuplacer ASSET, SAT, ACT or COMPASS;
- 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 requirements are listed on the GVTC web site at http://www.gvtc.org/StudentOrientation/ComputerNeeds.aspx
- Complete and submit the online application form to GVTC – www.gvtc.org;

- 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 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.

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 semesterly 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.

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.

Learning Support Status

Applicants who score below the provisional cut scores in English, math and reading are referred to Adult Education. Students may not take occupational courses until achieving Provisional status. Students with this status are not eligible for federal financial aid (i.e. Pell, Federal Direct Loans, SEOG, or Federal Work Study).

Learning support classes are offered to enable students to meet recommended standards. Instruction is offered in reading, math, and English thus improving the student's chances of success upon enrolling in a regular program of study.

Special Student 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.
- Should adhere to the specific institutional prerequisite requirements when selecting courses.
- Will not be eligible for any financial aid.

Transient Status

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

MOVE ON WHEN READY (MOWR)

The Move On When Ready (MOWR) 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 MOWR 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 MOWR Course Directory;
4. Maintain satisfactory academic progress as defined by the eligible postsecondary institution.

Students interested in the MOWR 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 student must also complete and submit the Transfer Credit Evaluation Form requesting the evaluation of their transcript to the registrar.
- 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, Emergency Medical Technician, 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.

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. Please click on the following link for 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 should be awarded based on score recommendations of the Council on College Level Services.

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.

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. Students 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
Based on space availability, readmission may be considered for the following:

> **1**. Students who withdraw.
> **2**. Students who fail to complete a course with a grade of C or better.
> **3**. Students can only be readmitted ONCE to any nursing course.

Students must request reinstatement within one year from the term of withdrawal or failure. If a student does not gain readmission after the first attempt, the student will have to reapply.

Any student requesting readmission must reapply to the Office of Admissions at least three months prior to the appropriate start date.

Students must submit a letter requesting readmission to the Program Director at least three months prior to the appropriate start date that includes the following:

- Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education; and

The student must submit the program's required documents to verify proof of a current AHA Healthcare Provider CPR certification, immunizations, criminal background check, and drug screen. If there has been a break in enrollment, students will be required to repeat criminal background check and drug screen.

Students applying for re-entry beyond the first semester of RNSG courses must take:

- Course challenge exam(s) on all course content prior to the course of readmission
- Drug calculation exam, and
- Clinical competency evaluation

Students must score 80 or better on the challenge exams and score 100 on the drug calculation exam.
Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on the student's GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
- Grade point average is less than 2.0 from ASN courses completed at the current institution,
- Refusal by clinical agencies to accept the student for clinical experiences,
- Students who receive two critical incident reports,
- Twelve months have elapsed since the student was enrolled in a nursing course, and
- Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission beyond the first semester of RNSG courses, the following criteria will be utilized to determine the best candidate for re-admission:
- TEAS – V test scores will count 20%
- Course challenge exams(s) scores will be averaged and count 45%, and
- Health Care Science (HCS) core course GPA will count 35%.

A student who earns a D or F in any two nursing courses will be dismissed from the ASN Program and will not be eligible for readmission.

Students may be eligible for academic forgiveness five years after last nursing course attempted and may apply for readmission to the first nursing course.

Readmission to the Dental Hygiene Program
Students withdrawn from any dental hygiene course due to attendance, academic deficiencies, personal hardships, or students who have earned less than a "C" in a dental hygiene course will not be eligible to remain enrolled in the dental hygiene program. Students have the option of reapplying for admission into a future cohort. Readmission to the program will be granted on a competitive and space available basis, whereas all criteria apply as described in the dental hygiene program admissions criteria section. A maximum of one slot per class can be filled with a readmission. If more than one student qualifies for the readmission slot, the readmission slot will be awarded to the student who earns the most points on the Dental Hygiene Readmission Scoring Rubric based on the following readmission criteria:

- Grade Point Average of prerequisite courses
- Official transcript verifying graduation from a CODA accredited dental assisting program with a GPA of 3.0 or higher
- Written documentation verifying paid dental experience within the last 2 years
- Official transcript verifying completion of a technical certificate of credit, diploma, or degree from a regionally accredited college or university.

A student can readmit only one time. Due to the nature of the dental hygiene program, students must retake all dental hygiene courses. Students will not be given the option of completing a written exam or a clinical skills competency exam. Advanced standing cannot be earned.

Readmission to the Clinical Laboratory Technology Program
Students dropped from any Clinical Laboratory Technology Program for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Clinical Laboratory Technology program will be allowed to repeat the program one time only.

Readmission to the program will be granted on a competitive and space-available basis. Students may not transfer CLT courses from other colleges into the CLT program.

Readmission to the Pharmacy Technology Program
Students dropped/withdrawn from any Pharmacy Technology course or students who have made a grade less than a "C" in any Pharmacy Technology course will not be allowed to remain in the Pharmacy Technology program. However, based on space availability, readmission may be considered for the following:
- Students dropped/withdrawn from any Pharmacy Technology course for attendance (i.e., maternity, health related, family illness, personal difficulties)
- Students who fail to complete a course with a grade of "C" or better.

Students may only be readmitted once to any pharmacy technology course. Any student dropped/withdrawn or that failed to complete any pharmacy technology course(s) with a grade of "C" or better more than once will not be considered for readmission.

Students must request reinstatement within 12 months from the term of withdrawal or failure.

Readmission to the Pharmacy Technology program is not guaranteed. Selection for reinstatement is based on the current admission criteria for the program class that the student is seeking readmission into and space availability. Readmission will be denied due to, but not limited to, any of the following circumstances:
- Failure to meet the current admission criteria for the program class that the student is seeking readmission into ;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- 12 months or more have elapsed since the student was enrolled in a pharmacy technology course;
- Student has been dismissed from the program for disciplinary reasons and/or for violations of the Pharmacy Technology Program regulations.

If all criteria are met, the student must then complete the following tasks before being readmitted to the Pharmacy Technology Program:
1. Take a comprehensive written exam on all previous pharmacy competencies that were completed and make a minimum score of 75 on all exams.
2. Properly demonstrate a variety of clinical skills check-offs from the previous pharmacy courses that were completed.
<div align="center">OR</div>
- Students may choose to repeat all previous courses

Note: If students have previously repeated any course, they may not choose to repeat all previous courses due to students only being allowed to repeat a course once.

All Pharmacy Technology practicum courses (PHAR 1050 and PHAR 2070) must be repeated regardless of whether the course was passed or failed by the student previously.

Students may be eligible for academic forgiveness 2 years after their last pharmacy technology course was attempted and may apply for readmission to start the program from the beginning.

Readmission to the Practical Nursing Program
Based on space availability, readmission may be considered for the following:
- Students who withdraw with Withdraw (W).
- Students who fail to complete a course with a grade of C or better.

Students can only be readmitted ONCE to any practical nursing course. Any student who has withdrawn or failed any nursing course(s) more than once will not be considered for readmission.

Students must request reinstatement within one year from the term of withdrawal or failure.

Any student requesting readmission must reapply to the Admissions office at least two months prior to the appropriate start date.

Students must submit to the Program Director:
- A letter requesting readmission that includes:
  o Last semester and nursing program attended; reason for withdrawal, dismissal or failure; reason why he/she desires to be readmitted; and the circumstances which have changed to indicate the applicant would be successful in completing his/her nursing education.
- The college required documents for proof of current American Heart Association BLS CPR certification, immunizations, criminal background check and drug screen.

Students applying for re-entry beyond the first semester must take course challenge exam(s), pharmacology calculation test, and clinical competency evaluation. Students must score 80 or better on the challenge exams and score 100% on the pharmacology test. Students must successfully complete a clinical competency evaluation at the same level of competency expected for the proposed course.

Readmission to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:

- Grade point average is less than 2.0 from nursing occupational courses, those with PNSG prefixes, completed at the current institution;
- Refusal by clinical agencies to accept the student for clinical experiences;
- Students who receive one Level 1 infractions or two Level 2 infractions;
- Twelve months have elapsed since the student was enrolled in a nursing course;
- Student has been dismissed from the program

Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed readmission to the nursing program.

In the event more than one student meets the requirements for re-admission, the following criteria will be utilized to determine the best candidate for re-admission:

- TEAS – Adjusted Individual Score: 60%
- GPA: 40%

Students may be eligible for academic forgiveness 5 years after last nursing course attempted and may apply for readmit to the first nursing course.

Readmission to the Radiologic Technology Program

Students dropped from any Radiologic Technology program for attendance (i.e., maternity, health related, family illness, personal difficulties), academic reasons or students who have made less than a "C" in a Radiologic Technology course will be allowed to repeat a course(s) one time only. Also, a student may repeat only one semester within the Radiologic Technology curriculum in which the minimum grade of "C" was not earned. This procedure applies to transfer students the same as for students fully in residence.

Readmission to the program will be granted on a competitive and space-available basis, whereas all criteria apply as described in the program requirements section. In addition, students will be required to pass both a comprehensive and a clinical skills competency exam with a minimum score of 80% on each exam to be eligible to compete for readmission. Students granted readmission to the Radiologic Technology program in order to repeat a course(s) must be readmitted to the program within 12 months from the date of their last completed quarter/semester.

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 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 waiver exemption may also be granted to their spouses and dependent children or individuals eligible for GI Bill benefits.
- Students who are dually enrolled and participating in Move On When Ready.

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.