

# ENROLLMENT SERVICES



## ENROLLMENT SERVICES

The Office of Enrollment Services is responsible for the outreach, recruitment, dual enrollment, and orientation programs at Gadsden State. This office houses a staff of Enrollment Specialists that are assigned to personally assist each high school in our service area with these programs. Enrollment Specialists are available to provide presentations on topics including Gadsden State degree/certificate program information, admissions procedures, scholarships, financial aid, dual enrollment, college planning, and career exploration. Enrollment Specialists also work closely with high

school guidance counselors and community organizations to provide individual advisement to prospective students regarding all aspects of the enrollment process. In addition to outreach visits, Enrollment Specialists host special events on all Gadsden State campuses, including college tours, preview days, summer programs and orientation events. The goal of the Office of Enrollment Services is to help ease the student's transition into college and career, while increasing the rate of completion and success, and investing in the future workforce.

## ADMISSION TO THE COLLEGE

If an individual wishes to enroll in one or more credit courses offered by GSCC, he/she must first apply online for admission to the College. If a citizen of the United States or a permanent resident, the applicant must apply for admission through the Gadsden State Office of Admissions. If an international student, the applicant must apply for admission through the Gadsden State International Programs Office which is located in Naylor Hall. **NOTICE: All applicants must request that their high school and each college attended submit an official academic transcript to Gadsden State Admissions Office. Failure to submit official academic transcripts prior to registration may negatively affect the applicant's financial aid.**

The requirements and procedures for admission are determined by the Board of Trustees of the Alabama Community College System. Persons seeking admission must complete the online application and submit appropriate documentation as required, including one primary form of identification.

All male students between the ages of 18 and 26 must verify that they have registered with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).

**After admission to GSCC, students will have to satisfy additional admission requirements if they wish to enter one of the following areas: any HEALTH-RELATED program or REALTIME REPORTING.**

For more information about these programs, those interested should see the appropriate program director.

*All college admission policies are applicable to Online Education courses and programs.*

For more information, contact the Admissions Office at 256.549.8210 or call toll-free 1.800.226.5563.

## Admission of U.S. Citizens

U.S. citizens seeking admission to Gadsden State must apply online at [www.gadsdenstate.edu](http://www.gadsdenstate.edu). For admission information, applicants may also refer to the website for the current catalog and current schedules, telephone 256.549.8210, or call toll-free 1.800.226.5563.

All applicants will be placed into one of the following categories:

**First-time freshmen** have completed high school or the equivalent but have never attended any college.

First-time students must request and ensure that their high schools submit official completed transcripts of their high school scholastic records directly to the Gadsden State Admissions Office, or the students must request that official copies of the GED scores be sent to the Admissions Office, P.O. Box 227, Gadsden, AL 35902-0227. Official transcripts can be submitted in person as long as envelope is unopened and sealed. In addition, students must comply with all admission requirements listed elsewhere in this catalog.

For **unconditional admission**, applicants must:

- Complete an online application for admission
- Submit at least one of the following:

◇ An official transcript showing graduation date, the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public high school or;

◇ An official GED transcript. Alabama GED records can be obtained at [www.ged.com](http://www.ged.com).

- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.

**Conditional admission** may be granted to an applicant who does not have all the required documents on file for admission. However, all applicants must submit a primary form of identification. Conditional admission is a strictly temporary status in which the student will be permitted to enroll and attend classes for one term. All admission documentation must be received prior to the completion of the first term of enrollment.

If all required admissions records have not been received by the College prior to issuance of the first semester grades, a registration “hold” will be placed on the student’s account and the student’s transcript will be held until this requirement has been met. **Conditionally accepted students are not eligible for federal student aid.**

**Transfer students** have attended one or more regionally accredited colleges or universities other than Gadsden State but wish to continue their education at Gadsden State. Transfer students must:

- Complete an online application for admission
- Provide an official transcript from high school and an official transcript from all colleges and universities previously attended. Transcripts may also be sent by official electronic means. An applicant who has a baccalaureate degree will need to submit only a transcript from the institution awarding the degree.
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.

A transfer student who meets requirements for admission to a course creditable toward an associate degree shall be classified as a “degree-eligible student.” A transfer student who does not meet these requirements shall be classified as a “non-degree-eligible student.” **Non-degree-eligible students are not eligible for federal student aid.**

Transfer students must adhere to the same satisfactory academic progress standards as a “native” student. Those not meeting standards will be admitted on academic probation. The transcript will read “**Admitted on Academic Probation.**”

An applicant who has been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on academic probation. The transcript will read “**Admitted upon Appeal – Academic Probation.**” Readmission upon appeal does not guarantee financial aid eligibility. Refer to Financial Aid Satisfactory Academic Progress for more information.

### Transfer of Credit

Whether one is a U.S. citizen or an international student, the following principles relating to transfer of credit earned at one institution to another institution apply:

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent

learning and qualified faculty, an institution may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs. **NOTICE: The student may check for transfer credit on the website by logging into the student account and viewing their unofficial transcript.**

2. A course completed at another regionally accredited postsecondary institution with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer grade of “D” will be accepted. The exception to this rule is a grade of “D” in English Composition I. Selective admissions programs may treat transfer of credit differently towards degree completion.
4. College credit hours will be given based on the credit hours earned at the transferring institution.
5. Non-traditional credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. Evaluations are made by qualified faculty and approved by the appropriate chief instructional officer.
6. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing fifteen (15) semester hours with a cumulative GPA of 2.0 or above.

**Transient students** are students who desire to enroll at Gadsden State, fully intending to return to their previous home colleges or universities to complete their studies. For admission as a transient student, applicants must:

- Complete an online application for admission
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.
- The student must also submit a letter of transience. The Transient Student Letter must contain the courses approved by the student’s home institution for transfer. Transient students must request and ensure that the Registrar of their home college or university send directly to Gadsden State Admissions Office a letter of transience, indicating that the course(s) to be taken at Gadsden State will be acceptable at that institution. Letters of transience must be on file prior to the student’s registration for courses. **Transient students are not eligible for federal student aid.**

**Re-admit students** are those former Gadsden State students who have not attended Gadsden State within the past full academic year. Re-admit students must:

- Complete the online admission.
- Provide one primary form of identification (examples are an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U.S. passport, or an unexpired U.S. permanent resident card) per Alabama Community College System Policy 801.01.
- If students have attended one or more colleges and/or universities since their original admission to Gadsden State, they must submit an official transcript from each institution to the Gadsden State Admissions Office. If the student has never submitted his/her high school transcript, this will also be required per new regulations.

This documentation must be received to be cleared for admission and registration.

**Accelerated students** are high school students who have completed at least the **tenth** grade and who have been approved to enroll for college credit in Gadsden State courses while they are still attending high school. **Accelerated students are not eligible for federal student aid.**

A student is eligible for early admission if he/she meets ALL of the following criteria:

- a. The student has successfully completed the tenth (10th) grade.
- b. The student provides a certification from the local principal and/or designee certifying that the student has a minimum cumulative "B" average and recommending that the student be admitted under this policy.
- c. The student has completed the high school prerequisite (s) for the postsecondary course in which he/she wishes to enroll. For example, a student may not take English Composition until all required high school English courses have been completed.

Exceptions may be granted by the Chancellor for a student documented as gifted and talented according to the standards included in the State Plan of Exceptional Children and Youth. Exceptions apply only to requirements "A" and "C" above.

All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcript). Transcripts issued prior to a student's high school graduation will be labeled "**Conditional Credit.**" Upon proof of high school graduation, this notation will be removed from the transcript

Accelerated students must follow the applications procedures as listed for First-time freshmen.

**Dual enrollment students** are high school students who have completed at least the ninth grade and who have been approved to enroll for dual credit (college and high school) in Gadsden State courses while they are still attending high school. Students enroll for dual enrollment through the ACE Institute.

### ACE Institute

The Advanced College Enrollment (ACE) Institute is Gadsden State's dual enrollment program. Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes. College courses may be taken, to earn both college and high school credit simultaneously, at one of Gadsden State's campuses, online or at the student's high school (where available). Eligible students may enroll in the ACE Institute during the Summer, Fall or Spring terms. ACE Institute students may enroll in any Gadsden State course deemed acceptable by the student's high school, including both general education courses and career technical courses.

ACE Institute students are responsible for the cost of all tuition, fees, books, materials/supplies. Students interested in certain career technical programs, identified as high-wage, high-demand, may qualify for the ACE Institute Scholarship. The ACE Institute Scholarship is funded by the Career Technical Dual Enrollment Grant through the Alabama Community College system and may cover tuition, books, materials/supplies. See a current list of scholarship-eligible programs at [www.gadsdenstate.edu/aceinstitute](http://www.gadsdenstate.edu/aceinstitute). For more information email [dualenrollment@gadsdenstate.edu](mailto:dualenrollment@gadsdenstate.edu) or phone 256-549-8305. **Dual enrollment students are not eligible for federal student aid.**

### ACE Institute (Dual Enrollment) Admissions & Records Process

There must be on file at Gadsden State a formal written agreement between the student's local school board and Gadsden State before approval for dual credit/dual enrollment admissions is granted. To be eligible, the student must meet the following requirements:

1. The student must be in grade 10, 11, or 12 or have an exception granted by the participating postsecondary institution upon the recommendation of the Chancellor and in accordance with Alabama Administrative Code 290-8-9.12, regarding gifted and talented students.
2. The student must have a 2.5 or higher GPA average, as defined by local board of education policy, in completed high school courses.
3. The student must have written approval of the appropriate principal or career/technical education program representative (if applicable) and counselor. Student success in dual credit/dual enrollment is dependent upon both academic readiness and social maturity. Approval from the principal and counselor indicates that the student has demonstrated both. This approval is indicated on the dual program approval form as part of the admissions process.
4. The student must meet the entrance requirements established by the College for dual enrollment students.
5. The student is responsible for any transportation required to participate in dual enrollment.

6. Students must take a state-approved college placement test, where minimum placement is required, specifically for a college-level English, math or reading courses. Students in the 10<sup>th</sup> or 11<sup>th</sup> grade taking only career technical courses are not required to take a placement test. All dual enrollment students must take a state-approved college placement test prior to registering for any dual enrollment courses for the 12<sup>th</sup> grade year.
  - A. Students must meet all applicable prerequisites prior to enrolling courses.
  - B. Developmental courses (those numbered below 100) are not offered through dual enrollment.
7. All credit for coursework completed under these provisions is held in escrow until the student provides proof of high school graduation (final high school transcripts). Transcripts issued prior to a student's high school graduation will be labeled "Conditional Credit." Upon proof of high school graduation, this notation will be removed from the transcript.
8. Dual enrollment students who withdraw from a course or fail to earn a grade of "C" or better in attempted college courses will be suspended for a minimum of one term. The one-term suspension may not be served during the summer term.

**Personal enrichment students** are students who desire to take courses but who do not intend to fulfill the requirements for a degree. Personal enrichment students must complete the same documents required of the first-time freshman and/or the transfer student. **Personal enrichment students are not eligible for federal student aid.**

**Senior adult students** are students who may qualify for the Senior Adult Scholarship Program (tuition assistance) be-

cause they are sixty (60) years of age or older. Senior adult students must complete the same documents required of the first-time freshman and/or the transfer student.

The applicant must:

1. Comply with the College's admission standards as noted earlier in this catalog under "Admission," "First-time freshmen," "Transfer Students," or "Re-admit Students";
2. Be an Alabama resident; and
3. Enroll for credit during the drop/add period **only**. (Non-credit enrollment and early registration are not covered under these provisions.)

Senior Adult scholarships will be limited based on available funds. The scholarship can cover up to six (6) hours per semester. The Senior Adult scholarship will be available only after all other forms of financial assistance have been exhausted. The student is responsible for any fees or other charges applied to the general student body. Senior citizens granted a tuition waiver under the Senior Adult Scholarship Program may receive the tuition waiver only one time per course. **Any time a senior citizen repeats a course, the student is responsible for not only fees but also tuition. NOTICE: Senior citizen course enrollment under the Senior Adult Scholarship Program is restricted to a space-available basis. A course will not be expanded beyond the optimal number to accommodate the enrollment of senior citizens attending under the Senior Adult Scholarship Program. Eligible students who choose to register for courses and receive the senior citizen tuition waiver must wait until the first day of class to register.**

## Admission to Non-Degree (Certificate) Courses

Applicants with less than a high school diploma or GED shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree. These students may be eligible for federal student financial aid, but will be allowed to register only for certain certificate programs. Refer to Financial Aid for additional information.

An applicant may be admitted to a course not creditable toward an associate degree and to a program comprised exclu-

sively of courses not creditable to an associate degree provided that he/she provides the required documentation, is at least 17 years of age, and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent). In addition, a student may be allowed to enroll in such "institutional credit only" courses as developmental English, mathematics, and reading. For additional information, applicants may contact the Office of Admissions at [admissions@gadsdenstate.edu](mailto:admissions@gadsdenstate.edu).

## Admission of Non-Native English Speakers

All non-native speakers of English must provide proof of language proficiency by meeting one of the following options:

1. TOEFL (Test of English as a Foreign Language)—Minimum score of 500 PBT (paper-based) or 61 iBT (Internet-based). Official score should be sent to Gadsden State, institution code 1262.
2. IELTS (International English Language Testing System) score of 5.5.
3. STEP (Society for Testing English Proficiency) Eiken score Pre-First
4. Alabama Language Institute (ALI): Students who study in ALI may meet the language requirement by completing all specified advanced level classes with a grade of A or B.
5. Completion of English Composition: Students transferring from another U.S. institution may meet the language requirement through completion of at least 3 credit hours in English Composition (101) with a grade of "C" or higher.

This policy applies to all non-native English speakers entering GSCC who have not received an American high school diploma or GED taken in English or who do not have credit

for English Composition (101) from a regionally accredited U.S. institution. Contact the International Office for more information.

## Admission of International Students

An international student (a first-time freshman, a transfer student, a transient student, or a re-admit student) must apply for admission to the College before the student may enroll in a course. To begin the admission procedure, the student needs to apply through the **International Programs Office** (PO Box 227, Gadsden, AL 35902). For more information, telephone 256.549.8324 or 256.549.8438, email [international@gadsdenstate.edu](mailto:international@gadsdenstate.edu), or go to [http://www.gadsdenstate.edu/international\\_students/admissions](http://www.gadsdenstate.edu/international_students/admissions).

**NOTICE: International student applicants are not eligible for conditional admission status.**

### Admission Requirements

- To be admitted to GSCC, an international student must submit to the International Programs Office each of the following: **A certified original translated and evaluated copy of the student's high school transcript**, showing that the average grade was at least "C." (Any accredited credential evaluation service may be used for evaluation.);

**Competence in the English language** as evidenced by a score of at least **500 (PBT) or 61 (IBT) on the Test of English as a Foreign Language**; IELTS (International English Language Testing System) score of 5.5, or STEP (Society for Testing English Proficiency) Eiken score Pre-First

**Exception #1: (1)** A student from a country where English is the native language or from a country exempt from an English proficiency test or **(2)** a student who has graduated from an accredited high school in the United States or from an accredited American high school overseas or **(3)** a student who is applying for admission to the Alabama Language Institute (ALI) is exempt from the Test of English as Foreign Language. For more information about the ALI program, a student should see the section on "Alabama Language Institute" <http://www.gadsdenstate.edu/ali/alabama-language-institute> in this catalog.

**Exception #2:** A transfer student who has successfully completed English Composition 101 or higher with a grade of C or above from a regionally accredited institution is exempt from an English proficiency test.

**Exception #3:** A student who **(1)** has completed one sixteen-week term in the Alabama Language Institute at the highest levels (Levels 5 & 6) in Speaking/Listening, Reading, Grammar, Composition, and either Vocabulary 2 or TOEFL Strategies; **(2)** has passed all skill areas with at least a "B"; and **(3)** has a written recommendation from the ALI faculty to enter college may enroll in the College without an English proficiency test.

- The ACCS Medical Record Form completed and signed by a physician attesting to the student's good health and

documenting required vaccinations and a current TB test or chest x-ray showing no active tuberculosis;

- Affidavit of Support in the form of a certified statement from a person who assumes full responsibility for the student's financial support with a signed declaration by the sponsor's bank. All forms can be downloaded from [http://www.gadsdenstate.edu/international\\_students/admissions](http://www.gadsdenstate.edu/international_students/admissions).

**NOTICE #1: A transfer student** (that is, a student who has attended one or more U.S. colleges and/or universities other than Gadsden State and who wishes to pursue an education at Gadsden State) must also ensure that an **official academic record transcript** is sent directly to GSCC by the Registrar of **each** college and/or university that the student attended. In addition, the student must submit to the International Programs Office a completed **Transfer Clearance Form**.

**NOTICE #2: Academic credits earned at a foreign university** must be evaluated by World Education Services (WES), P.O. Box 745, Old Chelsea Station, New York, NY 10113-0745; website: [www.wes.org/](http://www.wes.org/) or any accredited credential evaluation service. The credential evaluation service should send the evaluation directly to Gadsden State Community College, Registrar, P.O. Box 227, Gadsden, AL 35902-0227.

**NOTICE #3: All students holding a student (F-1) visa** must have adequate health insurance coverage during all periods of enrollment and summer vacation. Repatriation and medical evacuation benefits need to be included under the health insurance policy. Health insurance policies, other than the policy recommended by Gadsden State, must have comparable benefits to be accepted. Students who do not comply with this requirement will be blocked from registration and blocked from sending a Gadsden State transcript.

**NOTICE #4:** A student from a country whose students have experienced difficulty in obtaining funds may be required by Gadsden State to deposit a **semester's worth of educational funds** with the College when the student applies for admission. These funds, which will be held in trust for the student, will be controlled by the College and will be expended in accordance with the student's needs.

### Procedure for Making Application as an International Student

**To Apply for the English Program (ALI or the College):**

- Download and complete **Application for Admission Form** <http://www.gadsdenstate.edu/sites/default/files/u36/intlapp.pdf>.
- Complete the **ACCS Medical Record Form**.

3. Have sponsor complete an **Affidavit of Support Form with a signed declaration by the sponsor's bank.**

#### And For Admission Directly to the College:

4. Also provide certified original translated and evaluated transcripts of grades sent to Gadsden State.
5. Submit adequate English proficiency test score (see Exceptions above).

**NOTICE: An international student approved for enrollment in regular Gadsden State courses must take the Placement Test to determine the correct placement in English and mathematics.**

## REGISTRATION FOR CLASSES

Once a student has been admitted to GSCC, the student may enroll in those courses for which he or she is qualified, but only during a time designated by the College as a registration period. (The Gadsden State calendar, which appears in this catalog and online, provides registration dates). A schedule of courses along with the appropriate schedule of important dates for each term, is published online prior to the time of registration. For additional information about these lists, schedules, and the registration procedure, students should access the Gadsden State website [www.gadsdenstate.edu](http://www.gadsdenstate.edu) or contact the Records Office (256.549.8210).

Before a student can enroll in English Composition I (ENG 101) or in a credit-level mathematics course, he/she must

take the appropriate placement test, which assesses the student's preparedness for such courses. For information concerning those who may be exempt from this test or concerning the placement test, students should refer to Testing Services in the Academic Information chapter of this catalog.

Faculty Advisors are available to assist students in the selection of appropriate courses for any instructional program offered by the College. The names of advisors are listed with the programs of study in this catalog. Any student undecided about a program of study or enrolled in a general program of study should see his/her assigned general studies advisor. Faculty Advisors will assist students with registration and the fee-payment process and provide general information about financial aid and scholarships.

## QUICK GUIDE TO ADMISSION AND REGISTRATION

1. Complete and submit an Application for Admission online. (Go to [www.gadsdenstate.edu](http://www.gadsdenstate.edu) and click "Apply Now." Make sure that all admission documents are provided to the Admissions Office.
2. Contact high school(s) and/or previous college(s) attended to request that official transcripts be submitted directly to the Gadsden State Admissions Office, P.O. Box 227, Gadsden, AL 35902-0227. **NOTICE: Registration is restricted until transcripts are received or the student may be "conditionally" admitted.**
3. Advisor contact information is listed with each program of study in the Degree and Certificate Requirements chapter of this catalog. Students should see an advisor.
4. If applicable, take the placement test. Students are required to be assessed if prior exemptions are not met; speak to your advisor for further details.
5. Register for classes. Online registration: <https://my.gadsdenstate.edu>, enter "myGadsdenState Portal" and follow the directions to look up classes. On-campus registration: Available at times and dates listed in the College calendar.
6. Complete payment of tuition and fees. **NOTICE: A student's registration is not confirmed until tuition and fees are paid or assumed by financial assistance.** Students are encouraged to pay fees the same day they register to avoid deletion of their schedules.
7. Obtain a student identification (ID) card, which is also used as a library card. **NOTICE: The ID is to be in the student's possession at all times while the student is on campus or participating in or attending College events.**
8. Complete motor vehicle registration if planning to have or use a motor vehicle on a Gadsden State campus or instructional site.