

ADMISSIONS INFORMATION

Admissions Policy

Piedmont Technical College complies with the admissions criteria defined by the State Board for Technical and Comprehensive Education in policy 3-2-101 (<https://www.sctechsystem.edu/faculty-and-staff/policies-and-procedures/policies/3-2-101.pdf>).

As detailed in its Non-Discrimination Policy (<https://www.ptc.edu/about/legal-disclosures/non-discrimination-policy/>), Piedmont Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status in its admissions policies, programs, activities or employment practices.

Open Admissions

Piedmont Technical College provides access to post-secondary education to all who are eligible in accordance with statutory requirements and existing policies of the South Carolina Technical College System. Evidence of high school graduation or its equivalent is required for admission to Associate Degree and Diploma programs. Certain certificate programs require a high school diploma or the equivalent.

The purpose of defined Admissions Procedures is to delineate the steps applicants must follow to be admitted into the college and the program of study of their choice. Admission requirements and procedures are established to ensure equal opportunity for all students in consideration of their potential for success and graduation from the College.

General Admission Requirements for Associate Degree, Diploma and Certificate Programs

1. All applicants for admission to the College must be eighteen years of age or possess a high school diploma or General Educational Development (GED) credential. Exceptions are made for specific programs and partnerships, such as Dual Enrollment Program with area high schools.
2. All applicants must submit a College application for admission.
3. All applicants for admission to associate degree, diploma, and certain certificate programs must possess and provide evidence of a high school diploma, GED or equivalent.

There are four exceptions to providing proof of high school diploma or GED, and they are listed below:

- a. Current graduating seniors will be admitted provisionally until June 30 of each year. If the student indicates s/he cannot provide documentation, the student must meet with the Dean of Enrollment Services to change the student type to Non High School Graduate.
- b. Students enrolling in certificate programs that are not eligible for federal financial aid.
- c. Applicants who have earned an associate degree or higher, or the equivalent, from an accredited institution are not required to verify high school graduation or GED provided they submit an

official college transcript verifying the highest degree earned or equivalent coursework.

- d. Applicants who have attended an accredited four-year institution and have earned at least 15 college-level credit hours.

It is the responsibility of the Dean of Enrollment Services to determine the validity of a high school credential or diploma based on criteria set by regional accreditation bodies and State Departments of Education. Requests for exceptions to the Dean of Enrollment Services determination must be reviewed and approved by the PTC Vice President for Student Affairs.

4. All applicants must provide a high school transcript for course placement or meet one of the following criteria for exemption:
 - a. Successful completion of college level English and Math courses as evidenced by a college transcript.
 - b. Earned an associate, bachelor or higher degree from a DoE recognized institution
 - c. SAT/ACT or GED score report
 - d. For Dual Enrollment only, PSAT/Pre-ACT score report
5. All applicants must be US citizens, have a lawful presence in the United States, or apply as a non-immigrant.

State Professional Licensure Disclosures

For students located outside South Carolina who are enrolling at PTC to gain employment in a field that requires licensure or certification, Federal regulations require the college to determine whether our academic program meets the necessary requirements in the student's home state.

Permanent residence will be used to determine student location for this purpose. Permanent residence is based on the address information students provide to PTC during the admissions process. Students who would like to update their permanent residence may submit a Student Information Change form in Pathway.

Students located in a state where it has been determined that PTC's program does not meet the necessary requirements will be unable to enroll in that program, but may make the college aware of an alternate state in which they intend to gain employment to continue the enrollment process, provided that PTC's program meets the requirements in the specified state. Please complete the Attestation Form (<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=1044802d-1272-4242-821c-3b248559b0d0&targetUrl=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f9963b910-e285-4f68-a9aa-474d4f17e070>) if you plan to gain employment in a state other than where you are currently located.

For a full list of licensure and certification requirements and determinations visit <https://www.ptc.edu/about/legal-disclosures/state-licensure-eligibility> (<https://www.ptc.edu/about/legal-disclosures/state-licensure-eligibility/>).

Additional Admission Procedures for Specific Academic Programs

Health Care Programs

1. Applicants must meet specific program entrance requirements for admission into the clinical phase of limited-enrollment programs. These are defined in the college catalog and on the college website.
2. Applicants must complete a physical examination, a criminal background check, and a drug screening prior to the clinical experience for healthcare facilities.

Gunsmithing

Students in gunsmithing programs are required to have a criminal background check and must be legally eligible to acquire and possess a firearm. Students are required to have both a state and NCIC check to apply to the program. These checks are conducted by an outside agency at the student's expense. Pending criminal charges or convictions may make the student ineligible for enrollment, participation in courses or taking the examinations.

Funeral Service and Mortuary Service

Applicants must complete all general education courses and meet with the department head prior to enrollment in Funeral Services courses.

Early Care and Education

Applicants must complete a background check and drug screening prior to the Supervised Field Experience, which is a required component in the program. Some school districts may require a TB test as well.

General Admission Requirements for Other Student Types

Transient

Applicants enrolled at another college desiring to transfer PTC courses to their home college may be admitted as transient students. Applicants must submit an application for admission, Transient Coursework Approval Form or submit their home institution's approval form. Satisfaction of course prerequisites is indicated via signature of the home institution registrar/designee. Transient students are not eligible for federal or state financial aid. Transient students are not required to provide a high school transcript for enrollment. Online classes require at least one proctored assignment or exam to be completed. Electing to have the exam proctored by an institution other than PTC may result in additional charges with that institution.

Non-Degree

Applicants not seeking admission into a degree, diploma, or certificate program may be admitted as nondegree students. Applicants must complete an application for admission. Non-Degree Students are not eligible for federal or state financial aid.

Dual Enrollment Students

Dual enrollment students are high school students (typically juniors and seniors) who take college courses to earn college credit and high school credit simultaneously. Dual enrolled students must have the approval of their high school principal/designee and parent/guardian. Home school applicants must obtain permission from the parent/guardian and from

the school district or an authorized educational agency with jurisdiction over the home school. Dual enrollment students are required to take the placement test portions applicable to the prerequisites of the courses in which they wish to enroll.

Early High School Graduates

Early graduates must follow the general admissions requirements and complete the "Early Graduates" form that verifies early high school graduation and communicates the importance of the submission of a final official high school transcript before financial aid awards can occur.

International Students

Piedmont Technical College reaffirms its policy of nondiscrimination with specific reference to international students. The College's "Open Door" procedure does not apply to international students. The College can deny admission to any international applicant whenever such action appears to be in the best interest of the College. Refer to the PTC Procedure 3-2-1010.2 International Admissions for more information.

Readmission

Students who are not enrolled at Piedmont Technical College for three consecutive semesters (including summer) or more, and who wish to re-enroll must reapply for admission, and must meet admissions criteria under the current catalog. Students who want to reapply to the same program must re-enter under the current catalog for their program.

Exceptions to the Open Admission Procedure

The Vice President for Student Affairs must approve exceptions to the procedures documented herein for Student Affairs.