

Welcome to Southeastern Technical College

ADMISSIONS CHECKLIST

We want you to be able to begin class on time without any problems. To do that, we need to make sure your admissions and financial aid files are complete. We know prospective students get busy and forget to take time to make sure all their paperwork is complete, but you must take care of these items to begin college:

1. Apply for admission and pay a one-time, nonrefundable fee of \$25.00

- Complete application for admission
- Talk to a preadmissions Career Counselor about the programs available at STC

2. Apply for Financial Aid

- Pick up forms and information on HOPE, PELL, VA, or other financial aid

3. Request transcripts from high school / GED Testing Center and previous college or university

4. Schedule placement test or provide test results that are 60 months old or less

You must either:

- Provide acceptable placement test results, or
- Provide a transcript from an accredited post secondary institution with a grade of 'C' or better in English and Math, or
- Schedule and take placement test

5. Call to check to see if required documents have been received / completed

Admissions Office:

- Verify receipt of high school transcript / GED scores
- Verify receipt of college transcript(s)

Financial Aid Office - Failure to receive requested information will result in our inability to award you financial aid

- Free Application for Federal Student Aid (FAFSA)
- HOPE Scholarship/Grant Application

CONSUMER INFORMATION

In compliance with federal law, Southeastern Tech is required to provide all prospective students with the opportunity to request data on crimes committed on our campus and our College safety and security policies. This information can be obtained from the Southeastern Technical College Catalog and Student Handbook on our website. Go to www.southeastern-tech.edu, move your mouse over the Student Affairs tab, click on the Catalog & Handbook link and then on Campus Security. Prospective students who wish to obtain a copy of this report and who do not have access to the Catalog and Handbook on the Internet may obtain a copy by contacting: Dr. Barry Dotson, Vice President for Student Affairs.

As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis 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). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

- An individual with disabilities requiring assistance with publications, accommodations or activities of this technical college should contact: Helen Thomas, Special Needs Specialist, ADA/Section 504 - Equity - Title IX (Students) - OCR Compliance Officer, Office 108, PH: (912) 538-3216 • hthomas@southeastern-tech.edu
- An individual with questions or concerns about our nondiscrimination policy on the basis of sex in education programs and/or activities should contact: Blythe Wilcox, Director of Human Resources, Title VI - Title IX (Employees) - EEOC Officer, Office 138B, PH: (912) 538-3147 • bwilcox@southeastern-tech.edu
- Inquiries concerning the application of these policies and procedures may be directed to the individuals listed above at: Southeastern Technical College, 3001 East First Street, Vidalia, GA 30474 • (912) 538-3100 • 1-800-255-0056 (TDD)

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Office Use Only	
Date Received	Test Date
Receipt No.	

Application for Admission for Credit Courses

SECTION 1: Personal Data - Please Print Neatly

Social Security Number		Date of Birth (MM/DD/YY)	
Name: Last, First, Middle - Print your name exactly as it appears on your social security card			
Prior Name			
Mailing Address		City	State
		Zip Code +4	
County of Residence	Home Phone	Mobile Phone	
Email Address		Work Phone	

SECTION 2: Statistical Data

(This information is required for purposes of reporting to the federal government, and will not be used in determining admission status)

1. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	3. Ethnic / Racial Group. Please select one or more races from the following five racial groups: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	4. Did your father graduate from college? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
2. Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No		5. Did your mother graduate from college? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

SECTION 3: Program Information

1. Desired Program of Study	5. Check the campus you plan to attend: <input type="checkbox"/> Vidalia Campus 3001 East First St, Vidalia, GA 30474 912-538-3100 <input type="checkbox"/> Swainsboro Campus 346 Kite Rd., Swainsboro, GA 30401 478-289-2200 <input type="checkbox"/> Other Campus	6. Student Type: <input type="checkbox"/> Beginning Student (<i>never attended any college</i>) <input type="checkbox"/> Returning Student (<i>previously attended Southeastern or formerly Swainsboro Tech</i>) <input type="checkbox"/> Transient Student (<i>enrolled at another college, taking classes at STC</i>) <input type="checkbox"/> Transfer Student (<i>previously attended another college</i>) <input type="checkbox"/> Special Admit (<i>non-award seeking</i>) <input type="checkbox"/> High School (<i>currently enrolled in High School</i>)
2. Desired Specialization		
3. Seeking <input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree	4. Desired Term for Entry <input type="checkbox"/> Fall Year: <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20_____	

SECTION 4: Residency Information

Are you applying for in-state tuition? If yes, verification documents will be required. Yes No

4A. Are you a U.S. citizen? Yes No *If YES, please go to section 4B.*

If **NO**, are you a resident alien? *Note: a resident alien card (green card) must be presented for tuition consideration.*

<input type="checkbox"/> Yes:	List country of citizenship:		
<input type="checkbox"/> No:	What is your current visa status?	What is your country of citizenship?	What is your country of birth?

4B. Complete only the section below that describes you.

The following information will be used to determine tuition rates and financial aid eligibility. Failure to provide accurate valid information may impact tuition.

<input type="checkbox"/> I am under 24 years old and my parents or guardian claimed me on their most recent tax returns.	<input type="checkbox"/> I am under 24 years old and no one claimed me on their most recent tax return	<input type="checkbox"/> I am 24 years old or older
1. What is your parent/guardian's legal state of residence? _____	1. Have you or your parent(s) lived in the state of Georgia for the last 12 consecutive months? <input type="checkbox"/> Yes <input type="checkbox"/> No	1. Have you lived in the state of Georgia for the last 12 consecutive months? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. How long have they lived continuously in the state listed above? _____ Years _____ Months	2. Did you or your parent(s) file income taxes in Georgia last year or this year? <input type="checkbox"/> Yes <input type="checkbox"/> No	2. Did you file income taxes in Georgia last year or this year? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5: Educational Data

Educational transcripts and/or GED scores are required for completion of application.

1. Have you graduated from high school? Yes No

If **yes**, year of graduation:

If **no**, do you have a GED?

Yes No

Are you receiving credits for this class at your high school?

Yes No

Last level of high school completed:

When will you graduate?

Month Year

2. Last high school attended:

City of High School

State of High School

Zip Code of High School

3. List below all colleges which you have attended, beginning with the most recent.

Do not list any institution attended for seminars and/or non-credit (C.E.U.) purposes. Students who do not list each previous institution attended for credit courses are subject to dismissal without refund.

Did you graduate?

Yes No

Name of Institution

City, State

Dates Attended

Yes No

Name of Institution

City, State

Dates Attended

Yes No

Name of Institution

City, State

Dates Attended

4. If you attended another institution, are you in good standing and eligible to re-enroll? Yes No

If you checked No, why?

SECTION 6: Military Information

1. Are you currently active duty, a veteran, a member of the national guard, or a reservist in the U.S. Armed Forces? Yes No

If Yes, please specify:

Active Duty Veteran National Guard Reservist

Branch:

Air Force Army Coast Guard Marine Navy

2. Are you a dependent/spouse of an active duty member, veteran, member of the national guard, or a reservist in the U.S. Armed Forces? Yes No

If Yes, please specify:

Active Duty Veteran National Guard Reservist

Branch:

Air Force Army Coast Guard Marine Navy

SECTION 7: Emergency Contacts

Please list two people we may contact if we need to reach you.

Name

Phone

Name

Phone

Pursuant to O.C.G.A 16-10-20, it is a felony to make a false statement on any document. In addition, making a false statement on this application may result in your dismissal from the college.

AUTHORIZATION: I give Southeastern Technical College permission to contact me at the telephone numbers I have provided via any means, including text message or voice.

I intend to abide by the rules and regulations of Southeastern Tech. By signing and submitting this application and upon my admission to Southeastern Technical College, I understand that my name, quotations, and photographic likeness – including video footage – may be used in all forms of media for advertising, trade, and any other lawful purposes on behalf of Southeastern Technical College or the Technical College System of Georgia and that I will not receive now or in the future any compensation for this usage. I also understand that my name, quotations, and photographic likeness may be gathered from and posted to STC's social media sites and website. I also realize that during my training at STC photographs may be taken of me for use in promoting STC. I give my permission for the release of directory information as defined in the Catalog and Student Handbook. Unless I notify Admissions by filling out a Directory Information Exclusion Form, I give permission for the above to be done.

Applicant's Signature: _____
Name

Date